

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 05/07/2019. 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.

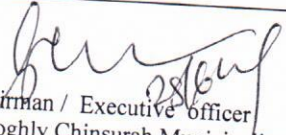
quotations or their authorized representatives may remain present at the time of opening of quotation at the chamber of the Finance officer.

2. Earnest money of Rs 500/- 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.	Full Scape Paper (cut from 17" x 27" Dobbble Full Scape Paper) 8.6 Kg. per Ream	ANDHRA / BALARPUR / TNPL	10 Ream
2.	Flat File (As per our specification)	BEST QUALITY BOARD	1000 Nos.
3.	Febigum - 200 ML each bottle	PIDILITE	30 Nos.
4.	Lead Pencil	NATARAJ	10 Box (Per Box 10 Pices.)
5.	Stamp Pad Big Size - 15.7 Cm. x 9.6 Cm	CAMLIN	20 Nos.
6.	Stamp Pad small Size - 110 MM x 69 MM	FABARCASTEELL	24 Nos
7.	Gems Clip	BELL	10 Box (Per Box 10 Pkt.)
8.	Exercise Book 128 Pages	PIONEER GOOD BOY	24 Books


Chairman / Executive officer
Hooghly Chinsurah Municipality

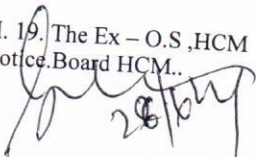
- NB: i) All concerned are informed accordingly.
ii) Sample of all the above articles may be seen from the municipal store
iii) Purchase challan must be submitted if necessary.

Memo No ~~27-88/22/S-SG~~

Copy forwarded for information and taking necessary action to:-

Dated ~~28/6/19~~ 2019.

- The Dist. Magistrate, Hooghly (Nazareth Section).
- The S.D.O. Sadar, Hooghly.
- The Sabhadhipati, Hooghly Zilla Parishad.
- The D.I.C.O. (Rabindra Bhawan), Chinsurah, Hooghly.
- C.M O H Hooghly.
- Dy. CMOH II, Hooghly.
- D.I. Primary, Hooghly
- D.I Secondary, Hooghly
- Deputy Director of Local Bodies Hooghly
- The Chairman, H. D.P.S.C Pipulpati, Hooghly
- The Vice-Chairman, H C M
- Sri Gobinda Dasgupta, CIC, HCM
- Sri Sunil Malakar, CIC, HCM.
- Sri Shyama Prosad Mukherjee, CIC HCM
- Sri Partha Saha, CIC HCM
- The E.O.HCM, 17 The F.O,HCM. 18. The O.S.HCM. 19. The Ex - O.S ,HCM
- The Accountant HCM
- Web site of HCM (w w w . h c m . net. in)
- Office Notice Board HCM..


Chairman/ Executive officer,
Hooghly Chinsurah municipality