

Tender No.: G-11011/15/16-17/B&A

Dated:16 /02 /2017

FILM AND TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE - 411 004



Tender Document

Input – Output Academic Cost Assessment

Price of Tender document copy: Rs. 1,000/- (Rupees One Thousand Only)

Telephone Exchange 25431817, 25430363, 25430017 (Ext.292/ 207)

Fax No. : 020-25430416 & 25457638

email : cao@ftiindia.com and filminstitute.pune@gmail.com

Direct line: 020 – 25430455

Last date for submission of Tender is 07/03/ 2017

FILM & TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE 411 004

To,
M/s.

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• INVITATION TO SUBMIT TENDER

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, a sealed Tender is invited by this Organization in the prescribed Bid forms. The details of said tender document (20 pages) are as stated below;

1.		Tender No. & Date	:	G-11011/15/16-17 /B&A Dated 16/ 02/ 2017
2.		Issue of Tender Document	:	17/ 02/2017 to 06/03/2017 between 10 am to 5.30 pm except Saturday, Sundays & closed holidays
3.		Pre – bid conference	:	On 28.02.2017 at 11.00 a.m. in Conference Hall, FTII
4.		Last date & time of receipt of tender	:	On 07.03.2017 upto 3.00 p.m.
5.		Opening of tender	:	On 07.03.2017 at 4.00 p.m. in Conference Hall, FTII
6.		Description of item	:	Input – Output Academic Cost Assessment
7.		Delivery period	:	As per this tender document
8.		Tender Fees	:	Rs.1,000/- (Non-Refundable)
9.		Earnest Money Deposit (EMD)	:	Rs 3,500/-
10.	i)	EMD Validity upto	:	60 days from the closing date of tender submission
	ii)	Bid Validity upto	:	60 (Sixty) days from the date of opening of Technical Bid.
11.		Performance Bank Guarantee/ Security Deposit	:	10% of the contract value and as per the other terms stated in this tender document
12.		Address for Correspondence & contact details	:	Chief Accounts Officer, Film Television Institute of India, Law College Road, Pune 411004 Phone: (020) 2541817/Ext. 292/207, Fax: (020) 25430416 & 25457638
13.		Paying Authority	:	Director, FTII, Pune

The tender will be governed by the instructions/ terms as stated in the Annexures of this tender document. Two Bid System shall be followed. Bidders should take due care to submit the tender in accordance with requirement in sealed covers as specified.

Date:

CHIEF ACCOUNTS OFFICER
For DIRECTOR,
F.T.I.I., Pune 411 004.

Annexures: As attached

List of Annexures:

- **Annexure A:** Introduction, Facilities and Courses conducted
- **Annexure B:** Procedure of awarding tender
- **Annexure C:** Scope of Work
- **Annexure D:** Pre – qualification criteria for the bidders
- **Annexure E:** Terms & conditions
- **Annexure F:** Documents to be attached with the Technical Bid
- **Annexure G:** Covering letter to be enclosed with Technical bid
- **Annexure H:** Proforma for the financial bid
- **Annexure I:** Evaluation Criteria for technical bids

Annexure – A

(I) Introduction:

Film and Television Institute of India (FTII), Pune, is an Autonomous Institute under Ministry of Information & Broadcasting, Govt. of India. FTII was established in the year 1960 on the erstwhile Prabhat Studio premises at Pune and thereby inheriting a rich legacy in quality Cinema. FTII's avowed objective is imparting training in Film making & Television Programme Production. Films made by the students of the Institute are entered in festivals both in India and abroad. Many of them have won National and International awards. The alumni of FTII have left an indelible imprint across all facets of Indian cinema & television and have built an excellent reputation in its allied industries.

FTII is having two campuses with total space of 58 acres. The main campus is at Law College Road spread-over 22 acres and the new/ extended campus is in Kothrud spread-over 36 acres.

