

M/s.

Dear Sir(s),

You are requested to send your sealed offer/quotation in connection with supply of new printing cartridge,imaging flim and toners as and when required basis at our Registered Office. The details terms and conditions in this respect is given hereunder :-

1. **Item required** :- As per enclosed BILL OF QUANTITY (**BOQ**)
Notes :-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. **The following documents are to be submitted with the offer positively, otherwise no offer will be considered as per our NIT:-**
 - a) As a proof of experience, Bidders should submit copies of contracts / orders along with the successfully execution certificate from Government Deptts/ PSUs/ Reputed Private Industrial establishments.
 - b) Copy of Audited/ Chartered Accountant Certified Balance Sheet for the last three years ending 31.03.2015.
 - c) Copy of up to date renewed Trade Licence from concerned authorities;
 - d) Copy of Income Tax Certificate from concerned authorities;
 - e) Copy of PAN;
3. **Rate** :- Your quoted rate for each item will be valid for 12 months from the date of order / till completion of contract period. Rate(s) should be quoted both in words & figures. Rates are to be quoted as per BOQ Format. It is mandatory to quote rates for all the items of BOQ failing which their offer will be rejected. No correction, over-writing etc., is allowed for consideration. Quoted rates shall consider all terms & conditions of the Tender.

4. **Delivery at** :- BBJ Registered Office, 27 R.N.Mukherjee Road,Kolkata-700 001.
5. **Delivery Period**: - You have to deliver the cartridges, toners, imaging films and ribbons in a sealed and air tight packed condition within 1 or 2 hour after receiving of our order/requirement over phone or by order form time to time.
6. **Payment** :- Within 30 days from the date of delivery and submission of bill with receipted challan.
7. **Guarantee** :- Defective cartridges/toners/imaging films to be replaced by the supplier within a week without any extra cost. The new cartridges/toners/imaging films should be original products of the manufacturer of HP/Sharp.
8. **Earnest Money Deposit** :- An amount of **Rs.5,000.00**(Rupees five thousand only) to be submitted with individual offer, as EMD amount in form of account payee Demand Draft/Pay Order/Banker's Cheque in favour of "The Braithwaite Burn And Jessop Construction Company Limited", payable at Kolkata. Unsuccessful bidders will be refunded the Earnest Money Deposit amount after the award of the contract/order to the successful bidder.

The EMD amount of successful bidder will be released within 30 days after completion of total supply/service/installation/work without any interest subject to receipt of written request from the successful bidder.

The Units registered with National Small Industries Corporation(NSIC) are exempted from payment of EMD subject to :

 - (a). The NSIC Registration Certificate till remains valid up to the date of validity quotation
 - (b). The bid is accompanied with a copy of valid NSIC Registration Certificate.
 - (c). Photocopy of application for registration as NSIC for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without EMD.
 - (d). For existing supplier(s), the EMD amount may be adjusted from their passed bill(s) amount, subject to submission of their written declaration with their offer in connection with adjustment of their EMD amount from their outstanding bills if any.
9. **PRICE VARIATION**:
No price-variation of any kind will be allowed in this contract under any circumstances. Price shall remain firm for entire scope/contract of supply.
10. **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 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.

11. **JURISDICTION OF COURT:**
The Courts at Kolkata shall have the exclusive jurisdiction to try all disputes,if any,arising out of this agreement between the parties.
12. **Last Date and Time of Submission of Offer:-** Your sealed quotation must reach to our Registered Office, 27 R.N.Mukherjee Road,Kolkata-700 001on or before **14th December,2015 by 12.30 p.m.**

(Tapas Sen)

BILL OF QUANTITIES(BOQ)

Sl No.	Cartridge/ Toner No.	Type	Rate per Pc. to be mentioned in figure and words both.
1	HPC6615D	BLACK	
2	HPC6625A	COLOUR	
3	HPC6625A(17)	COLOUR	
4	HPC6615D	BLACK	
5	HPC1823D	COLOUR	
6	HP8727A	BLACK	
7	HP8728A	COLOUR	
8	HP51645A	BLACK	
9	HP6578	COLOUR	
10	C9364A(851)	BLACK	
11	C9361(854)	COLOUR	
12	12A/HP-1018(TONER)	BLACK	
13	C9351A-21	BLACK	
14	C9352A-22	COLOUR	
15	HP-900(CB314A)	BLACK	
16	HP-900(CB315A)	COLOUR	
17	HP-802	BLACK	
18	HP-802	COLOUR	
19	C 8767Z(853)	BLACK	
20	C 9363Z(857)	COLOUR	
21	HP-Q6000A(TONER)		
22	HP-Q6001A(TONER)		
23	HP-Q6002A(TONER)		
24	HP-Q6003A(TONER)		
25	HP 703	BLACK	
26	HP 703	COLOUR	
27	HP 818	BLACK	
28	HP 818	COLOUR	
29	EPSON-LQ-300	BLACK	
30	EPSON-LQ-1150	BLACK	
31	CN692AA(704)	BLACK	
32	CN693AA(704)	COLOUR	

33	HP-920	BLACK	
34	HP-920	COLOUR	
35	HP-932	BLACK	
36	HP-933	COLOUR	
37	HP-678	BLACK	
38	HP-678	COLOUR	
39	PHASER-3117 (XEROX make Printer)	BLACK	
40	FO- P610(IMAGINE FILM) (SHARP make Fax Machine)	BLACK	
	Taxes & Duties if any to be specified clearly in the offer.		
	Delivery Charges, if any, to be specified clearly		

(Tapas Sen)