

Dear Sirs,

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

- a) **Printing of Memorandum And Articles of Association as per our sample and details. The paper should be of good quality and as per our sample.**
 - b) **Cloth Envelope (Big size)-as per our sample and quality 1000 Nos.**
 - c) **Cloth Envelope (Small size)- as per our sample and quality 1000 Nos.**
1. **Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
 2. **Issue of Tender:** Tender will be issued between **31.05.16 to 06.06.16**.
 3. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
 4. **Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **07.06.2016 up to 10.30 A.M.**
 5. **Time, place & date of opening Tender: 12.30 P.M. on 07.06.16 at our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001**
 6. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.
 7. **EMD: Rs.5,000/- (Rupees five thousand only) should be deposited** in the form of Bank Draft/Banker's Cheque in favour of The Braithwaite Burn And Jessop Construction Co. Ltd. Those are existing Vendors EMD amount may be adjusted from their outstanding bills, subject to their request.
 8. **Delivery at:** Registered Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700001
 9. **Delivery: Within 06 days from the date of receipt of final proof.**
 10. **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.
 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)