Following facilities are provided to the students:

(II) Facilities: Following indicative/ major facilities are provided by FTII to the students:

- **Hostel:** There are 02 Boys Hostel and a Girls Hostel which can accommodate 350 students at a time. Each room in the hostel is LAN connected and all hostels are having TV common room with DTH facility. The Boys Hostels also have reading room facility where around 05 – 08 newspapers are made available.
- **Book Library:** The book library houses almost 30,000 textbooks/ references/ rare publications related to Film, Television, Theatre, Fine Art, Literature etc. Institute also subscribes to over 14 foreign & 35 Indian periodicals.
- **Film & Video Library:** Film & Video Library is having a collection of almost 3000 films & videos from all over the world including students' film/ video.
- **Sports:** The sports facility of the Institute includes a play ground common for football & cricket, a basketball court, a gym, a swimming pool etc.
- **Theatres:** There are 02 Film Theatres and a Preview Theatre having sitting capacity of 280 & 70 respectively. Also, a Classroom Theater is under construction on main campus.

- **Studios:** Apart from departmental labs/ studios, the Institute is having 02 Film Studio, 02 TV Studios and 02 Acting floors which are used commonly by all the students. Also, an Acting Studio/ floor is under construction in the main campus.
- **Classrooms:** Every department is have individual classroom and as per requirements, classrooms are also shared. All classrooms are having LAN connection.
- **Internet:** Institute is having a leased line of 1 Gbps through NIC under National Knowledge Network (NKN) for its Internet services and is also having a standby line of 10 Mbps. Apart from this Institute is also having a common Internet & Multimedia lab.
- **Data Center:** The Institute's data center is equipped with modern servers and mail services, with application for data management, security and back up. A 200 TB private cloud is used to store the data of student projects and a collection of global films.
- **Vehicles:** Institute is having a fleet of in-house vehicles as required for student exercises which includes 02 Buses, 01 mini-bus, 02 Generator Vans, office car, Tavera & Bolero.
- **Film Festivals & Cultural activities:** Various film festivals & cultural events are organized for the students & staff. Student Films are sent to various National & International Film Festivals.
- **Student Exchange Program:** The Institute is having international collaborations with almost 8 – 10 Film Schools. Students of both sides are exchanged for their knowledge up-gradation and awareness about the international practices followed.
- **Study Tours:** Institute organizes study tours to various Film & Television Production Houses/ Satellite TV Channels/ Film Processing Labs/ Film & Television Editing and Sound Post – Production set-ups without any extra charges.

- **Medical Facility:** On campus OPD facilities, including that of 2 psychiatrists, are made available to the students free of cost.
- **Master Classes & Workshops:** At regular intervals, the Institute organizes Master Classes & Workshops of renowned Film & TV personalities from India & abroad.
- **Yoga:** Institute has appointed a Yoga Teacher and every morning Yoga classes are conducted for the students & staff.
- **Cafeteria:** The Institute provides facility of cafeteria at concessional rates to the students.
- **FM Radio Station:** Institute runs a FM Radio station under Community Radio scheme of Govt. of India.
- **Generator backup:** Auto – generator back-up is provided on campus.
- **Guest House:** There are 02 Guest Houses comprising of 16 rooms in all.
- **Staff Quarters:** There are 80 nos. of staff quarters and all are having LAN connection. These quarters are located at the main campus as well as at the new/ extension campus. Additionally, 32 staff quarters are under construction at the new/ extension campus.

Additionally, facilities like Bank, ATM, Post Office & Wi-Fi campus are also available for students. Activities of the Institute are managed by 400+ regular & contractual including security & housing-keeping staff.

