

Date: 27.05.2019

To,

The Interested Firm / Vendor / Agency

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Subject : AMC of Sony 4K Digital Cinema Projection Systems.

Tender No NP-1823, Due Date: 04.06.2019 at 3 pm.

Quotation Opening Date:- 04.06.2019 at 3.30 P.M

Film and Television Institute of India, Pune, invites Quotation for the above mentioned subject in the FTII Price Bid Proforma with the acceptance letter on your Official Letter head stating that you are capable to do this Tender.

Quotation should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be rejected without any information to the concerned Vendors/Firms.

FTII reserves the right to accept or reject any or all the Quotation without assigning any reason. The Quotation should reach the office within the Due date at 3 p.m in a sealed envelop super scribe with Tender Name, Tender No. and Due Date address to the Purchase Officer, Film and Television Institute of India, Pune-411004.

Thanking you,

(V.G. Nerlekar)  
Purchase Officer

Enclosed : FTII Price Bid Proforma



**FILM & TELEVISION INSTITUTE OF INDIA, PUNE**

(An Academic Institution under Ministry of Information & Broadcasting Govt of India)

Telephone:020- 25580028/29

E-mail:purchase@ftiindia.com

Ref No.: D/21013/NP/1823/2018-19/PS Dated: 27-05-2019

Quotation for the AMC of Sony 4K Digital Cinema Projection Systems
Last Date for Submission of the Quotation: 04.06.2019 at 3 PM
To be submitted to: Purchase Officer, FTII, Pune

Name of the Firm / Agency / Vendor			
Address of the firm / Agency / Vendor			
	Tel:	Fax:	
	Mo:	Mo:	
	E-mail:		

Quotation for the AMC of Sony 4K Digital Cinema Projection Systems						
Sr. No	Items Specification	Qty/ Period	Brand/ Model no	Unit Price (To be filled by the Firm / Agency / Vendor)	Total Price (To be filled by the Firm / Agency / Vendor)	Warranty Period for each item (To be filled by the Firm / Agency / Vendor)
1	<b>AMC of Sony 4K Digital Cinema Projection Systems</b> <b>(Non Comprehensive)</b> <b>Scope of Work</b> 4 Regular Visits for Servicing + 1 Emergency Visit on Call	1 (Year)	Sony 4K Digital Cinema Projection Systems			

Please note : Vendors should Quote the price in the FTII Price bid proforma only on their official .Letter head with the Tender Document signed by the Authorized person with the official stamp.

Signature of the Authorized Signatory with seal  
(To be signed by the Firm / Agency / Vendor)

<b>TERMS &amp; CONDITION</b>	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by <b>04.06.2019 at 3 PM</b> in a sealed envelop addressed to the Purchase Officer, Film & Television Institute of India, Law college road, Pune dully accompanied by the following. (I) Forwarding letter on the <b>Official letter head</b> of the firm/agency/Vendor. (ii) Supporting documents of <b>previous experience</b> in the related field. (iii) Supporting <b>technical literature/brochure</b> on the brand items for which the rate are Quoted.
2	Loss or <b>delay in postal/courier</b> transit will not be considered as valid reason for non-receipt of the tender in time.
3	Quotation should indicate the ' <b>rate per unit item</b> ' on <b>FREE DELIVERY AT SITE</b> basis and shall be <b>INCLUSIVE OF ALL APPLICABLE TAXES as well as INSTALLATION COST and COMMISSIONING</b> at the User Department.
4	Each page of this tender notice & documents including General Terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.
5	a) Rates offered should remain <b>valid</b> for at least <b>3 months</b> from the closing date of the Tender. b) Contract is valid form one year from the date of the placement of the work order. c) In case of failure of the L1 tenderer to execute the order within scheduled delivery time, then order would be placed with the respective L2 tenderer if the later is agreeable to as per the rate of L1 Tenderer.
6	Copy of Valid Govt. Tax Clearance Certificate/GST No. and Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns. PAN/GST No. Is mandatory.
7	<b>EMD of Rs. 3,000/-</b> shall be deposited along with the Quotation in the form of the Bankers Cheque/ Draft from any scheduled bank drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune. The EMD amount will be refunded to the unsuccessful tenderer without interest through A/C payee cheque after finalization of the Tender and against surrender of original money receipt towards EMD. In case of the successful tenderer, the EMD amount will be returned after deposition of the security deposit within 15 days. Quotation <b>will be rejected</b> if EMD is not attached with the Tender.
8	The successful tenderer shall have to deposit a sum of <b>Rs. 7,500/- as Security deposit within 15 days</b> through Banker's Cheque/ Draft from any scheduled bank, drawn in favour of Accounts Officer, Film & Television Institute of India payable at Pune which will be retained by FTII without interest till the material delivery at the FTII stores with Installation and commissioning at the user department or till the Warranty period. In the event of the supplier falling to execute the orders without sufficient reasons acceptable to FTII, the Security Deposit will be forfeited.
9	The Supplier shall have to apply for the refund of Security Deposit along with Original receipt against the Security Deposit. Before releasing the Security Deposit the Firm/Supplier shall also have to submit a certificate that they have no claims against FTII under this order in the following format : I hereby certify that there are no claims against FTII under Tender No. ---- and you are requested to release the Security Deposit as soon as possible.
10	FTII Administration <b>reserve the right</b> to accept or reject any or all the Quotation without assigning any reason and modify the total requirement at any stage.
11	Any dispute arising out of order the purchase shall be subject to the exclusive <b>jurisdiction</b> of court in Pune City Only.
12	Sealed envelope containing the Tender should super scribe the words. "Quotation for the AMC of Sony 4K Digital Cinema Projection Systems <b>NP-1823 Due Date: 04.06.2019 at 3.00 p.m. Quotations will be opened at Date:- 04.06.2019 at 3.30 P.M.</b>
13	<b>Liquidated Damage:</b> In case the supply is not completed within the aforesaid stipulated period liquidated damages @ 0.1% of the total value of order for delay of per day or part there of subject to deduction of maximum 10% of the value of order.
14	Tenderer may please note that non-submission of any of the aforesaid documents might lead to <b>disqualification</b> of their offer. The Tenderer shall be required to produce documents as mentioned above in original, as and when called for by FTII Purchase Authority.
15	The tender documents can be downloaded from the websites of Central Public Procurement Portal as well as <a href="http://www.ftiindia.com">www.ftiindia.com</a> till due date <b>up to 3.00 pm.</b>
16	<b>The payment towards Annual Maintenance Contract shall be made in four installments each at the end of three months/ each quarter on presentations of bills and on production of satisfactory reports from the concerned users or can be made in full against Bank Guarantee.</b>
17	The company/firm must have an experience of 3 years or more in this field.
18	The company/firm should submit its profile and bid on their letter head bearing full address, GST No, telephone number, mobile number indication past experience, technical capability , details of Service Technician (S), financial position, copies of existing contracts and contracts during last 3 years along with documentary proof & Manufacturer's Authorisation Certificate.
19	During the period of contract, the Company will be responsible for proper and consistent functioning of all machines being used by this Institute. The firm should have not been blacklisted by any Govt. Department and no legal suit/ criminal case pending against it. Its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. An undertaking to this effect duly signed by concerned person should be submitted along with tender documents. This statement if found to be incorrect in any manner or part thereof, at any stage including after award of contract, shall result in for future of EMD or Security Deposit and the contract will also be cancelled.

