

Dear Sirs,

You are requested to quote the most competitive rate for the Pest and Rat Control Services for our Registered Office 1st & 2nd floor (G/O & D/O) at 27, R.N. Mukherjee Road, Kolkata – 700 001 as per our requirement.

1. **Rate:** Your quoted rate should be inclusive supply of raw materials, service charges & other taxes and duties. Your quoted price should be fixed during the contract period.
2. **Inspection:** Before submission of tender the bidder/representative should visit to our Registered Office at 27, R.N. Mukherjee Road, Kolkata – 700 001 during office hrs.
3. **Issue of Tender:** Tender will be issued between **07.09.16 to 20.09.16(within office hrs.)**
4. **Service to be done at** Registered Office, 27, R.N. Mukherjee Road, 1st floor & 2nd floor Kolkata –700 001 twice in a month with your materials and instrument.
5. **Payment:** Within 30 days (monthly basis) after the date of service and submission of bill with proper certification of Competent Authority.
6. **Earnest Money Deposit** :- An amount of **Rs.5,000.00 (Rupees five thousand only)** to be submitted with individual offer, as EMD amount in the 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 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) The 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 service provider(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.

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7. **Liquidity Damage:** If the Agency fails to carry out the job regularly, we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
8. **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.
9. **Last date of submission:** Your sealed offer must reach to our Registered Office on or before **21.09.2016 by 11.00 A.M.**
10. **Time, Place & Date of Opening Tender:** At **2.30 P.M. on 21.09.16** at our Registered Office, **27, R.N. Mukherjee Road, Kolkata – 700 001**

(**SIBAJI BANERJEE**)