(III) Courses conducted: There are two academic wings namely Film wing and TV wing. Details of wing wise courses conducted at FTII and no. of students admitted (sanctioned intake) per course per year is as stated in the table below:

No.	Wing	Name of the course	Sanctioned intake/ year
01	FILM	03 Year PG Diploma in Direction & Screenplay Writing	10
02		03 Year PG Diploma in Cinematography	10
03		03 Year PG Diploma in Editing	10
04		03 Year PG Diploma in Sound Recording & Sound Design	10
05		03 Year PG Diploma in Art Direction & Production Design	10
06		02 Year PG Diploma in Acting	10
07		01 Year PG Certificate Course in Screenplay Writing	12
08	TV	01 Year PG Certificate Course in TV Direction	10
09		01 Year PG Certificate Course in Electronic Cinematography	10
10		01 Year PG Certificate Course in Video Editing	10
11		01 Year PG Certificate Course Sound Recording & TV Engg.	10

Presently, uniform fees of Rs 77,096/- per year is charged from a student studying in any course which includes library fee, medical fee, games fee, hostel fees etc. Additionally, at the time of admission, a one – time security deposit & other charges of Rs 20,692/- is also levied per student.

Annexure – B

Procedure of awarding tender:

The FTII, Pune invites eligible Chartered Accountant or Cost Accountant firms to submit sealed tender for Input – Output Academic Cost Assessment (calculating course-wise per student education cost) at this Institute. The Chartered Accountant or Cost Accountant firm, identified based on this tender document will provide necessary services to FTII as stated in scope of work (**Annexure – C**) and as per various terms & conditions stated in this tender document. The estimated cost of the project is **Rs 1.75 Lakhs** and stipulated period for completion of work in all respects is within **03 months** after award of work.

The Tender must be submitted in a two – bid system (technical and financial bid). The technical bid should carry details as stated in **Annexure – ‘C’** (scope of work) and this tender document whereas the financial bid should only carry lump-sum amount of the charges & taxes, if any. For the financial bid if details of taxes is not stated, it would be presumed that all the taxes are inclusive of the quoted amount.

The tender document can be obtained from the Chief Accounts Officer, FTII, on submission of non – refundable Demand Draft of **Rs 1000/-** in favour of “Accounts Officer, FTII, Pune” payable at Pune. The tender document can also be downloaded from FTII website www.ftiindia.com. Bidders downloading the tender document must attach above stated Demand Draft along with their tender document. Failing to attach the Demand Draft would disqualify the bid.

A pre-bid meeting in this regard will be held in the Conference Hall, Film and Television Institute of India, Law College Road, Pune on 28.02.2017 at 11:00 hrs in which the intending bidders may seek clarifications regarding work, if any. FTII would release clarifications to the pre-bid meeting response, if any, on website on 01.03.2017 by 16:00 hrs. Last date to submit tender document in all respect is 07.03.2017 by 15:00 hrs to “The Administrative Officer, Establishment Section, Television Building, Film and Television Institute of India, Law College Road, Pune 411 001”. For queries on tender, bidders may contact the Chief Accounts Officer on 020 – 25430455 (Direct line), 020–25431817(Ext.292 & 207) and at cao@ftiindia.com, film institute.pune@gmail.com.

Each page of the tender document (purchased/ downloaded) must be signed by the authorised person of the Firm and should be sealed/ stamped. The technical bid would be opened on 07.03.2017 at 16:00 hrs. Initially, only technical bids would be evaluated and financial bids of only those bidders who qualify the technical bid/ stage would be opened on 10.03.2017 at 11.00 hrs. Thus, interested bidders need to submit technical bid as well as financial bid at the time of submission of tender document.

The tender document consisting of technical & financial bids should be submitted in separate sealed envelopes marked as ‘Technical Bid’ and ‘Financial Bid’ respectively. Both the envelopes shall be placed in another bigger envelope with due mention of Name of work, Name of the Firm.

Annexure – C

Scope of Work

Based on the annual Audit & Accounts statements of last three years and by carrying out detailed study of the available information/ records with the Institute, the Firm needs to carry out the following;

(a) To calculate Direct & Indirect expenditure incurred for each course and also to submit detailed analysis of how the Firm arrived at the said cost.

(b) To calculate the depreciation cost of available Infrastructure including buildings, equipments etc and also to submit its detailed analysis as to how the Firm arrived at the said cost.