20	The Company will depute required number of qualified Engineers for attending complaints. The details of Engineers are required to be submitted to FTII, Pune on the letter head of the company along with copy of any identity Card issued to them. The Engineers should have mobile phones and phone numbers should be communicated to the HOD concerned and Tender Inviting Authority for immediate contact. They may also be called on Holidays or required to work after working hours for urgent maintenance to work after working hours for urgent repairs etc. if it is considered necessary.
21	The Engineers deputed by the Company will be required to submit TASK REPORT every day or periodically as decided by this Office.
22	The Company has to use all genuine products/ material of specifications.
23	The Engineers /staff deputed by the Company will not attend to any job directly unless directed by Authorized person of this office.
24	In case any machine goes out of order, the complaint should be attended within 48 hours and repair should be carried out by the Company in the premises of this FTII, Pune . Only such work which cannot be executed in the premises of this FTII, Pune. Will be allowed to be done in the Lab of Company with prior permission of this FTII, Pune for which no extra charges will be payable. In any circumstances the machine should be put in order within same day, failing which a penalty can be imposed with prior approval of Competent Authority.
25	If the FTII, Pune feels that any of the machines, under the contract was not properly maintained/ serviced by the Company or does not function for reasonable period after repair, a reasonable deduction from the bills will be final and binding on the Company.
26	his PERFORMANCE SECURITY is liable to be forfeited, if the services of the company are found to be unsatisfactory in any respect and / or if any or the conditions of t contract is contravened / breached. And/ or towards any damage is caused to Govt. Property due to the negligence or otherwise of the firm or its employees. This FTII, Pune will be at liberty to entrust the same to any other firm/company at the risk and expense of the defaulting company/firm. The decision of this FTII in the regard shall be final.
27	In all matters of dispute relating to this contract, the decision of this Institute will be final and binding upon the Company/firm.
28	This office reserves the right to reject or to accept any tenders, in whole or in part, without assigning any reason therefore. It also reserves the right to reject the tender without assigning any reason thereof or to renew the contract for such period as it may deem necessary taking into account the services rendered during the contract period.
29	While submitting the documents, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and no change whatsoever desired, will be entertained by this FTII, Pune.
30	he period of contract may be extended for a further period of three years on same rates and Terms and conditions subject to satisfactory performance rendered by the firm during the current year.
31	The Vendor will provide the invoice/ bill of all the items replaced and the rates charged for the spares should be reasonable and at par with the market price.

**TERMS OF PAYMENT :**

**Payment** would be released after Satisfactory report and submission of invoice against each order issued by the institute unless there are any **unforeseen** circumstances.

Certified that we are quoting the above rates after having gone through the specification of each item individually in addition to Terms & Conditions & Terms of Payment mentioned above which are agreed by us.

Date:

**Signature of the authorized signatory with seal  
(To be signed by the Firm / Agency / Vendor)**