

Balmer Lawrie

INDUSTRIAL PACKAGING

P-4/1, Oil Installation Road
Paharpur, Kolkata-700088

Tender Enquiry No.0100LE0080
Due on : 17/02/2017

Date: 07/02/2017

Dear Sir,

Sealed offer are invited super scribing tender reference number on the top of the envelope for Annual Maintenance Contract for telephones as detailed below:-

No of direct line	-	10 Nos
Board lines	-	3 Nos
Intercom	-	30 Nos

1. Overall maintenance & cleaning of all telephone sets on weekly basis including repairing/replacement of defective hand sets. For replacement of the hand set/materials will be provided by BL.
2. Attending fault in telephone lines of CDC & T&PD on call up basis.
3. Liaise with BSNL personnel for any outside fault or connection related issues.
4. New line within the factory premises can be extended subject to approval from the HR Authority.
5. **Rate should be quoted on monthly basis considering all the activities detailed in this tender. Vendor should also mention clearly taxes & duties if applicable.**
6. Period of contract 1 year(April'17 to March'18) extendable for a further period of one year on mutual consent at the same rate terms & condition.
7. Payment term should be considered as 30 days credit from the date of submission of Invoice duly supported by weekly job card report.
8. Offer of any bidder may be rejected if a conflict of interest between the bidder and the company is detected at any stage.
9. Vendors are requested to visit our office before submission of their offer for better understanding of the job.

Your are requested to submit your reasonable offer within the due date.

Thanking you,
Yours faithfully,
For Balmer Lawrie & Co Ltd.
Industrial Packaging-Kolkata.

[Robin Martin]
Manager (Comm)