(c) To work out Input – Output Academic Cost Assessment (calculating course-wise per student education cost) at FTII, Pune based on information calculated as per (a) & (b) above and any other methodology. The firm should submit detail analysis of how it arrived at the said cost.

(d) To advice FTII on the rate at which fees to be increased every year and if possible, any supporting document from Central Govt./ State Govt./ University etc in this regard may also be made available.

(e) Any other relevant information the Firm would like to submit.

Annexure – D

Prequalification criteria for bidders:

1> General

- The Firm should be a registered firm with C & AG and with Institute of Chartered Accountants of India (ICAI) or with Institute of Costs and Works Accountant (ICWAI). The Firm must be in business of Audit services for atleast 10 years. Certificate of such registration to be attached with the tender document.
- Bidder shall not have been blacklisted under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India ("GoI")/ State Governments/ any other regulatory agencies.

2> Financial capability of the Firm

Turnover of atleast Rs 20 Lakhs in each of the previous 3 financial years. Also, the Firm should have made profit during each of the previous 3 financial years. Certificate from CA to this effect to be submitted in this regard.

3> Experience

Experience of carrying out Audit Assignments of minimum 10 Educational Institutes in last three years with atleast 03 Educational Institutes per year. Each such Audit Assignment must be of value of minimum Rs 1 Lakh. Documentary evidence in support of this claim to be submitted along with the tender document. The value of assignments shall be brought to current posting level by enhancing the actual value of project at a simple rate of 7% per annum.

4> Quality

The Firm and or its Associates/ Partners must have experience of atleast 01 University Audit in last 10 years. Documentary evidences in support to be submitted along with the tender document.

5> Development/ operational capability

The Firm must be engaged in carrying – out Audit Assignments of Educational Institutes in India during last 05 years.

6> Location: The Firm must have head office or branch office in Pune.

Annexure – E

Terms & Conditions

(a) General

- Bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of same not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of its tender and forfeiture of the bid EMD.
- The bidders should submit their tender in printed format in English language only. The envelope shall indicate the name & address of the bidder to enable the tender to be returned unopened in case it is declared "late." The original tender shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender. All pages of the tender document must be sequentially numbered and shall be initialed by the authorized representative of the bidder.
- The intending bidder needs to submit EMD of Rs. 3,500/- in the form of DD drawn in favour of "Accounts Officer, Film and Television Institute of India, Pune", payable at Pune, along with the tender document. The EMD should be valid for 02 months from the closing date. No interest shall be payable on the deposited EMD. Tender not accompanied by the EMD shall be rejected. EMD of unsuccessful bidders would be returned within a month after awarding the project. The EMD shall be forfeited if the tender is withdrawn during the validity period and or if the bidder tries to influence the evaluation process.

- Any tender received by FTII after last date of submission shall be rejected and returned unopened to the bidder. Bids submitted by fax/ e-mail etc shall not be considered. No correspondence will be entertained on this matter. FTII shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- The bidder whose bid is finally accepted by Director, FTII, will have to submit a Demand Draft or an unconditional & irrevocable bank guarantee for an amount of 10% of work order value (excluding taxes) within a week, from a Scheduled bank in favour of “Accounts Officer, Film and Television Institute of India, Pune” for entire work period plus 60 days as claim period. Final award letter will be issued only after receipt of same. In case time extension is given to complete the project, successful bidder has to either submit fresh Demand Draft/renew bank guarantee, as the case may be, on same terms & conditions for the period up to the extension period plus 60 days as claim period.
- Performance Bank Guarantee would be returned after successful completion of tasks assigned and only after adjusting/ recovering any dues recoverable/ payable from/ by the bidder on any account. Only on submission of this performance guarantee, demand draft submitted towards EMD would be returned either in original or equivalent amount in the form of digital payment.
- The bidder shall bear all costs associated with the preparation and submission of its response to the tender document including participation in meetings, discussions, in providing any additional information required by FTII to facilitate the evaluation process, and be responsible or liable for these costs, regardless of the conduct/ outcome of the selection process.
- This tender document does not commit FTII to award a contract or to engage in negotiations. All materials submitted by the bidder become the property of FTII and may be returned completely at its sole discretion.

