

HINDUSTAN CABLES LIMITED
Rupnarainpur Unit
(A Govt. of India Undertaking)

PO: HINDUSTAN CABLES
Rupnarainpur Unit
DIST: Burdwan
PIN: 713335

FAX : 0341-2532 789
PHONE : 0341-2532 786

ENQUIRY NO. – P-08/6695
Due Date : 31.05.2010

Date: 14.05.10

Sealed tenders are invited for supply and delivery of stores noted below subject to the Terms and condition as per Annexure enclosed. The tender should be submitted in sealed cover superscribing the tender no. and due date so as to reach this office on or before the due date.

Sl. No.	<u>Description & Specification</u>	<u>Unit</u>	<u>Quantity</u>
1.	Printing of Employees Casual Leave Form on white colour T.W.Paper. Form No. Q-13 200 sheets in a pad with top pasting. As per sample	Pads	150
2.	Printing of Employees Earn Leave Form on light pink colour T.W. paper Form No. G-14A 200 sheets in a pad with top pasting. As per sample	Pads	50
3.	Printing of Employees 15 days Medical Reimbursement Claim Form (Domiciliary Treatment) on light green Colour T.W. paper. 200 sheets in a pad with top pasting. As per sample	Pads	100

- N.B.**
1. Rates have to be indicated both in figure as well as in words.
Enquiry No. has to be mentioned on the Envelope.
 2. The Bidder must mention basic cost, Excise duty and Excise tariff
No. VAT Registration No. & charges and other govt. duty/charges, transport etc. in full details (if applicable).
 3. The offer should be strictly on F.O.R Destination Basis.

(S. MALLICK)
DY COMMERCIAL MANAGER

1. Tender Opening

The Tender will be opened on the Due Date at 3.00 P.M. Tenderers may present themselves at the time of opening.

2. Validity of Tender

All Tenders must remain open for acceptance for 60 days from the date of opening.

3. Price

The prices should be quoted firmly for free delivery at our works or your warehouse. All additional charges should be specifically mentioned in the tender with escalation formula if any.

4. Delivery

The materials are to be delivered as per the schedule in the enquiry, we shall have the rights to claim liquidated damages for non-delivery in time.

5. Taxes & Levies

All Govt. Taxes and levies like Sales Tax , Octroi , Excise Duty etc. should be clearly qualified in the offer.

6. Sales Tax Number and Income Tax Clearance Certification should be provided in the offer.

7. Insurance

Insurance goods in Transit upto Warehouse may be quoted separately.

8. Despatch

Unless otherwise specified mode of despatch should be by Road or door delivery.

9. Inspection

The Stores will be Inspected at our site by our Inspectors and their decision in the matter will be taken as final. Removal and replacement of rejected stores will be your responsibility and at your own cost.

10. Payment

Payment will be made within 45 days of presentation of bill supported by signed challans and acceptance of the materials.

11. Drawing Leaflets etc.

The Tenders should accompany necessary drawings and descriptive leaflets.

12. Guarantee

All supplies are to be guaranteed against defective manufacture or material and must be replaced at your own cost. Any replacement should be covered by such a guarantee.