

HOOGHLY CHINSURAH MUNICIPALITY

Enquiry No 24 S

Dated :-06/09/2018

Sealed quotations are invited from bonafide traders and resourceful suppliers for urgent supply within 03 days of following materials. The rate should be quoted in the official letterhead both in figure and word mentioning clearly the rate per unit including all taxes and delivery charges. No overwriting in the rate will be entertained. The materials to be delivered at the store section of this municipality within the date mentioned in the work order. No transport cost will be allowed in this respect. Quotation papers should be dropped in the "Tender Box" kept with the Office Superintendent as per following programme. "Quotation" sent by registered Post, within the time will also be entertained.

1. **Last date for submission of quotations paper.**

Sealed cover containing the quotations papers should be superscribed as "quotations" For Printing & Stationary Materials " will be received upto **2 p.m. of 18/09/2018**

The following documents are to be enclosed with the Tender / Quotation (1) Copy of Valid Trade Licence (2) Copy of G.S.T.I.N (3) Copy of PAN.

Quotations paper:

quotations will be opened on the same day at 3 p.m.

quotations or their authorized representatives may remain present at the time of opening of quotation at the chamber of the Finance officer.

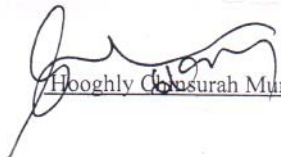
2. Earnest money of Rs 2000/- in cash is to be deposited with the cashier of the municipality at the time of submitting quotation and the money receipt will be attached with the quotation paper.

The Chairman of the Municipality reserves the right to reject any quotation in part or full without assigning any reason. He reserves the right to distribute the work order among two or more suppliers. In case of any dispute, decision of the Chairman will be final and binding upon all.

List of Materials

Sl.No.	Name of the material with brand name	Maker's name	Requirement
1.	A-4 Copy power Xerox Paper (75 G S M)	BILT	150 Pkt.
2.	Blank Register 400 pages with numbering	BHARAT STATIONERS	30 Nos.
3.	Stamp Pad Big Size 15.7 C M x 9.6 C M	CAMEL	30 Nos
4.	Lever Arch File Gold Quality	PAL	5 Dozen
5.	Stapler No. 10	KANGARO	30 Nos.
6.	News print Paper 46 G S M(5.8 Kg. per ream)	ANDHRA /BEST QUALITY	5 Ream
7.	17" x 27" Conquest paper (11.9 Kg. Per Ream)	WEST COST / ANDHRA	12 Ream
8.	18" x 22" Pink Colour Paper 6.8 Kg. Per Ream	MADHYA BHARAT	8 Ream

Chairman / Executive officer


Hooghly Chinsurah Municipality

NB: i) All concerned are informed accordingly.

ii) Sample of all the above articles may be seen from the municipal store

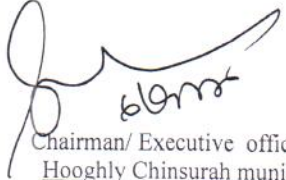
iii) Purchase challan must be submitted if necessary. .

Memo No 4466/22/S-SG

Dated 6/9/-----2018.

Copy forwarded for/information and taking necessary action to:-

1. The Dist. Magistrate, Hooghly (Nazareth Section).
2. The S.D.O. Sadar, Hooghly.
3. The Sabhadhipati, Hooghly Zilla Parishad.
4. The D.I.C.O. (Rabindra Bhawan), Chinsurah, Hooghly.
5. C.M O H Hooghly.
6. Dy. CMOH II, Hooghly.
7. D.I. Primary, Hooghly
8. D.I Secondary, Hooghly
9. Deputy Director of Local Bodies Hooghly
10. The Chairman, H. D.P.S.C Pipulpati, Hooghly
11. The Vice-Chairman, H C M
12. Sri Gobinda Dasgupta , CIC, HCM
13. Sri Sunil Malakar ,CIC, HCM.
14. Sri Shyama Prosad Mukherjee, CIC HCM
15. Sri Partha Saha, CIC HCM
16. The E.O.HCM, 17 The F.O,HCM. 18. The, Ex-O.S.HCM. 19. The Head Clerk,HCM
20. The Accountant HCM.
21. Web site of HCM (w w .h c m . net. in)
22. Office Notice.Board .


Chairman/ Executive officer,
Hooghly Chinsurah municipality