

Dear Sirs,

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

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	A4 Size Paper(J.K. Sparkle-75 GSM)	150 Pkts
2.	BBJ Folder(as per sample)	300 Pcs
3.	Appointment Letter Pad(100 pages in each book-as per sample)	36 Books
4.	Register No. 8 (as per sample)	24 Pcs
5.	Register No. 6 (as per sample)	24 Pcs
6.	Register No. 4 (as per sample)	24 Pcs
7.	BBJ Letter Head(as per sample)	5000 Pcs

1. **Rate:** Your quoted rate should be inclusive of GST and delivery charges.
2. **Issue of Tender:** Tender will be issued between **24.11.17 to 07.12.17**.
3. **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 outstandig bills if any.
4. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
5. **Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **08.12.2017 upto 10.30A.M.**
6. **Rate:** Your quoted rate should be inclusive of GST.

7. Period of Rate Contract: For 1(One) year. The rate contract may be extended for a further period of one year as same price, terms and conditions. The rate contract is applicable for **Item Nos.1,2,3 & 7.**

8. Validity of the offer: Your offer should be valid for 90 days from the date of opening of offer .

9. Delivery at: Free delivery to be made within 07 working days from the date of our order at our Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001

10. Liquidity Damage: If the Agency fails to supply the materials within the due date we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency'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.

(SIBAJI BANERJEE)