

Date : 14/07/2016

TO,

The Interested Firm / Vendor / Agency

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Subject : Supply of Stationery Items and Printing & Binding

Tender No NP- 1154, Due Date : 04.08.2016

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

Quotation should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be liable to be rejected without assigning any reason to the concerned Firm /Agency / Vendor.

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 before 3 p.m in a sealed envelop super scribe with Tender Name, Tender No. and Due Date addressed to the Purchase Officer, Film and Television Institute of India, Pune-411004.

Thanking you,

Nilesh Dhote  
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:020-25431366 Fax:020-25457638 E-mail:purchase@ftiindia.com

Ref No. : D-21013/NP-1154/2016-17/PS Dated 14/07/2016

**Quotation for Supply of Stationary Items and Printing & Binding**

Last Date for Submission of the Quotation :04/08/2016 before 3.00 PM

To be submitted to : Purchase Officer, FTII, Pune

|  |         |  |      |
|--|---------|--|------|
| Name of the Firm/Agency/<br>Vendor     |         |  |      |
| Address of the Firm/Agency /<br>Vendor | Tel:    |  | Fax: |
|  | Mo:     |  | Mo:  |
|  | E-mail: |  |      |
|  |         |  |      |

**Quotation for Supply of Stationery Items and Printing & Binding**

| Sr.No. | Items Specification                                  | Qty      | Per Unit Rate | Total Amount |
|--------|--|----------|---------------|--------------|
| 1      | Box File   | 160 Nos. |               |              |
| 2      | Ball Pen (Renold )                                   | 550 Nos. |               |              |
| 3.     | Duster - ( Yellow )                                  | 200 Nos. |               |              |
| 4.     | Duster - ( White )                                   | 200 Nos  |               |              |
| 5      | Chalk Stick (colour) Box                             | 05 Nos   |               |              |
| 6      | Conference Pad                                       | 500 Nos  |               |              |
| 7      | Dak Pad Rexine                                       | 350 Nos  |               |              |
| 8      | Fevistic / glu sticks                                | 120 Nos  |               |              |
| 9      | Dustbins   | 50 Nos   |               |              |
| 10     | Water Jug (Plastic)                                  | 20 Nos   |               |              |
| 11     | File Cover   | 1800 Nos |               |              |
| 12     | Whitener Pen eraser                                  | 90 Nos   |               |              |
| 13     | File Wrapper (10 x 65) Lace 100" cm.                 | 1400 Nos |               |              |
| 14     | Scale / ( Full size plastic)                         | 45 Nos   |               |              |
| 15     | Gum Bottle   | 30 Nos   |               |              |
| 16     | Soap (Lifeboy)                                       | 110 Nos  |               |              |
| 17     | White Board Marker                                   | 50 Nos   |               |              |
| 18     | Pins – Paper Pin Pocket                              | 20 Nos   |               |              |
| 19     | Pencil   | 250 Nos  |               |              |
| 20     | Punch – (Single )                                    | 35 Nos   |               |              |
| 21     | Punch – (Double)                                     | 15 Nos   |               |              |
| 22     | Peon Book – (Small)                                  | 20 Nos   |               |              |
| 23     | Files with cotton                                    | 140 Nos  |               |              |
| 24     | CD Marker Pen / Permanant marker                     | 90 Nos   |               |              |
| 25     | Cello Tape Big (Khaki)                               | 20 Nos   |               |              |
| 26     | Cello Tape Big (white )                              | 60 Nos   |               |              |
| 27     | Stapler  | 30 Nos   |               |              |
| 28     | Dura Cell (AA)                                       | 300 Nos  |               |              |
| 29     | Purchase Indent Book                                 | 30 Nos   |               |              |
| 30     | Store Issue Indent Book                              | 35 Nos   |               |              |
| 31     | Folder A 4 full size                                 | 290 Nos  |               |              |
| 32     | U Clips - ( 26 mm) Small                             | 20 Nos   |               |              |
| 33     | Highlighter different colour (pen)                   | 190 Nos  |               |              |
| 34     | Photo Copy Paper ( A4 Size- 70 GSM, 210 x 297 mm)    | 700 Nos  |               |              |
| 35     | Photo Copy Paper (Legal size – 70 GSM, 215 x 345 mm) | 300 Nos  |               |              |
| 36     | Dura Cell - (AAA)                                    | 80 Nos   |               |              |
| 37     | DVD Blank with Black cover                           | 490 Nos  |               |              |

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.

1. Before submitting the bid the vendor should show the sample and get it approved from the Purchase Section.
2. For Printing items the vender should take the sample from Purchase Section
3. For all the items the order will be placed item-wise. Vendor should quote the best price of all the items for stationery and printing both.

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

| TERMS & CONDITION |  |
|-------------------|--|
| 1                 | Quotation must be submitted by bearer or sent by post so as to reach the office latest by 04.08.2016 before 3 PM in a sealed envelop addressed to the Purchase Officer, Film & Television Institute of India, Law college road, Pune dully accompanied by the following.-<br>(I) Forwarding letter on the Official letter head of the firm/agency/Vendor.<br>(ii) Supporting documents of previous experience in the related field.<br>(iii) Supporting technical literature/brochure on the brand items for which the rate are Quoted.  |
| 2                 | Loss or delay in postal/courier transit will not be considered as valid reason for non-receipt of the tender in time.  |
| 3                 | Quotation should indicate the 'rate per unit item' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES as well as INSTALLATION COST and COMMISSIONING at the User Department.  |
| 4                 | Tenderer should also confirm the stipulated warranty period mentioned with the specification of each items at the columns specified in the Price bid proforma.   |
| 5                 | a) Rates offered should remain valid for at least 3 months from the closing date of the Tender.<br>b) Delivery must be completed in full within 60 days from the date of the placement of the Purchase order.<br>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                 | Valid Sales Tax Clearance Certificate/VAT Registration No. And Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.  |
| 7                 | EMD of Rs. 4000 /- 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 will be rejected if EMD is not attached with the Tender. |
| 8                 | The successful tenderer shall have to deposit a sum of Rs. 10,000/- as Security deposit within 15 days 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 :<br>I hereby certify that there are no claims against FTII under Tender No. ----<br>and you are requested to release the Security Deposit as soon as possible.   |
| 10                | FTII Administration reserve the right 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 jurisdiction of court in Pune City Only.   |
| 12                | Sealed envelope containing the Tender should super scribe the words. " Quotation for supply of Stationary Items and Printing & Binding NP-1154 Due Date : 04/08/2016 before 3.00 p.m. Quotations will be opened at 3.30 p.m. On the same day.  |
| 13                | Liquidated Damage: 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 disqualification 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                | Part delivery of material will not be accepted.  |

Date:

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