

Dear Sirs,

You are requested to quote the most competitive rate for **A4 Size (75 GSM) J.K. Sparkle or equivalent Brand of good quality Paper – 300 Packets**

1. **Rate:** Your quoted rate should be inclusive of delivery charges up to our Registered Office, Kolkata – 70 001 GST(as applicable) will be treated as extra.
2. **Period of Rate Contract:** Contract will be awarded for 06 months. We, however, reserve the right to extend the contract by another period or periods as may be required or terminate the contract at any time without assigning any reason whatsoever by giving three weeks in advance.
3. **Issue of Tender:** Tender will be issued **during offices hours** between **04.05.18 to 10.05.18.**
4. **EMD: Rs. 5,000/- (Rupees five thousand only)** in the form of Demand Draft/Pay Order in favour of **“THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION COMPANY LIMITED” payable at Kolkata. MSME/NSIC/SSI Units will be waived from submitting EMD subject to submission of Declaration of their UDYOG AADHAR MEMORANDUM (UAM) NUMBER ON CPPP.**
The EMD amount of successful bidder will be converted into Security Deposit and the same amount will be released to the respective bidder within 30 days after completion of total supply/service/work without any interest subject to receipt of formal request from the awarded bidder.
The EMD lodged by the un-successful tender shall be refunded to the un-successful bidders immediately after finalization of the tender.
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 **11.05.2018 by 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 place and time:** **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. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.

9. 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.

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. 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.

(SIBAJI BANERJEE)