

THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION CO.LTD.
(A GOVT. OF INDIA ENTERPRISE)

Regd. Office : 27, RAJENDRA NATH MUKHERJEE ROAD

P.O.Box No. 264, Kolkata - 700 001 (WEST BENGAL)

PHONE NO. (033) 2248 5841-44; FAX: (033) 2210 -3961

E-MAIL: bbj@india.com ; info@bbjconst.com

Website :- www.bbjconst.com

BBJ/NIT/DGM(P-V)/SB/STATIONERY

18th March,2016

Dear Sir(s),

You are requested to send your sealed quotation for supply the following items required at our Registered Office, as per details given hereunder :-

1. **Item required** :-

Sl. No.	Description of items	Qty.	Rate to be mentioned in figure and words both.
a.	Wages Sheets (in duplicate - as per our sample/specification)	500 Sheets	
b.	Envelope(10" x 5") with office address, as per sample / specification	5000 Nos.	
c.	Envelope (10" x 5") without office address, as per sample / specification	5000 Nos.	
d.	Petty Cash Voucher (50 Pages in each Pad)- as per sample / specification	200 Pads	
e.	Cash Indent Pad (100 Pages in each Pad)- as per sample / specification	36 Pads	
f.	Copy Power- A4 BILT -75 GSM (500 Sheets in each Packet)	150 Packets	

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. **Rate** :- Your quoted rate should be inclusive of all taxes and duties and delivery charges at our Registered Office. Entry Tax, if any, will be borne by BBJ.
 3. **Validity of Rate** : Your quoted rate should be valid and firm for a period of 90 days from the date of opening of offer.

4. **Delivery at** :-BBJ Registered Office,(1st Floor),27,R.N.Mukherjee Road,Kolkata-700 001
5. **Delivery Period**: - Within 15 days from the date of order.
6. **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.
7. **Payment** :- Within 30 days from the date of delivery and submission of bill with receipted challan.
8. **Last Date of Submission** :- Your sealed quotation must reach to our Registered Office (27 R.N.Mukherjee Road,Kolkata-700 001) on or before **1st April,2016 by 11.30 a.m.**
9. **Liquidated Damage** :- If you fail to complete supply as per our order within stipulated period, 0.5% of order value will be deducted from your 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 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.

(Sibaji Banerjee)