

**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-102/2009  
June 29, 2009**

**Stationery Items  
As per Annexure enclosed**

- The Price should be **inclusive** of all Taxes and Duties F.O.R Corporate Office, Kolkata
- The item would be delivered 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 invoices duly accepted by **Administration Department**.
- In case of rejection, replacement has to be made from fresh lot on immediate basis.
- The **validity** of the offer should be minimum up to **31.07.2009**
- 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 08.07.2009.**
- 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, 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	PADS	18
2.	FILE	FLAT * FOLDER *	NOS. NOS.	50 100
3.	GEMS CLIP	KING – 1 BOX CONTAINING 100 CLIPS	BOXES	12
4.	STAPLER PIN	SMALL KANGARO, MUNIX – 10 1 BOX CONTAINING 1000 NOS.	BOXES	24
5.	CORRECTION FLUID	ERAZ-EX (LATEST MANUFACTURING)	BOXES	12
6.	ARCH FILE	AS PER SAMPLE	NOS.	60
7.	PENCIL	APSHARA PLATINUM	NOS.	20
8.	ALPIN	REPUTED BRAND	BOXES	10
9.	STAPLER	SMALL KANGARO NO. 10	NOS.	6
10.	SCALE	PLASTIC(12’’)	NOS.	6
11.	SCRIBLING PAD(EACH 50 PAGES) *	AS PER SAMPLE	PADS	10
12.	PENCIL SHARPNER	APSHARA/EQUIVALENT	NOS.	10
13.	PENCIL ERASER	APSHARA NON-DUST	NOS.	6
14.	TYPING CARBON	KORES	BOXES.	2
15.	ENVELOP	WINDOW BROWN(28/12 CMS)	NOS.	400
16.	ENVELOP	PLAIN WHITE(28/12 CMS)	NOS.	800
17.	ENVELOP	PLAIN BROWN(28/12 CMS)	NOS.	300
18.	ENVELOP	CLOTH MEDIUM30.5/25 CMS)	NOS.	200
19.	ENVELOP	CLOTH BIG(40/30 CMS)	NOS.	200
20.	STAMP PAD INK	CAMEL/EQUIVALENT	BOTTLES	2
21.	CELLO TAPE	FUJI/CORPORATEA – WIDTH ½’’ LENGTH – 9 MTRS.	NOS.	20
22.	SECURITY REGISTER(PRINTED) *	AS PER SAMPLE (200 PAGES IN ONE REGISTER)	NOS.	2
23.	ATTENDANCE REGISTER	75 PAGES – AS PER SAMPLE	NOS.	6
24.	DOUBLE PUNCH	MEDIUM SIZE(KANGARO/EQUIVALENT)	NOS.	3
25.	TAG	STANDARD – AS PER SAMPLE	BUNDLE	10
26.	TRAY	PLASTIC	NOS.	4
27.	SCOTCH BROWN TAPE	WIDTH 2’’ – STANDARD LENGTH	NOS.	6
28.	PLASTIC WASTE PAPER BOX	STANDARD	NOS.	6
29.	REGISTER	RULED REGISTER – 250 PAGES	NOS.	6

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