

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-102/2011
April 29, 2011**

**Stationery Items
As per Annexure enclosed**

- The Price should be **inclusive** of all Taxes and Duties F.O.R Corporate Office, Kolkata
- 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 30.06.2011
- The bidders may quote their competitive offer through 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), 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 11.05.2011**
- 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	20
2.	NOTE SHEET	100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	10
3.	SHORTHAND NOTE BOOK	GOOD QUALITY	PADS	10
4.	STAPLER	SMALL KANGARO – 10	NOS.	5
5.	GEMS CLIP	ONE BOX CONTAINING 100 CLIPS. REPUTED BRAND	BOXES	20
6.	ALPIN	100 GRAMS IN A BOX. REPUTED BRAND	BOXES	5
7.	CELL - O - TAPE	LENGTH – 9 MTRS. WIDTH – 0.5 INCH. REPUTED BRAND	ROLLS	5
8.	CORRECTION FLUID	ERAZ-EX LATEST MANUFACTURING	BOXES	25
9.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	300
10.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	100
11.	ENVELOP *	PLAIN BROWN(28X12 CMS)	NOS.	300
12.	ENVELOP *	PLAIN WHITE (28X12 CMS)	NOS.	100
13.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	500
14.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	100
15.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	100
16.	FLAT FILE	AS PER SAMPLE	NOS.	150
17.	ARCH FILE	AS PER SAMPLE	NOS.	20
18.	BINDED REGISTER	500 PAGES (RULLED WITH SL. NO.)	NOS.	5
19.	BINDED REGISTER	75 PAGES (RULLED WITH SL. NO.)	NOS.	5
20.	WASTE PAPER BASKET	GOOD QUALITY	NOS.	6
21.	STAMP PAD	BIG. REPUTED BRAND	NOS.	4
22.	STAMP PAD	SMALL. REPUTED BRAND	NOS.	4

* WITH COMPANY'S NAME AND ADDRESS PRINTED

