

**NIT/DGM(P-V)/AN/GS&OE/ANUAL REPRT-15-16**

**Date: 01.08.16**

Dear Sirs,

You are requested to quote the most competitive rate for **Printing of Annual Accounts for the Accounting year 2015-16 as per details listed below:**

- (a) English Version with cover binding (110 pages approx.): 150 copies
- (b) Hindi Version with cover binding (110 pages approx.): 100 copies

**The paper should be good quality (Map litho paper)**

1. **Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
2. **Issue of Tender:** Tender will be issued between **01.08.16 to 14.08.16**.
3. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
4. **Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **16.08.2016 up to 11 A.M.**
5. **Time, place & date of opening Tender: 02.30 P.M. on 16.08.16 at our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001**
6. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.
7. **Delivery : Within 06 days at our Registered Office, 27, R.N. Mukherjee Road, 1<sup>st</sup> floor, Kolkata – 700001 from the date of receiving final proof**
8. **Liquidity Damage:** If the Agency fails to supply the materials we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
9. **Jurisdiction of Court:** The Hon'ble Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
10. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan duly certified by the Competent Authority.

(SIBAJI BANERJEE)