

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-102/2013
April 11, 2013**

**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 31.05.2013
- 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(F & C), 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 26.04.2013**
- 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)

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	35
2.	NOTE SHEET	100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	15
3.	SCRIBBLING PAD	100 SHEETS IN A PAD(9”X7.5”) - AS PER SAMPLE	PADS	5
4.	SHORTHAND NOTE BOOK	GOOD QUALITY	PADS	5
5.	STAPLER	SMALL KANGARO – 10	NOS.	6
		BIG – 24/6	NOS.	6
6.	PUNCHING MACHINE	DOUBLE PUNCH	NOS.	6
7.	STAPLER PIN – ONE BOX CONTAINING 1000 STAPLES	SMALL SIZE KANGARO MUNIX (10-1M)	BOX	40
		BIG SIZE KANGARO MUNIX (24/6-1M)	BOX	6
8.	GEMS CLIP	ONE BOX CONTAINING 100 CLIPS. REPUTED BRAND	BOXES	20
9.	CELL - O - TAPE	LENGTH – 9 MTRS. WIDTH – 0.5 INCH. REPUTED BRAND	ROLLS	6
10.	CORRECTION PEN	GOOD QUALITY	NOS.	20
11.	TOWEL (CHAIR)	BIG	NOS.	6
12.	PENCIL	NATRAJ HB	NOS.	10
13.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	200
14.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	100
15.	ENVELOP *	PLAIN BROWN(28X12 CMS)	NOS.	300
16.	ENVELOP *	PLAIN WHITE (28X12 CMS)	NOS.	100
17.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	300
18.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	200
19.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	100
20.	FLAT FILE	AS PER SAMPLE	NOS.	150
21.	ARCH FILE	AS PER SAMPLE	NOS.	24
22.	DESPATCH REGISTER	AS PER SAMPLE	NOS.	6
23.	BINDED REGISTER	500 PAGES	NOS.	6
		250 PAGES	NOS.	6
		75 PAGES	NOS.	6
		(RULLED WITH SL. NO. AS PER SAMPLE)		
24.	WASTE PAPER BASKET	GOOD QUALITY	NOS.	6
25.	STAMP PAD	BIG (157x96 mm) REPUTED BRAND	NOS.	6
		MEDIUM REPUTED BRAND	NOS.	6
26.	ATTENDANCE REGISTER	AS PER SAMPLE	NOS.	6
27.	DUSTER	BIG(20”X20”) – AS PER SAMPLE	NOS.	10

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

