

Dear Sirs,

You are requested to quote the most competitive rate for the following item. as per our sample:

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	Arch Files(Ambassador)-120 Pcs	120 Pcs
2.	Flat Files (with printing)	100 Pcs
3.	Plastic Folders– as per our sample(two types)-with printing	100 + 20 = 120 Pcs

1. **Rate:** Your quoted rate should be inclusive of all taxes, duties and delivery charges.
2. **Issue of Tender:** Tender will be issued between **07.12.15 to 20.12.15**.
3. **Delivery at:** Our Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700 001
4. **Delivery period:** Free delivery should be made to the above address within 10 days from the date of order.
5. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
6. **Liquidated Damage:** If the Agency fail to complete supply as per our order within stipulated period, 0.5% of order value will be deducted from their bill for per week of delay subject to maximum of 5% of order value.
7. **Termination of Contract:** If the supplier will failure to supply the total materials 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.
8. **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.

9. Last date of submission: Your sealed offer must reach to our Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700 001 on or before 21.12.2015 at 11 A.M.

10. Date & Time of Opening: at our Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 On 21.12.2015 at 2.30 P.M.

11. Validity of the offer: Your offer should valid at least 90 days from the date of quotation.

(SIBAJI BANERJEE)