

LIMITED TENDER NOTICE : CORPORATE OFFICE/KOLKATA

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

<u>Tender No.& Date</u>	<u>Item</u>
CORP/COMM-102/2015/409 April 27, 2015	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 30.06.2015.
- 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(TKP & MKTG), 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 11.05.2015**.
- 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 (75 GSM) – AS PER SAMPLE	PKTS	20
2.	NOTE SHEET	100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	10
3.	SCRIBBLING PAD	100 SHEETS IN A PAD(9”X7.5”) - AS PER SAMPLE	NOS.	09
		25 SHEETS IN A PAD(9”X7.5”) – AS PER SAMPLE	NOS.	10
4.	GUM BOTTLE	150 ML – REPUTED BRAND	NOS.	10
5.	STAPLER PIN – ONE BOX CONTAINING 1000 STAPLES	SMALL SIZE KANGARO MUNIX (NO. 10 – 1M)	BOX	40
6.	ALPIN	MAKE – KING	BOXES	07
7.	CELL - O - TAPE	LENGTH – 9 MTRS. WIDTH – 0.5 INCH. REPUTED BRAND	ROLLS	03
8.	BROWN TAPE	SMALL - REPUTED BRAND	ROLLS	07
15.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	80
16.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	140
17.	ENVELOP *	PLAIN BROWN(28X12 CMS)	NOS.	50
18.	ENVELOP *	PLAIN WHITE (28X12 CMS)	NOS.	150
19.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	50
20.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	170
21.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	200
22.	FLAT FILE COBRA	AS PER SAMPLE	NOS.	50
23.	FOLDER	AS PER SAMPLE	NOS.	40
24.	ARCH FILE	AS PER SAMPLE	NOS.	20
25.	SECURITY REGISTER	AS PER SAMPLE	NOS.	7
27.	BINDED REGISTER	500 PAGES	NOS.	5
		250 PAGES	NOS.	5
		80 PAGES	NOS.	2
		77 PAGES	NOS.	2
		(RULLED WITH SL. NO. AS PER SAMPLE)		
29.	ATTENDANCE REGISTER	AS PER SAMPLE (250 PAGES)	NOS.	4
29.	ATTENDANCE REGISTER	AS PER SAMPLE (150 PAGES)	NOS.	1

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