

NIT/DGM(P-V)/SB/STANERY

Date: 18.05.16

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)	180 Pcs
2.	Flat Files(as per sample)	280 Pcs
3.	Service Certificate(100 pages in each Book)	20 Books

- 1. Rate:** Your quoted rate should be inclusive of all taxes, duties and delivery charges.
- 2. Issue of Tender:** Tender will be issued between **18.05.16 to 24.05.16**.
- 3. Delivery at:** Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001
- 4. Delivery period:** Free delivery should be made within 07 days from the date of order.
- 5. Liquidity Damage:** If the Agency fails to supply the materials we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
- 6. 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.
- 7. Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
- 8. Last date of submission:** Your sealed offer must reach to our Head Office on or before **25.05.2016 at 10.30 A.M.**
- 9. Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.

(SIBAJI BANERJEE)