

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-102/2012
March 06, 2012**

**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 30.04.2012
- 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(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 21.03.2012**
- 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	25
2.	NOTE SHEET	100 LOOSE SHEETS IN A PACKET – AS PER SAMPLE	PKTS	10
3.	SCRIBBLING PAD	100 SHEETS IN A PAD	PADS	10
4.	SHORTHAND NOTE BOOK	GOOD QUALITY	PADS	12
5.	STAPLER	SMALL KANGARO – 10	NOS.	6
6.	PUNCHING MACHINE	DOUBLE PUNCH	NOS.	6
		SINGLE PUNCH	NOS.	6
7.	STAPLER PIN – ONE BOX CONTAINING 1000 STAPLES	SMALL SIZE KANGARO MUNIX (10-1M)	BOX	72
		BIG SIZE KANGARO MUNIX (24/6-1M)	BOX	6
8.	GEMS CLIP	ONE BOX CONTAINING 100 CLIPS. REPUTED BRAND	BOXES	24
9.	ALPIN	100 GRAMS IN A BOX. REPUTED BRAND	BOXES	6
10.	CELL - O - TAPE	LENGTH – 9 MTRS. WIDTH – 0.5 INCH. REPUTED BRAND	ROLLS	6
11.	CORRECTION FLUID	ERAZ-EX LATEST MANUFACTURING	BOXES	24
12.	ENVELOP *	WINDOW BROWN(28X12 CMS)	NOS.	200
13.	ENVELOP *	WINDOW WHITE(28X12 CMS)	NOS.	100
14.	ENVELOP *	PLAIN BROWN(28X12 CMS)	NOS.	300
15.	ENVELOP *	PLAIN WHITE (28X12 CMS)	NOS.	100
16.	ENVELOP *	PLAIN BROWN(20.5X25 CMS)	NOS.	400
17.	ENVELOP *	CLOTH(30.5X25 CMS)	NOS.	200
18.	ENVELOP *	CLOTH(40X30 CMS)	NOS.	100
19.	FLAT FILE	AS PER SAMPLE	NOS.	150
20.	ARCH FILE	AS PER SAMPLE	NOS.	18
21.	BINDED REGISTER	75 PAGES (RULLED WITH SL. NO.)	NOS.	12
22.	WASTE PAPER BASKET	GOOD QUALITY	NOS.	6
23.	STAMP PAD	BIG (157x96 mm) REPUTED BRAND	NOS.	6
		SMALL REPUTED BRAND	NOS.	6
24.	STAMP PAD INK	REPUTED BRAND	BOTTLES	6
25.	DUSTER	BIG	NOS.	24

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