

Dear Sirs,

You are requested to quote the most competitive rate for Printing of BBJ's Hindi House Magazine as per our specimen and sample – 100 copies.

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 **11.01.18 to 24.01.18**.
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 **25.01.2018 upto 12.30 P.M.**
5. **Before submitting the offer Bidders are advised to attend our Registered Office and check the specification of the sample.**
6. Bidders should submit the valid copy of their **Trade License, PAN Card and GST Registration Certificate** with their offer otherwise their offer will not be considered by BBJ against this NIT.
7. **Time, place & date of opening Tender: 02.30 P.M. on 29.01.18 at our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001**
8. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.
9. **Delivery at: Free delivery to be made within 21 working days from the date of our order at our Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001**
10. **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.
11. **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.
12. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.

(SIBAJI BANERJEE)