- The bidder should submit only one tender. If the bidder submits or participates in more than one tender, such tenders shall be disqualified.
- The tender as submitted by the bidders must remain valid for 90 days after the last date of submission.
- It is required that bidders participating adhere to the highest ethical standards, both during the selection process and throughout the execution of same.
- The subsidiary Firm, which is seeking qualification on the financial strength & technical capabilities/resources of its parent Firm, must submit an undertaking from its parent Firm stating that the parent Firm would bear all financial liabilities of the subsidiary with regard to this project and its resources would be made available to the subsidiary Firm as & when required.
- At any time before the final date of submission of the tender, FTII may amend the tender document by issuing an addendum/ corrigendum on FTII website (www.ftiindia.com) to clarify an interpretation of provisions of this tender. Further, under exceptional circumstances, FTII may extend the submission date of the tender without assigning any reasons. Any such corrigendum shall be deemed to be incorporated by this reference into this tender and will be binding on all concerned. The bidders are allowed to resubmit their bids, if required, after such amendments.
- To give bidders reasonable time in which to take an amendment into account in their tender, FTII may, if the amendment is substantial, extend the deadline for the submission of tender. It would be responsibility of bidders to regularly check FTII website for updates, if any.
- The bidder Firm should be empanelled with C & AG and ICAI / ICWAI.

- FTII at its sole discretion, reserves the right whether or not to respond to questions raised by bidder or provide written clarifications. No verbal response to a clarification request shall be construed as amending this tender document. Nothing in this section shall be taken or read as compelling or requiring FTII to respond to any questions or to provide any clarifications. No extension of any deadline will be granted on the basis or grounds that FTII has not responded to any question or provided any clarification.
- The tender document consisting of Technical and financial bid should be submitted in separate sealed envelopes marked as 'Technical Bid' and 'Financial Bid' respectively. Both the envelopes shall be placed in another bigger envelope with due mention of Name of work, Name of Firm.
- FTII shall notify by email to those bidders who qualify technical bid/ stage.
- Conditional bids/ tender will be rejected.
- The successful Firm shall arrange and bring in resources & operational staff etc to perform the requisite activities.
- The successful Firm and or its affiliates shall not engage in activities that conflict with the interest of this assignment. They should provide professional, objective & impartial advice and at all times hold the project's interests paramount, without any other considerations. Also, while providing the advice, they should avoid conflicts with their other assignments.
- No advance payment would be made and final payment shall be made through RTGS/ NEFT only subject to satisfactory report from all concerned. FTII will not pay and/ or reimburse anything over & above the price quoted in the financial bid except taxes thereon, if any, as per the rate prevailing at the time of payment. The work order will be given to only one party and will not be bifurcated.

- The quoted price should include overhead/ out of pocket expenses, travel, boarding, lodging, visits etc. The prices shall remain FIRM till completion of the assignment.
- Director, FTII, Pune, will be the final authority to approve the tender.
- The execution of assignment/ work shall be to the satisfaction of Director, FTII, Pune and the decision of Director, FTII, Pune, in matters shall be final and binding on all concern.
- FTII reserves right to accept or reject any tender and to annul the shortlisting process and or reject all responses at any time without assigning any reasons thereof, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for FTII's action.
- The Firm shall adhere to prescribed time schedule and in case of slippages/ deviations, the Director, FTII may close the contract in whole or part at his discretion and get it done through another Firm at the risk & cost to the original Firm. Further, the Firm may also be declared as non – performer and may be debarred from participation in any of the tendering process of FTII.
- If the completion of assignment/ work is expected to be delayed beyond the time given for completion, the Firm shall apply for extension of time to the Director, FTII, giving reasons for the delay. The Director, FTII, if satisfied, with the genuineness of the reasons for the delay, may grant necessary extension of time for justified & reasonable reasons. The decision of the Director, FTII regarding justification/ reasonability of reasons shall be final and binding on the Firm.
- For unjustified/unacceptable delays, FTII may impose penalty at the rate of 0.10% per day of work order value subject to maximum of 10% of the work order value. The decision of FTII regarding penalty shall be final and binding.

