

LIMITED TENDER NOTICE : CORPORATE OFFICE/KOLKATA

Sealed Tenders are invited from reputed dealers/suppliers for supply of following items:

Tender No.& Date

Item

**CORP/COMM-102/2014/507
May 08, 2014**

**Stationery Items
As per Annexure enclosed**

- The Price should be **inclusive** of all Taxes and Duties F.O.R Corporate Office, Kolkata
- Please ensure that the prices quoted under this contract are after observing the relevant sample of the items.
- The delivered would be from fresh lot on immediate basis. The delivery of the items would be strictly as per specification/sample provided.
- Payment would be made on **45 days credit** basis on receipt of goods accompanied with Tax Invoice duly accepted by **Administration Department**.
- In case of rejection, replacement has to be made from fresh lot on immediate basis.
- Repeat order may be placed on same rate, terms and conditions on additional requirement if any.
- The **validity** of the offer should be Minimum up to 30.06.2014.
- The bidders may quote their competitive offer as per Company's website www.hindcables.gov.in
- The Competitive offer has to be submitted in a sealed envelope superscribing "**Quotation for Stationery Items**" and addressed to **Manager(Commercial), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 30.05.2014**.
- Offers received over Fax/E-mail will not be considered.
- The company reserves the right to accept or reject the tender either in full or part without assigning any reasons thereof.

DEPUTY MANAGER(COMMERCIAL)

ANNEXURE

SAMPLE of items to be obtained from **Commercial Department, 4th Floor, Corporate Office** before submission of bid.

SL. NO.	ITEM	SPECIFICATION	UNIT	QUANTITY
1.	LETTER HEAD	A4 SIZE – 100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	15
2.	NOTE SHEET	100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	20
3.	SCRIBBLING PAD	100 SHEETS IN A PAD(9”X7.5”) - AS PER SAMPLE	PADS	10
4.	SHORTHAND NOTE BOOK	MAKE – “BEST”	PADS	15
5.	STAPLER	SMALL KANGARO – 10	NOS.	5
6.	PUNCHING MACHINE	SINGLE PUNCH (MAKE - KANGARO)	NOS.	6
7.	GUM TUBES	SMALL(150 ML) (MAKE – GRIPEX)	NOS.	25
8.	STAPLER PIN – ONE BOX CONTAINING 1000 STAPLES	SMALL SIZE KANGARO MUNIX (NO. 10 – 1M)	BOX	20
		BIG SIZE KANGARO MUNIX (24/6-1M)	BOX	10
9.	GEMS CLIP	ONE BOX CONTAINING 100 CLIPS. (MAKE – BELL)	BOXES	20
10.	ALPIN	MAKE – KING	BOXES	10
11.	CELL - O - TAPE	LENGTH – 9 MTRS. WIDTH – 0.5 INCH. REPUTED BRAND	ROLLS	10
12.	BATH TOWEL	BIG – GOOD QUALITY(30” X 60”)	NOS.	10
13.	FACE TOWEL	SMALL – GOOD QUALITY(18” X 27”)	NOS.	20
14.	PENCIL	NATRAJ PLASTO	NOS.	10
15.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	200
16.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	100
17.	ENVELOP *	PLAIN BROWN(28X12 CMS)	NOS.	250
18.	ENVELOP *	PLAIN WHITE (28X12 CMS)	NOS.	100
19.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	300
20.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	200
21.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	100
22.	FLAT FILE	AS PER SAMPLE	NOS.	150
23.	FOLDER	AS PER SAMPLE	NOS.	50
24.	ARCH FILE	AS PER SAMPLE	NOS.	24
25.	DESPATCH REGISTER	AS PER SAMPLE	NOS.	6
26.	PAPER WEIGHT	AS PER SAMPLE	NOS.	6
27.	BINDED REGISTER	500 PAGES	NOS.	6
		250 PAGES	NOS.	6
		75 PAGES	NOS.	6
		(RULLED WITH SL. NO. AS PER SAMPLE)		
28.	STAMP PAD	BIG (157x96 mm) REPUTED BRAND	NOS.	6
		MEDIUM(110x69mm)REPUTED BRAND	NOS.	6
29.	ATTENDANCE REGISTER	AS PER SAMPLE	NOS.	6
30.	WASTE PAPER BASKET	AS PER SAMPLE	NOS.	10
31.	SCROTCH TAPE	STANDARD SIZE (WIDTH - 1”)	ROLLS.	20
32.	GATE PASS SLIP	AS PER SAMPLE	PADS.	20

* WITH COMPANY’S NAME AND ADDRESS PRINTED (AS PER SAMPLE)