

Film and Television Institute of India, Pune

SHORT TENDER NOTICE

Tender No.: D-21013/NP/825/2014-15/PS

Due date & time: 22.10.2014 before 12.00 noon

Tender opening date & time: 22.10.2014 at 3.30 pm

Film and Television Institute of India (FTII), Pune, invites sealed tender from hotels situated within 20 km radius from Pune airport having capacity of 150 rooms including VIP Suites, Executive Class lodging, boarding facility (including meals) for about 50 persons or more from 06th Nov to 08th Nov 2014 along with a 60 - 70 seater conference hall in the hotel itself having facilities for conferencing and audio – video recording of the proceedings of a meeting on 07th Nov 2014.

The hotel must be situated on the main road having valet parking for about 50 cars/ vehicles and sufficient parking for visitors on the above mentioned dates. The hotel must have a coffee shop and should have sufficient space for having Lunch and Dinner for about 100 persons at a time.

Additionally, lunch & dinner rates per person for approximately 100 persons also need to be quoted.

The above stated lodging & boarding requirement may increase/ decrease which would be communicated well in advance.

For further details please visit our website www.ftiindia.com in the tender section.

Purchase Officer
For Director, FTII

Terms & Conditions:

1. The tender must be submitted on the letter head of hotel duly stamped & signed by the authorised signatory as per proforma attached. Single Rate as one package to be quoted in Indian Rupees only. Concession/ Discount offered if any, must be stated clearly.
2. A photocopy of certified star rating awarded to the said hotel must be attached with the tender. Also, statutory information of hotel like registration no. & year of establishment, PAN/ TAN no., Service tax registration no. etc needs to be provided along with the tender and the same may be supported by necessary photocopies of same.
3. An Earnest Money Deposit (EMD) of Rs 10,000/- in the form of Demand Draft drawn from any Nationalized bank payable at Pune in favour of '**Accounts Officer, Film and Television Institute of India, Pune**', must be submitted along with tender. EMD of unsuccessful bidders would be returned immediately after the award of said order. However, EMD of successful bidder will be returned only after successful execution of the awarded job.
4. In-order to achieve optimum level between the facilities & rates quoted, FTII may not award order to the firm only on the basis of lowest quote. Hence, bidders are requested to provide brochures/ information booklets of their quoted hotel describing in detail, facilities & services the hotel will be providing.
5. Experience of holding such meetings with/ without accommodation must be stated in the tender. This may give additional weightage to the respective bidder.
6. Tenders duly filled in all respect should be addressed to the Purchase Officer, Film and Television Institute of India, Law College Road, Pune – 411 004 and must be submitted on the working day of Institute between 10.30 am to 5 pm before the due date & time to the Establishment Section (central registry), FTII.
7. FTII will not be responsible for postal or any other kind of delays knowingly or unknowingly. Thus, bidders are requested to submit their bids well in advance.
8. All valid tenders will be opened on the specified date & time in the conference hall, FTII. Only one representative from each hotel/ organization would be allowed to attend the tender opening meeting. He/ she must carry valid authority letter along with photo id proff of his/ her organization for attending said meeting.

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9. Rate quoted shall be fixed for 15 days from the date of tender opening subject to the statutory provisions, if amended.
10. Correction if any, shall be made by crossing out, initialing, dating and rewriting.
11. Taxes if & as applicable must be clearly stated separately including the percentage at which they are stated else it will be presumed that the quoted rates are inclusive of all taxes.
12. Telex, Facsimile or emailed bids will not be accepted.
13. Payment will be made in the form of Cheque/ Demand Draft and will be released within seven days after receipt duly signed bills subject to successful execution of the awarded job.
14. Since the above stated arrangement is required is for VVIP persons, there must be 100% accuracy in all respect.
15. FTII reserves right to accept or reject any tender of parts thereof without assigning any reasons for the same. FTII also reserves right to cancel the above mentioned short tender process/ notice without assigning any reason for the same.
16. For any clarification in the above mentioned tender, bidders may please contact Registrar office 020 - 25433360 on all working day between 10.30 am to 5 pm.
17. Any dispute in regard to any matter referred herein will be subject to the jurisdiction of Pune Courts/ Mumbai High Court only.

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Proforma for the bid

(To be submitted on letter head of hotel)

(a) Financial bid details:

Sr. No.	Particulars	Rates (in Rupees)
1.	(i) Executive class lodging, boarding from 06 th Nov to 08 th Nov 2014 as per following details – (a) VIP Suite (b) Double seated rooms (c) Single seated rooms. (ii) One 60 - 70 seater conference hall in the same hotel having audio – video recording facility on 07 th Nov 2014.	(i) (a) _____ (b) _____ (c) _____ (ii) _____
2.	Veg & non – veg lunch & dinner rates separately per person for approximately 100 persons	
	Taxes as applicable (in percentages)	
	Total	

(b) Details of the EMD:

Sr. No.	Particulars	Related information
01.	DD no. and date	
02.	Name of the Bank	
03.	Amount	

(c) Details of the hotel:

Sr. No.	Particulars	Related information
01.	Registration no. & year of establishment	
02.	PAN/ TAN no.	
03.	Service tax registration no.	
04.	Star rating of the hotel	

I/ We have read and understood said short tender notice and its terms & conditions of the and hereby unequivocally accept the same.

Date & Place

Hotel stamp/ Seal

Authorized Signatory(ies) with Name

Encl: Brochure/ information booklet of hotel

