

# **HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN**

**DAKSHINESWAR, KOLKATA – 700 035**

**PHONE NO. – 033-2564-5148/2544-2632**

Email ID: [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com)

Website: [hmmcollege.ac.in](http://hmmcollege.ac.in)

Tender Memo No: HMMCW/RUSA/NIQ/18-19/0006

Date: 17/December/2018

The Principal, Hiralal Mazumdar Memorial College for Women, Dakshineswar, Kolkata – 700 035, West Bengal, India, invites tender vide Tender No. HMMCW/RUSA/NIQ/18-19/0006 from Indian manufacturers towards purchase of the college campuses items under Purchase programme.

Sl. No.	Items	Quantity
1.	Office Stationary List attached	Quantity specified in attach list

Tenders/Quotation should be submitted in a sealed cover envelope in hand or through post before 2nd January 2019 on all working days except (Saturday, Sunday and other Holidays) between 12 noon and 3 PM. The envelop should be addressed to “The Principal, Hiralal Mazumdar Memorial College for Women, Dakshineswar, Kolkata – 700 035 West Bengal, India” with the super script “Tender/Quotation for Purchase tender

The Bidder should be a Company registered under Company Act 1952 or a proprietorship Company or a Partnership Firm. The bidder should submit necessary establishment related documents e.g. Trade License, GST Registration Certificate, Service Tax Registration Certificate, IEC Registration Certificate(as and where applicable), Pan Card, Certificate of Incorporation(as and where applicable) .

## **TERMS AND CONDITIONS:**

1. The price is to be quoted in Indian Rupees only including all taxes and levies.
2. The tender inviting authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any bidder at the stage of bidding.
3. This price quoted in the tender should be valid for a minimum of 60 days from date of submission.
4. Warranty/ Guaranty: If any defect/damage/issue is found during the period as motioned above, the bidder shall supply the same good or better product at his own cost to the required specification. On failure to do so, penal action against the bidder will be imposed by the tender inviting authority as deem fit, the bidder may quote his rate considering the above aspect.

**Sd/-**

Principal & Secretary

Hiralal Mazumdar Memorial College for Women

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## **Stationery items required List**

<b>Sl.</b>	<b>Item Name</b>	<b>Quantity</b>
1	A4 Paper Normal	6 rim
2	A4 Paper Copy Power	4 rim
3	Legal Copy Power	4 Pkt
4	Cover File (printed, pink colour)	250 pcs
5	Flat file	120 pcs
6	Arch File Normal	48 pcs
7	Channel File	24 pcs
8	Highlighter Marker	16 pcs (4 Colour)
9	White Board Marker	20 pcs (4 Colour)
10	Permanent Marker	25 pcs
11	Pencil	1 box
12	Envelopes	100
13	Scissors (sml)	2 pcs
14	Scissors (Big)	2 pcs
15	Stick Labels	12 pcs
16	Dustbin Plastic Bags (big)	6 Box
17	Phenyl(B)	4 barrel (5lit)
18	Phenyl(W)	2 barrel (5lit)
19	Rubber Bands(Big)	2 kg
20	Rubber Bands(sml)	2 kg
21	Board Pin	5 Pkt
22	Normal Pin (King alpin)	12 pkt
23	Gems Clip	5 Box
24	Gum Sheet	10 pkt.
25	Favi Gum	6 pcs (of 500 ml.)
26	Binder Clips 51mm	6 pkt
27	Binder Clips 41mm	6 pkt
28	Binder Clips 32mm	6 pkt
29	Binder Clips 25mm	6 pkt
30	Binder Clips 19mm	6 pkt

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<b>Sl.</b>	<b>Item Name</b>	<b>Quantity</b>
31	Staples 10"	2 box
32	Staples 24"	1 box
33	Staples 17"	4 pkt
34	Goder Atta (Glue)	10 pkt
35	Cleaning mop wooden	4 pcs
36	Hand wash Bottle	8 pcs
37	Hand wash	1 Big jar
38	Favi Stick (Big)	6
39	Favi Stick (Small)	7
40	Small Cute File	24
41	Duster (Cotton)	24
42	Broom (Big)	12
43	Bathroom Cleaner (Harpic Big Bottle)	24
44	Notice File	18
45	Calculator	2
46	Rule Register	60 pcs
47	Letter Issue Register	2 Pcs
48	Carbon	1 pkt
49	Cut File	10 pcs.
50	Plastic Ghat File	12 pcs.
51	Blue Ink gel Pen	12 pcs.
52	Blue Ink gel Pen refill	10 pcs.
53	Red Ink gel Pen	10 pcs.
54	Red Ink gel Pen refill	10 pcs.
55	Stapler (No. 10)	1 pc
56	Stamp pad	5 pcs
57	Stamp pad (small size)	3 pcs
58	Scale (big size)	1 pc
59	Lock ( very small size)	3 pcs
60	Punch machine	2 pcs

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<b>Sl.</b>	<b>Item Name</b>	<b>Quantity</b>
61	Cello tape	1 pc
62	Toilet Brush	4 pcs
63	Khata (with binding)	24 pcs
64	Stamp pad Ink	1 bottle
65	Key ring	12 pcs
66	Good Night liquid	2 pcs
67	Mortein coil	2 box
68	White Board Marker ink (Blue)	1 bottle
69	White Board Marker ink (Red)	1 bottle
70	White Board Marker ink (Green)	1 bottle
71	White Board Marker ink (Black)	1 bottle
72	Blank CD	100 pcs
73	CD cover	100 Pcs

**Sd/-**

Principal & Secretary

Hiralal Mazumdar Memorial College for Women