

M/s

**Dear Sir,**

Sealed tender are invited for supply & installation of new Computer spares as follows for our Computer at our Registered Office as per our requisition:

a) Hard Disk ( 1 TB) – Seagate make – 1 No.

1. **Scope of Work** :- The bidder require to supply equipments as per our requisition and require to install to our Computer.
2. **Rate** :- Your quoted rate should be inclusive of all taxes and duties and delivery with installation & implementation charges.
3. **Validity of Rate** :- Your quoted rate should be valid and firm for a period of 3 (three) months from the date of your offer.
4. **Delivery, Installation and implementation at** :- BBJ Head Office, 27, R. N. Mukherjee Road, Kolakta – 700 001.
5. **Delivery and installation to be made within 15 days from the date of LOI / Order.**
6. **Liquidated Damage** :- If you fail to complete total scope of work as per our order within stipulated period, 0.5% of order value will be deducted from your bill for per week of delay subject to maximum of 5% of order value.
7. **Payment** :- Within 30 days from the date of delivery, installation and implementation and also submission of bill with receipted challan.
8. **Termination of Contract** :- If the supplier/bidder failure to complete the total work/supply/service as per 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 Hrs. notice. Additional cost if incurred shall be recovered from the supplier's bill.
9. **Jurisdiction of Court** :- The Courts at Kolkata shall have the exclusive jurisdiction to try all disputed, if any, arising out of this agreement between the parties.
10. **Last Date of Submission** :- Your sealed quotation must reach to our Head Office on or before 28<sup>th</sup> January, 2016 by 5 P.M.

( SIBAJI BANERJEE )