

Dear Sirs,

You are requested to quote the most competitive rate for the following items:

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	BBJ Folder(as per sample)	400 Pcs
2.	Log Book (100 pages in each book-as per sample)	36 Books
3.	Scribbling Pad(Medium size-100 pages in each pad (as per sample)	100 Pads
4.	Petty Cash Voucher Pad(50 pages in each pad -as per sample)	100 Pads
5.	SRA Book(50 sets (2+1)in each book -as per sample)	100 Pads
6.	Payment Voucher Pad(50 sets(1+1) in each pad -as per sample)	60 Pads
7.	Duplicate Book-(50 sets(1+1) in each book-as per sample)	24 Books
8.	Cloth Envelope(Big size-as per sample)	1000 Pcs

1. The award of the order or rejection of the Tenderer's offer and/or cancellation of the tender will be made at the absolute discretion of BBJ. BBJ reserves the right to cancel or accept or reject any or all tender(s), whether lowest or otherwise, without assigning any reason(s), whatsoever thereof. A tenderer whose Tender is not accepted shall not be entitled to claim any cost, charges or expenses incidental to or incurred by him through or in connection with the preparation and submission of the Tender/Offer to BBJ. BBJ also reserves the absolute right to split up and award the requirement between two or more Tenderers.

2. **Bidders should submit the following documents with their offer, otherwise no offer will be considered as valid offer against this NIT.**

- (a) **Copy of valid Trade Licence;**
- (b) **Copy of GST Registration Certificate.**

3. **Issue of Tender:** Tender will be issued between

4. **Earnest Money(EMD) :- Rs.5,000.00** (Rupees five thousand only) in the form of **Demand Draft/ Pay Order** in favour of "THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO. LTD. " payable at KOLKATA.

MSME/NSIC/SSI Units will be waived from submitting EMD subject to submission of Declaration of their UDYOG AADHAR MEMORANDUM(UAM) NUMBER ON CPPP.

The EMD amount of successful bidder will be converted into Security Deposit and the same amount will be released to the respective bidder within 30 days after completion of total supply./service/work without any interest subject to receipt of formal request from the awarded bidder.

The EMD lodged by the un-successful tender shall be refunded to the un-successful bidders immediately after finalization of the Tender.

5. **Rate :-** Your quoted rate should be inclusive of delivery charges up to BBJ Registered Office. GST (as applicable) will be extra.
6. **Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before 15.00 HRS. on 22.08.2018
7. **Validity of the offer:** Your offer should be valid for 90 days from the date of opening of offer.
8. **Delivery Place :-** At The BBJ Construction Co.Ltd., 27, R.N. Mukherjee Road, Kolkata - 700 001
9. **Delivery Period:** - Within 15 days from the date of handing over the final proof and LOI/Order whichever is earlier.
10. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
11. **Termination of Contract:-** If the supplier failure to complete the total work/supply/service as per requirement and within the stipulated completion period, BBJ reserves the right to cancel the order, either in part or full as the situation demands and get the work/supply done by deploying other agency/agencies by issuing first seven days and then 48 hours notice. Additional cost if incurred shall be recovered from the supplier's bill.
12. **Liquidity Damage:** If the Agency fails to supply the materials within the due date we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
13. **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.

(SIBAJI BANERJEE)