

HOOGHLY CHINSURAH MUNICIPALITY

Enquiry No 30/S

Dated :- 02.11.2015

Sealed Quotation are invited from bonafide traders and resourceful as well as enlisted suppliers for supply of following materials. The rate should be quoted in the official letterhead both in figure and word mentioning clearly the rate per unit. 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 Head Clerk as per following programme. Questioners sent by registered Post, within the time will also be entertained.

1. Last date for submission of Quotation.

Sealed cover containing the quotation papers should be superscribed as "Quotation for " Stationary articles" will be received upto 2 p.m. of 09.11.2015.

Quotation paper:

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

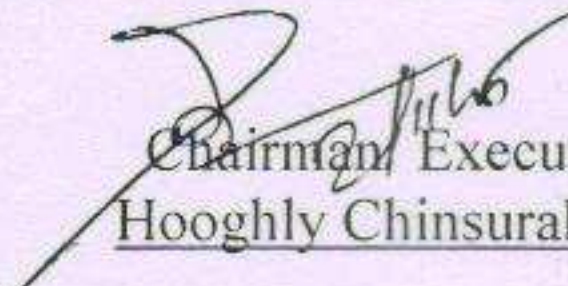
Questioners or their authorized representatives may remain present at the time of opening of Quotation at the chamber of the Finance officer.

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

The Chairman of the Municipality reserves the right to reject any tender 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.	Copy Power Xerox Paper A - 4	Billt	150 Packet
2	Do - A - 3	"Do"	10 Packet.
3.	Flat File (as per our specification)	Best Quality	1000 Nos.
4.	100 Pages blank ruled register (with numbering)	"Bharat Stationers"	100 Nos.
5.	200 pages - Do	"Do"	100 Nos.
6.	24/6 Stapler	Kangaro/Max	6 Nos.
7.	700 ml. Camel Pest (Gum)	Kores	30 Bottle
8.	Pencil Carbon Sapphier 210 x 330 mm.	"Do"	10 Box
9.	Double side Pencil Carbon 210 x 330 mm.	"Do"	20 Box
10	"Utility" Cover File Superior Quality	UTILITY	30 Dozen


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 Chalan must be submitted.

Memo No. 4548(19)S-SG

Dated 02-11-2015

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. D.I. - Primary, Hooghly
6. D.I. - Secondary, Hooghly
- 7 Deputy Director of local Bodies Hooghly.
8. D.P.S.C. Piptulpati Hooghly,
9. Vice - Chairman, HCM
10. Sri Gobinda Dasgupta, CIC,HCM,
11. Sri Partha Saha,CIC. (Health),HCM
12. Sri Sunil Malakar, CIC , (Water works), HCM.
13. Sri Shyama Prasad, CIC, (Accounts), HCM.
14. The E.O. HCM 15. The F.O. HCM 16. The Head Clerk, HCM 17. Account. HCM 18. Web Site of HCM (www.hcm.net.in) 19. Office Notice Board.


Chairman/ Executive officer