

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 Stationary Articles " will be received upto 2 p.m. of 17/05/2018
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.	Flat File (As per our specification)	Best quality	1000 Nos
2.	Cover File "UTILITY" Superior quality with printing	"UTILITY"	50 Dozen
3.	10-OZ Drinking Glass	Advance Plus	300 Nos
4.	24 " x 24" Duster (As per our specification)	Best quality	50 Dozen
5.	" Kores" Double side pencil Carbon	" Kores"	10 Box
6.	Bell Pin	Bell Product	60 Box (Per Box 500 Pins)
7.	Paper weight (As per our specification)	Best quality	100 Nos.
8.	Blank Book 100 pages with numbering	Bharat Stationers	100 Books
9.	Lever Arch File Gold quality	" Pal "	24 Nos.
10.	4" Metal Cutting Disc	Agni Premium	2 Box

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. 2282/23-SG

Dated 10/5/2018.

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. Sri Himangsu Chakraborty, S I.HCM.
22. Web site of HCM (w w . h c m . net . in)
23. Office Notice.Board .

Chairman/ Executive officer
Hooghly Chinsurah Municipality