

# HOOGLY CHINSURAH MUNICIPALITY

Dated :-16/12/2019

Enquiry No 42 /S

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 Stationery articles " will be received upto 12-00 p.m. of 24/12/2019.

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 2-00 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.	Double Side Pencil Carbon ( Sapphire)	KORES	05 Boxes
2.	Paper weight (Fibre)	Best quality	100 Pcs.
3.	Sponge Cup	Do	100 Pcs
4.	Gum 700 M.L.	DAYAL	10 Pcs.
5.	Febigum 200 M L	PIDILITE	30 Pcs
6.	Stepler Machine ( No.10)	KANGARO	30 Pcs.
7.	Single Side Pencil Carbon ( Sapphire)	KORES	10 Boxes
8.	Cover File	Best quality	25 Dozen
9.	M/Tape ( 30 Mtrs)	FREEMANS	06 Pcs
10.	Stamp Pad (Big)	CAMLE	60 Pcs.
11.	Stamp Pad (Ink )	KORES	100 Pcs.
12.	Pin	BELL	60 Boxes
13.	Stepler Pin ( No. 10)	KANGARO	200 Boxes
14.	Legal paper	COPY POWER	05 Pkts.
15.	Exercise Book	BEST QUALITY	36 Pcs
16.	400 Pages Blank Book	Do	36 Pcs
17.	Glass Tumbler	(ADVANCE PLUS)	300 Pcs
18.	18 x23 Demai Maplitho Paper	BALARPUR	20 Reams
19.	18 x 22 Pink Paper	MADHYABHARAT	12 Reams
20.	Newsprint	BALAGI	07 Reams
21.	20 x 30 Concowest Paper	WEST COST	06 Reams
22.	Duster Cloth	BEST QUALITY	25 Dozen
23.	140 G S M M G Board white paper	ANDHRA	07 Gross

  
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.