

**Government of India
Ministry of Information & Broadcasting**

FILM AND TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE - 411004

REQUEST FOR PROPOSAL/TENDER DOCUMENT

Invitation of Bids for Auction/Scrap of the Unserviceable / Old Vehicles

**Request for Proposal (RFP) No. D/21013/AUC/2672/2021-22/PS
Dated 29th December, 2021**

FILM AND TELEVISION INSTITUTE OF INDIA, Pune is an Autonomous Body under the **Government of India Ministry of Information & Broadcasting** invites SEALED TENDERS from eligible bidders for Auction of the Unserviceable / Old Vehicles "AS IS WHERE IS & WHAT IS BASIS" as per the details and terms and conditions given in the tender document. Interested Bidders may download the detailed Tender Document either from www.ftii.ac.in or www.eprocure.gov.in

Tender No. : D/21013/AUC/2672/21-22/PS

Date of Tender : 29.12.2021

Date of Inspection : 10.01.2022, 11.01.2022
(10.00 AM to 12.00 PM) & (2.00 PM to 4.00 PM)

Due Date & Time of completed Tenders : 19.01.2022 up to 3.00 PM (For submission)

Opening of Tender : 20.01.2022 up to 03.30 PM

The Tender may be submitted online in accordance with terms and condition of our tender Please sign all the pages of Tender Form & Terms and Conditions as a token of your acceptance to our tender conditions.

TERMS AND CONDITIONS FOR SALE OF UNSERVICEABLE / OBSOLETE ITEMS BY TENDER

The tender document is available and can be downloaded from the website of www.ftii.ac.in or www.eprocure.gov.in the bidders may include a demand draft/cheque drawn in favour of Accounts Officer, FTII, payable at Pune at par.

Part I – General Information

Last date and time for submission of online Bids: 19th January, 2022 by 3 pm.

1. The online Bids should be uploaded by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of submission of online Bids:** Instruction for online bid submission is given in detail at Annexure-I of this RFP. All the required documents in support of the eligibility criteria alongwith scanned copy of EMD are also to be uploaded alongwith the bids. The bidders are advised, in their own interest, to submit the requisite papers/documents with their bid as per the specifications/eligibility criteria indicated in part-II of the RFP failing which their bids may be declared as non-responsive/ineligible. Complete e-tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) or from Departmental website (www.ftii.ac.in) with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender/RFP will be made available/uploaded only on the website of Central Public Procurement Portal and the Departmental website. Such amendments/modifications shall be binding on all the prospective bidders. **Late tenders will not be considered. No responsibility will be taken for any delay on account of non-delivery/non-submission of online bid on or before time. Bids sent by post/fax or e-mail will not be considered and liable to be rejected.**
3. **Time and date for opening of online Bids: 20th January, 2022 by 3.30 pm.**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the customer/buyer).
4. **Place of opening of the Bids: Conference Hall/ Purchase Section.**
The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids on the due date and time. Details of EMD and technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. **This event will not be postponed due to non-presence of bidders representative.**
5. **Submission of online Bids:** Online bids should be submitted by the Bidders under their original memo/letter head inter alia furnishing details like TIN number, ESI, EPF number, (ESI & EPF etc. only in cases of supply of man power contract for housekeeping, conservancy and secretarial assistance in terms of DEOs etc.) PAN Number, GST Number, Bank Branch address, account number with IFSC code for e-payment with complete postal & e-mail address of their office. Scanned copy of PAN card, GST Registration Certificate, Annual Income Tax Returns filed for last three years, EMD, work experience of similar nature with

requisite proof and scanned copy of the tender acceptance letter duly signed by the authorised representative of the firm as a token of acceptance of the terms & conditions of the RFP are also to be submitted online.

6. **Modification and Clarification regarding contents of the RFP:** At any time prior to the deadline for e-submission of bids, the customer/buyer may for any reason, whether on its own initiative or in response to the clarification request by a prospective bidders, modify the bid document. Such modification/ amendment in the bid document/ RFP at any time prior to the deadline for e-submission of bid will be uploaded as “corrigendum” on Central Public Procurement Portal and Departmental website. Such amendment/modifications shall be binding on all the prospective bidders. Customer/Buyer at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period in order to give prospective bidder time to take into the consideration the amendments while preparing their bids. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the customer/buyer in writing about the clarifications sought not later than 10(ten) days prior to the date of opening of the Bids. Copies of the query and clarification issued by the customer/buyer will be sent to all prospective bidders who have received the bidding documents and will also be posted on website.
7. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his online bid after submission provided that the written notice of modification or withdrawal is received by the customer/buyer prior to deadline prescribed for submission of online bids. A withdrawal notice may be sent by fax/e-mail but it must be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the customer not later than the deadline for submission of online bids.
No bid shall be modified after the deadline for submission of online bids. No online bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.
8. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the customer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. The customer/buyer also reserves the right to call for additional information from the bidders. **No post-bid clarification on the initiative of the bidder will be entertained.**
9. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. **Conditional tenders will be rejected.**
10. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP. **(This is only applicable in LTE cases)**
11. **Validity of Bids:** The Bids should remain valid for six months from the last date of submission of the Bids.

