

**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](http://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, 4<sup>th</sup> Floor, Corporate Office** before submission of bid.

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

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