

# HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

Stores Department

05/STORES(stationery)/25-26  
13/12/2025

Sub:

Supply of stationery items (26 Nos Items)

Apropos above, sealed Item-rate Quotations are invited for and on behalf of the Commissioner, Howrah Municipal Corporation from the reputed, bon afide Suppliers / Manufacturer / Agencies etc. by the undersigned for the following Item as per General Terms & Conditions mentioned below: -

Item Description	Quantity	units
Board Duster	60	PCS
Calculator	60	PCS
Carbon Paper	40	BOX
Cello tape	70	PCS
Chalk	70	BOX
Duster (Cloth)	600	PCS
Eraser	100	PCS
Glue Big	50	BOTTLE
Glue Small	150	BOTTLE
Highlighter Pen	150	PCS
Knife	40	PCS
Marker Pen-Black	30	PCS
Marker Pen-Red	10	PCS
Pen Dot Ordinary	800	PCS
Pen Dot Red	100	PCS
Phore	60	PCS
Punching Machine	40	PCS
Scale	80	PCS
Scissors	40	PCS
SP Green Pen	30	PCS
Stapler Big	60	PCS
Stapler Pin Big	150	BOX
Stapler Pin Small	300	BOX
Stapler Small	120	PCS
Sticky Notes	150	PKT
Whitener	170	PCS

Suppliers should have proper and up-to-date Certificate of Enlisted (Trade License), I. T., & G.S.T. Certificate and necessary experience for supply of items as mentioned above in previous years.



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1. Quotation, addressed to the undersigned, should be made only in the printed Letter-head of the Establishment under Stamp and Signature of the Authorized Signatory of the Firm. Quotation No. and date should invariably be mentioned there-in as also on the top of the Sealed Envelope in which it would be summarily rejected.
2. Price to be mentioned in both figure and words and shall be inclusive of all taxes / duties and F. O. R. at our Stores basis. No request for change in price or particulars of item will be entertained after opening of the Quotation.
3. Cash and / or conditional quotation shall not be accepted.
4. The Corporation reserves the right to cancel the quotation, either partially or in full, without assigning any reason thereof.
5. The last date of submission is 10/12/25 up to at 12.00p.m Hrs. Quotation to be dropped at Tender Box kept at the Office of the undersigned and the Quotation will be opened at 3.30 hrs. on the same day.

*Lgm*  
50/12/25  
The Secretary,  
Howrah Municipal Corporation

Encl: Quotation No. 15 (5)/Stores/25-26

Date

Copies forwarded for information to:

- 1) Chief Engineer, Howrah Municipal Corporation.
- 2) Chief Officer of Finance, Howrah Municipal Corporation
- 3) Chief Engineer, Howrah Municipal Corporation
- 4) Chief Officer, Howrah Municipal Corporation
- 5) ✓ Addl. Secy, Howrah Municipal Corporation - with request to upload NIQ in the official Website of H. M. C.
- 6) Chief Clerk, Howrah Municipal Corporation

*Lgm*  
50/12/25  
The Secretary,  
Howrah Municipal Corporation