

NIT/DGM(P-V)/SB/PTY CSH PD & REQUSTN BK

Date: 05.12.16

Dear Sirs,

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

- a) Petty Cash Voucher Pads (50 sheets in each pad)-with printing -100 Nos.
- b) Requisition Book (50 sets in each book, 5sheets per set)- with printing -36 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 **05.12.16 to 19.12.16**.
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 **20.12.2016 upto 10.30A.M.**
5. **Time, place & date of opening Tender: 02.30 P.M. on 20.12.16 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. **Delivery at: Free delivery to be made within 07 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 we will get the job done by other Agency and the cost incurred for that will be deducted from the Agency's bill.
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. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.

(SIBAJI BANERJEE)