

Dear Sirs,

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

**New Year Diary for the year 2018                      450 Nos. – as per our sample.**

1. **Rate:** Your quoted rate should be inclusive of all taxes, duties and delivery charges.
2. **Issue of Tender:** Tender will be issued between **20.11.17 to 27.11.17 during office hours except Saturday (2<sup>nd</sup> & 4<sup>th</sup>), Sundays and Holidays.**
3. **Delivery at:** our Registered Office at 27, R.N. Mukherjee Road, 1<sup>st</sup> floor, Kolkata – 700 001 as per approved sample.
4. **Delivery period:** Free delivery should be made within 12 working days from the date of LOI/Order whichever is earlier.
5. **EMD:** 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.
6. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted Challan subject to certification by Competent Authority.

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**7. Liquidated Damage:** If the Agency will fail to complete supply as per our order and sample within stipulated period, 0.5% of order value will be deducted from their bill per week for the delay subject to maximum of 5% of order value.

**8. Termination of Contract:** If the supplier will failure to supply the total materials 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.

**9. 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.

**10. Last date of submission:** Your sealed offer must reach to our Registered Office on or before **28.11.2017 at 11.30 A.M.**

**11. Validity of the offer:** Your offer should valid for **90 days** from the date of opening of your offer.

( SIBAJI BANERJEE )