



# HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101

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N.I.Q. No. 01/GEN/2020-21

Dated : January 27,2021

## NOTICE INVITING QUOTATION

Sealed item-rate quotations are invited by the under-signed on behalf of the Commissioner, Howrah Municipal Corporation from the resourceful, bonafide Suppliers / Agencies / Manufactures having valid Trade License, up-to-date IT/PT/GST Clearance Certificate & previous experiences in similar nature of job as mentioned below :

Sl. No.	Item Description	Quantity	Specification	Rate (In Rs.)	Remarks
01.	Supply of Duplicating Paper for the Digital Copy Printing Machine of General Dept.	100 Reams	Legal Size, Diplomat Brand, 75( +/- 5) GSM		The supplied paper should be usable in the Copy Printing Machine

02. The rate quoted in the printed Letterhead of the Establishment shall be firm, un-conditional and inclusive of all taxes / duties etc and F.O.R. at our office basis. For further detail, interested bidders may contact the Head Clerk, General Dept. at HMC Central Office, 4, M.G. Road, Howrah – 711101 on any working day.
03. The last date of submission of sealed Quotation along with self-attested copies of up-to-date Trade License, PAN & GST Certificate is **03.02.2021** up-to **13.30 hrs.** Quotations will be opened on the same day at **15.00 hrs.** or thereafter in the office chamber of the under-signed where the bidders may remain present.
04. HMC Authority reserves the right to cancel the Quotation, either partially or in full, at any point of time without assigning any reason there-of.

Secretary,  
Howrah Municipal Corporation

Endt. Memo No. 40/1(4) Gen/ 2020-21

Dated: January 27, 2021.

Copy forwarded for information to:

- 1) The Commissioner, HMC;
- 2) The HOD (IT) – With request to upload the same in the official Website of HMC.
- 3) Office Notice Board,
- 4) Dept. Guard File Copy.

Secretary,  
Howrah Municipal Corporation

Endt. Memo No. 40/1(5)Gen/ 2020-21

Dated: January 27, 2021.

Copy forwarded for information with request for wider circulation to:

- 1). Hon'ble Sabhadhipati, Howrah Zilla Parishad, 2). The Dist. Mazistrate, Howrah, 3). The SDO. Sadar, Howrah, 4) The CMOH, Howrah, 5) The CEO, HIT.

Secretary,  
Howrah Municipal Corporation