(b) Disqualification

FTII, may at its own sole discretion, at any time during the tender process, disqualify any applicant from the tender process, if;

- (a) The response to the tender was submitted after the deadline.
- (b) The bidder has made misleading or false representations in the forms, statements and attachments as submitted in proof of the eligibility requirements.
- (c) The bidder has exhibited a record of poor performance such as abandoning works, not properly completing the assignment, inordinately delaying completion, being involved in litigation, or financial failures etc.
- (d) The tender was not accompanied by required documentation. The bidder failed to provide clarifications related thereto, when sought.
- (e) Information which would have entitled FTII to reject or disqualify the bidder becomes known to FTII after the bidder has been qualified. FTII reserves right to reject the bidder at that time or at any time after such information becomes known.
- (f) The bidder is found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.
- (g) Notwithstanding anything written above or elsewhere, FTII may disqualify the bidder for any of the reasons set out above.

(c) Dispute Resolution, Law and Jurisdiction

All disputes arising out of or in connection with the assignment shall be initially attempted to be settled through good-faith negotiation between senior management of both parties, failing which, if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to both the parties. The mediation will be conducted as specified by the mediator and agreed upon by both the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator

may not testify for either party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. The award given by the mediator shall be binding on both the parties except when overruled/ set aside by the competent court under Arbitration and Conciliation Act 1996. All legal disputes to be settled in the jurisdiction of Pune Court/ Mumbai High Court only.

(d) Disclaimer

All the information contained in this document is stated only for the purpose expressed in the document. It is amply made clear that any indications given by the FTII about the future plans if any are only broad indicators and are subject to change without any notice. There is no commitment or obligation, whatsoever on the part of the issuer of this document, or officials associated, regarding the implementation of this or any future plans. Any assumptions made by the bidder or anyone else on the basis of the information shared herein, will be at their own risk & responsibility.

Annexure – F

Documents to be submitted with Technical Bids (In the same order as below):

- Application fees in the form of Demand Draft of Rs 1000/- (if not paid).
- EMD amounting Rs 3,500/-.
- Copy of the Firm/ company profile.
- Audited average annual turnover and Income tax returns for the last three financial years.

- Evidence of registration with C & AG, ICAI etc.
 - Copy of PAN card.
 - Copy of Service Tax registration Certificate.
 - Income Tax, Sales Tax, Shop Act Licence, VAT Registration certificates.
 - Attested copy of sole proprietorship/ partnership deed/ Memorandum and Article of Association, if applicable. Attested copy of Power of Attorney on Non-Judicial stamp paper of Rs.500/-, if applicable.

- Documentary evidence of pre-qualification criteria as per this tender.

- List & brief description of the similar projects/ assignments undertaken (as per table) in last 10 years with documentary proof from an officer of rank, not below, Principal or equivalent. Self- declaration will not be accepted as experience certificate.

No.	Work order date	Name of Client	Period of Assignment	Details of Assignment	Value of Assignment (in Rs)

- Any other documents for strengthening the bid.

Annexure – G

(on Firm's/ company's letterhead to be enclosed with Technical Bid)

To,
The Director,
Film and Television Institute of India,
Pune – 411 004

Subject: Submission of Tender

Sir,

We, the undersigned, offer to provide the Cost Accountancy services as mentioned in the tender no. _____ dated _____, for calculating course-wise per student education cost at Film & Television Institute of India, Pune. Details of our Firm are as stated below;

- Name & address of the Firm: _____
- Phone/ Mobile & Fax no. : _____
- Email id : _____
- No. of years of experience in the Audit assignments: _____
- No. of audit assignments for Educational Institutes (in last 03 yrs): _____
- Firm's turnover in last three years (Rs): _____, _____, _____

2. We are hereby submitting our tender in printed format. We understand that you are not bound to accept any bid/ tender you receive.

