

SHORT TENDER NOTICE : CORPORATE OFFICE/KOLKATA

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

Tender No.& Date

Item

**CORP/COMM-102/2010
April 30, 2010**

**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 challans and 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 **30.06.2010**
- 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 **The General Manager(C & M/MIS), 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 14.05.2010**.
- 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 may 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	PADS	20
2.	Note Sheet	A4 SIZE – 100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PADS	25
3.	GUM BOTTLE	150 ML(CAMEL)	BOTTLES	8
4.	STAPLER PIN	SMALL KANGARO, MUNIX – 10 1 BOX CONTAINING 1000 NOS.	BOXES	70
5.	GEMS CLIP	BOX CONTAINING 100 CLIPS WITH REPUTED BRAND	BOXES	60
6.	CORRECTION FLUID	ERAZ-EX (LATEST MANUFACTURING)	BOXES	40
7.	ENVELOP *	WINDOW BROWN(28/12 CMS)	NOS.	250
8.	ENVELOP *	WINDOW WHITE(28/12 CMS)	NOS.	100
9.	ENVELOP *	PLAIN BROWN(28/12 CMS)	NOS.	500
10.	ENVELOP *	PLAIN WHITE (28/12 CMS)	NOS.	120
11.	ENVELOP *	PLAIN BROWN(30.5/25 CMS)	NOS.	150
12.	ENVELOP *	CLOTH(30.5/25 CMS)	NOS.	200
13.	ENVELOP *	CLOTH(40/30 CMS)	NOS.	150
14.	FILE	FLAT – AS PER SAMPLE	NOS.	300

* WITH COMPANY’S NAME AND ADDRESS PRINTED