- 12. Tender Document:**
Complete tender document can be downloaded from our web site www.ftii.ac.in and **Central Public Procurement Portal.**
- 13. Location of the Tender Box for submission of EMD (in original):**
Purchase Section, FTII, Pune
The hard copy of the EMD (in original) with is to be dropped in the EMD/tender box in a sealed envelope superscribed "name/title of the tender, RFP number and date of opening of the bids" kept during the office hours or may be sent to designated officer in the name of Purchase Officer, FTII Pune in a sealed envelope superscribed name and title of the tender, RFP number and date of opening of bids on or before the closing date and time of e-submission of online bid failing which the bids will not be considered and liable to be rejected.
- 14. Earnest Money Deposit:** Bidders are required to submit scanned copy of Earnest Money Deposit (EMD) for **an amount of Rs. 10,000/- (Rs. Ten Thousand)** only. along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Banker's Cheque in favour of Accounts Officer, FTII, Pune Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Annexure-II. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSMEs) as defined in MSMEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017. **The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.** The hard copy of the EMD has to be submitted as per manner indicated in para-4 above.
- 15. Two bid system-** It is a two bid system. Only the technical bids would be opened on the time and date mentioned above. Date of opening of financial/price bid will be intimated after evaluation and acceptance of technical bids by the customer/Buyer. Financial/price bids of only those firms will be opened; whose technical bids are found compliant/suitable after technical evaluation is done by the FTII, Pune.
- 16. The FTII has declared item no 02 & 03 as "Unserviceable / Obsolete" which are meant for sale.**
- 17. The material offered for disposal is on "AS IS WHERE IS & WHAT IS BASIS"**
- 18. The Taxes and Duties levied by the Government will be extra as applicable on the bid amount.**
- 19. The Evaluation of the bid will be done item wise higher price of each vehicle is preferred quoted by as many venders.**

20. The balance money less the E.M.D. already deposited should be paid within 5 days from the date of issue of award letter. After receiving the D.D., Gate pass will be issued for delivery of the vehicles.
21. The purchaser / bidder may inspect the vehicles on **10.01.2022, 11.01.2022**, working day between **10.00 am to 12.00 pm & 2.00 pm to 04.00 pm** by prior appointment to satisfy himself/themselves about the quality & condition of the vehicles offered. No complaints whatsoever will be entertained after the Tenders are submitted or before or after the vehicles are lifted. No request for samples or inspection after submission of the Tender will be accepted.
22. Tenderers should clearly quote their rates as asked for excluding of any Taxes and Duties. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the Tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration/evaluation.
23. Tender should be valid for a period of 30 days from the date of opening of the Tenders.
24. The delivery of the vehicles sold shall only be permitted on production of receipt for full payment of the sale value.
25. The vehicles will be allowed to be lifted between 10.00 am to 04.00 pm within 10 working days after awarding of Order. No picking, choosing or sorting will be allowed in the premises for disposed its. No gas cutter or cutting equipment will be allowed to use.
26. The purchaser shall make his own arrangement of lifting the vehicles from site immediately after the delivery has been given to him. FTII will not be responsible for loss, destruction, damage or deterioration to the vehicles due to any cause whatsoever thereafter. Labour, Transport and other arrangements will have to be made by the purchaser at their own risk, cost and responsibility.
27. The vehicles will remain FTII property till all the conditions are fulfilled. The mere payment of the purchase money will not constitute the complete purchase and the vehicles will become the property of the purchaser only after the sale has been completed and vehicles have been removed from the FTII.
28. The purchaser must effect complete removal of vehicles from site within the specified period given in the delivery order issued by FTII. However, in case the vehicles is not lifted within ten days from the date of issue of communication regarding the acceptance of the tender, the E.M.D. will be forfeited and offer of the sale of vehicles stands cancelled.

29. The vehicles not so removed will be treated as an abandoned item/vehicle and the E.M.D. and other sums paid for the item will be forfeited without any reference to the purchaser. If the item has been so treated as abandoned, the DIRECTOR, FTII have the right to re-sale such vehicles without reference to the purchaser which shall then be treated as the FTII property.
30. The delivery will be made on "AS IS WHERE IS" basis.
31. The DIRECTOR FTII reserves to itself the right of withdrawing from sale any vehicles at any stage without assigning any reason thereof.
32. Failure to adhere to any of the conditions mentioned in the Tender form will disqualify the tenderer/purchaser.
33. The Director, FTII reserves the right to qualify the bids received and or reject any or all of the bids received without assigning any reason whatsoever thereof.
34. Any disputes arises in this matter will be strictly subject to Pune Jurisdiction only.

I/WE HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE CONTRACT AND WILLING TO ABIDE BY THE SAME.

Seal :

Signature : _____

Date :

Full Name : _____

Phone No. :

Full Address : _____

Description of Items

Sr. No.	Description of Vehicle/Chassis Nos.	Date of Registration	Fitness valid up to	K.M. Reading
1	Tata Bus MH-12 AU 1809 34405876354	12/04/1989	13/07/2016	23486 KM
2.	Tata Bus MH-12 FA 0185 359350DUQ13033	06/02/1996	31/12/2021	1225460 KM
3.	Tempo Traveller 13 Seater MH-12 BA 4472 TF806387C96	05/06/1996	10/12/2024	17625 KM

Eligibility Criteria

- a) The tender documents should be signed and stamped by the bidder of each page to comply the tender terms and conditions
- b) PAN card, Shop Act License, Certificate of Incorporation, GST Registration Certificate, Annual Income Tax Return filed for last three years, copy of work experience of similar nature with requisite proof and scanned copy of the tender acceptance letter duly signed by authorised representative of the firm as a token of acceptance of the terms & conditions in pdf format.
- c) Requirement of Technical documentation if any.
- d) Requirement of pre-site/equipment inspection.

Note: Any other details, as considered necessary depending upon nature of tender/case requirements.