3. We confirm that the information contained in this tender or any part thereof including its Exhibits, and other documents and instruments delivered or to be delivered to FTII is true accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or part mislead the department in its short-listing process.

4. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading or unduly favors our Firm in short listing process, we are liable to be dismissed.

5. We agree to abide by the conditions set forth in this Tender.

6. It is hereby confirmed that We are entitled to act on behalf of our firm/ organization and empowered to sign this document as well as such other documents which may be required in this connection.

7. We hereby declare that our company has not been debarred/ black listed by any Government/ Semi Government organizations.

8. We have attached necessary documentary evidences for point no. 1 (d), (e), & (f) above

9. DD no. ___ dt. ___ from ___ (Bank name) amounting Rs 1000/- is attached/ was submitted.

Dated this, _____ Day of _____ 2017

Yours sincerely,

(Signature)

(Name of the person signing)

(in the capacity of _____)

Duly authorized to sign the tender for and on behalf of _____:

Seal/ Stamp of the Firm

Annexure – H

(Proforma in which Financial Bid is to be submitted on Firm's/ company's letterhead)

No.	Description of Work	Rate (Rs) in figures	Rate (Rs) in Words
1.	<p>Based on the annual Audit & Accounts statements of last three years and by carrying out detailed study of the available information/ records with the Institute, the Firm needs to carry-out the following;</p> <p>(a) To calculate Direct & Indirect expenditure incurred for each course and also to submit detailed analysis of how the Firm arrived at the said cost.</p> <p>(b) To calculate the depreciation cost of available Infrastructure including buildings, equipments etc and also to submit its detailed analysis as to how the Firm arrived at the said cost.</p> <p>(c) To work out Input – Output Academic Cost Assessment (calculating course-wise per student education cost) at FTII, Pune based on information calculated as per (a) & (b) above and any other methodology. The firm should submit detail analysis of how it arrived at the said cost.</p> <p>(d) To advice FTII on the rate at which fees to be increased every year and if possible, any supporting document from Central Govt./ State Govt./ University etc in this regard may also be made available.</p> <p>(e) Any other relevant information the Firm would like to submit.</p>	Lump-sum	Lump-sum

Taxes, if any (state details & amount if possible): _____

Dated this, _____ Day of _____ 2017

(Signature)

(_____ Name of the person signing)

(in the capacity of _____ & duly authorized to sign for & on behalf of _____)

Seal/ Stamp of Consultancy & Architectural Firm

Note: In case of discrepancy between amounts quoted in price proposal, the amount quoted in words would be taken as final price for evaluation.

Annexure – I

Technical bids will be evaluated as per following details;

No.	Parameters	Points
1.	Years of experience in Audit assignments (25 points)	
	No. of Years	
	10	10
	11 to 15	15
	16 to 20	20
	21 & above	25
2.	Experience of carrying – out Audit Assignments of Educational Institutes (40 points)	
	No. of Educational Institutes in last three years	
	10	10
	11 to 15	15
	16 to 20	20
	21 to 25	25
	25 to 30	30
	31 to 35	35
	36 & above	40
3.	Experience of carrying-out Audit Assignment for at-least 01 University (10 points)	10
4.	Average turnover for the last three years (25 points)	
	Turnover in Rs	
	20 Lakhs	10
	Above 20 Lakhs but below 30 Lakhs	15
	Above 30 Lakhs but below 40 Lakhs	20
	Above 40 Lakhs	25

Total = 100 points

To become eligible in technical bid, the bidder must score at least 10 points in each [(1), (2), (3) & (4)] above and 50 points in aggregate.