

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 noon

Tender opening date & time: 22.10.2014 at 4.00 pm

Film and Television Institute of India (FTII), Pune, invites sealed tender from a transporter to provide transportation facility of 30 luxury cars (Honda City/ Swift Dezire/ Innova) from 06th Nov to 08th Nov 2014 for VVIP persons. The cars must be in good condition and all the drivers must wear clean ironed dress/ uniform on all three days. Cars hired are primarily hired for local trip. However, few vehicles may be used beyond local trip. Thus, bidders are requested to quote separately for per Km and or per hour rates along with drivers charges. In the event of breakdown of car(s), replacement of same must be provided immediately. The transporter must keep atleast 05 cars for exigencies in this regard.

The above stated requirement may increase or decrease say by 20% and accordingly the transporter needs to comply at a short notice.

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.
2. A photocopy of shop act licence of the transporter, 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 terms 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 firm describing in detail, facilities & services it will be providing.
5. 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.
6. 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.
7. 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.
8. Rate quoted shall be fixed for 15 days from the date of tender opening subject to the statutory provisions, if amended.
9. Correction if any, shall be made by crossing out, initialing, dating and rewriting.

10. 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.
11. Telex, Facsimile or emailed bids will not be accepted.
12. 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.
13. Since the above stated arrangement is required is for VVIP persons, there must be 100% accuracy in all respect.
14. 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.
15. For any clarification in the above mentioned tender, bidders may please contact Registrar office 020 – 25433360 on a working day between 10.30 am to 5 pm.
16. 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 transporter)

(a) Financial bid details:

Sr. No.	Particulars	Rates (in Rupees)/ per day
1.	Luxury cars for local trip from 06 th to 08 th Nov 2014. (a) Honda City (b) Swift Dezire (c) Innova	(a) _____ (b) _____ (c) _____
2.	Rates for extra per Km and or extra per hour charges for car along with the Driver's charges for local trip	
3.	Outstation trip for cars as mentioned at Sr. No. 01 including rates for extra Km and or extra hour.	
4.	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.	

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

Date: 14.10.2014

A meeting of following officers were called by the Director to