

Dear Sirs,

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

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	Arch Files(Ambassador)	180 Pcs
2.	Flat Files(Cobra Type)-as per sample	180 Pcs
3.	Scribbling Pad(small size-100 Pages in each pad)-as per sample	200 Pcs
4.	Requisition Book(small-in duplicate-)-as per sample	200 Pcs
5.	Peon Book(50 pages in each Book-as per sample)	48 Books
6.	Stapler(Kangaro-10 or any other good quality)	06 Pcs
7.	Stapler(Kangaro-HS 45p or any other good quality)	06 Pcs
8.	Pencil(Opsara Platinum)	30 Pcs

1. **Rate:** Your quoted rate should be inclusive of delivery charges up to our Registered Office. GST(as applicable) will be treated as extra.

2. **Issue of Tender:** Tender will be issued between **06.04.18 to 20.04.18.**

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 :

- The NSIC Registration Certificate till remains valid up to the date of validity quotation
- The bid is accompanied with a copy of valid NSIC Registration Certificate.
- 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.
- 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.

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 **21.04.2017 upto 10.30 A.M.**
6. **Validity of the offer:** Your offer should be valid for 90 days from the date of opening of offer.
7. **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**
8. **Liquidity Damage:** If the Agency fails to supply the materials within the due date, 0.5% of order value will be deducted from your bill for per week of delay subject to maximum of 5% of order value.
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. **Termination of Contract**:- If the supplier/party fails to complete the total work/supply/service as per our 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. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.

(SIBAJI BANERJEE)