

Dear Sirs,

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

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
a)	Gate Pass Book(for Visitors-as per sample)	60 Books
b)	Local Staff Salary Receipt (50 sets in each Book-2 pages in each set- as per sample)	60 Books
c)	Carbon Paper Box(Pencil carbon-kores-as per sample)	36 Boxes
d)	Arch Files(Ambassador)	120 Pcs

- Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
- Issue of Tender:** Tender will be issued between **12.06.17 to 19.06.17 (during office hours excluding 2nd & 4th Saturday).**
- Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **20.06.2017 upto 10.30A.M.**
- Before submitting the offer Bidders are advised to attend our office and check the specification of the sample.**
- Bidders should submit the valid copy of their **Trade License, PAN Card and VAT/CST Registration Certificate** with their offer otherwise their offer will not be considered by BBJ against this NIT.
- Time, place & date of opening Tender: 02.30 P.M. on 20.06.17 at our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001**
- Validity of the offer:** Your offer should valid at least 90 days from the date of opening of offer.
- Delivery: Free delivery to be made within 07 working days from the date of our order and date of receiving the final proof at our Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001**
- Liquidity Damage:** If the Agency fails to supply the materials as per our order and specification within the due date, 0.5% of order value will be deducted from their bill for per week of delay subject to maximum of 5% of order value.

10. Termination of Contract: If the supplier failure to complete the total materials as per our requirement and within the stipulated completion period, BBJ reserves the right to cancel the order either in part or in 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 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 from the Competent Authority.

(SIBAJI BANERJEE)