

**LIMITED TENDER NOTICE : CORPORATE OFFICE/KOLKATA**

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

<b><u>Tender No.&amp; Date</u></b>	<b><u>Item</u></b>
<b>CORP/COMM-102/2016/226 February 23, 2016</b>	<b>Stationery Items As per Annexure enclosed</b>

- The Price should be **inclusive** of all Taxes and Duties F.O.R Corporate Office, Kolkata
- Please ensure that the prices quoted against these items 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 31.03.2016.
- The bidders may quote their competitive offer as per Company's website [www.hindcables.gov.in](http://www.hindcables.gov.in). However, no offer will be accepted through Company's website until and unless the sample of the items are being collected from Commercial Department before submission of bid.
- The Competitive offer has to be submitted in a sealed envelope superscribing "**Quotation for Stationery Items**" and addressed to **Manager(TKP & MKTG & MTW), 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 01.03.2016**
- 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.	XEROX PAPER	75 GSM A4 SIZE (21 CM x 29.7 CM) J.K. COPIER PAPER (ORIGINAL RED MILL PACK) – 500 LOOSE SHEETS IN A PACKET NET WEIGHT – 2.34 KG. PER REAM	REAMS	<b>30</b>
2.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	<b>70</b>
3.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	<b>70</b>
4.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	<b>100</b>
5.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	<b>200</b>
6.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	<b>200</b>
7.	LETTER HEAD	A4 SIZE – 100 LOOSE SHEETS IN A PACKET (75 GSM) – AS PER SAMPLE	PKTS	<b>05</b>

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