



Enquiry No.: **AD/Grocery/03**

Date: 04.09.2017

Due Date: 20.09.2017 (upto 1.00 P.M)
Opening Date: 22.09.2017 (at 2.00 P.M)

Subject: **Enquiry for Grocery for Canteen Operation**

Dear Sir,

You are invited to submit sealed quotation for supply of the above item at our canteen for canteen operations. Details are mentioned in the Annexure enclosed herewith.

Terms & Conditions : ~

1. **Quantity variation** – The Company reserves the right to increase / decrease the order quantity to the extent of 25% of the original ordered quantity at its sole discretion, at the original rate, terms and conditions.
2. **Risk Purchase** – If the purchaser has to arrange procurement of any items from other source(s) at the higher rates due to default in making in timely supplies, then the difference in prices will be deducted from outstanding bills of defaulting supplier against this/other contracts.
3. **Payment** – Payment will be made on monthly basis by cheque within thirty days from the date of submission of bill.
4. **Submission of Bill** – Bill should be submitted once in a month within three days after completion of month along with necessary supporting documents.
5. **Price** – The bidder with lowest value (i.e. total value of all items) will be treated as L1. Separate Annexure is given for mentioning item-wise rate and should be duly attested with rubber stamp. Price of each item should be on most competitive and will remain fixed for the period as mentioned in the order.
6. **Place of Supply** – BIECCO LAWRIE LIMITED, Switchgear Works, P-54, Hide Road Extn., Kolkata – 700088.
7. **Period of Supply** – This order will remain valid for the period from **01/10/2017 to 31/03/2018** or any extension thereof.
8. **Validity** – Validity of quotation should be for 90 days.
9. **Tender Cancellation Clause** – The Company reserves the right to reject all or any Tender or split the contracts, increase / decrease the quantity or even cancel whole or part of the quantity without assigning any reason whatsoever. The decision of BLL shall be final and binding on the Tender(s).
10. **Delivery** – As per our requirement, which will be intimated to you on day-to-day basis. The items to be supplied at our Switchgear Works within the specified time on the day items required. No carrying charges for the supply of the item will be payable to you by the Company.

Sealed Tender superscribed with Tender No. & Due Date should be submitted to **Manager (Admin. & OL) at Biecco Lawrie Limited, 6, Mayurbhanj Road, Kolkata – 700023** by 20/09/2017 upto 1.00 P.M. The Tender will be opened on 22/09/2017 & same place at 2:00 PM. You / your representatives are requested to be present in the Tender Opening.

Thanking you
Yours faithfully
For **BIECCO LAWRIE LIMITED**

Bipul Mondal
Officer (Admin.)
Ph. No. 8017888805

Encl: Bill of Quantity

