

Dear Sirs,

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

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	BBJ Letter Head (as per our sample)-with printing	6000 Pcs
2.	Flat Files(Cobra type-as per sample)- with printing	360 Pcs
3.	Scribbling Pad (100 pages in each pad)- as per our sample	200 Pcs
4.	I.O.M. Book (Big size-100 pages in each pad)-as per sample	24 Pcs
5.	I.O.M. Book (Small size-100 pages in each pad)-as per sample	24 Pcs

- Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
- Issue of Tender:** Tender will be issued between **03.09.16 to 16.09.16**.
- Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
- Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **17.09.2016 upto 10.30 A.M.**
- Time, place & date of opening Tender: 12.30 P.M. on 17.09.16 at our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001**
- Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.
- Earnest Money Deposit :-** An amount of **Rs.5,000.00 (Rupees five thousand only)** to be submitted with individual offer, as EMD amount in the 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 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.

Contd.P-2

(c) The 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.

- 8. Delivery at: Within 07 days from the date of order at our Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001**
- 9. 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.
- 10. 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.
- 11. Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.

(SIBAJI BANERJEE)