

Date : 20/12/2016

TO,

The Interested Firm / Vendor / Agency

Subject : Supply of Stationery Items and Printing & Binding.

Tender No NP- 1255, Due Date : 28.12.2016

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 Dhotre
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-1255/2016-17/PS Dated 20/12/2016

Quotation for Supply of Stationary Items and Printing & Binding				
Last Date for Submission of the Quotation : 28/12/2016 before 3.00 PM				
To be submitted to : Purchase Officer, FTII, Pune.				
Name of the Firm/Agency/ Vendor				
Address of the Firm/Agency / 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	110 Nos.		
2	Ball Pen (Renold)	324 Nos.		
3.	Duster - (Yellow)	118 Nos.		
4.	Duster - (White)	112 Nos		
5	Board Duster White Magnetic	25 Nos		
6	Fevistic / glu sticks	118 Nos		
7	Eraser for Pencil	85 Nos		
8	File Cover	1171 Nos		
9	Whitener Pen eraser	80 Nos		
10	File Wrapper (10 x 65) Lace 100" cm.	974 Nos		
11	Scale / (Full size plastic)	44 Nos		
12	Stamp Pad (Big)	24 Nos		
13	Stamp Pad Ink bottle	11 Nos		
14	Gum Bottle (300 ml)	22 Nos		
15	Soap (65 gms.)	110 Nos		
16	White Board Marker	112 Nos		
17	Pins – Paper Pin Pocket	44 Nos		
18	Pencil	283 Nos		
19	Punch – (Single)	31 Nos		
20	Punch – (Double)	20 Nos		
21	Poker Tocha	19 Nos		
22	CD Marker Pen / Permanant marker	55 Nos		
23	Cello Tape Big (Khaki)	48 Nos		
24	Cello Tape Big (white)	67 Nos		
25	Stapler (No.10)	52 Nos		
26	Stapler Pin (No.10)	102 Nos		
27	Stapler Pin (24 x 6)	41 Nos		
28	Dura Cell (AA)	531 Nos		
29	Dura Cell - (AAA)	128 Nos		
30	Eraser – Whitener Pen	80 Nos		
31	U Clips - (26 mm) Small	34 Nos		
32	U Clips - (35 mm) Small	29 Nos		
33	Highlighter different colour (pen)	69 Nos		
34	Photo Copy Paper (A4 Size- 70 GSM, 210 x 297 mm)	366 Nos		
35	Photo Copy Paper (Legal size – 70 GSM, 215 x 345 mm)	143 Nos		
36	DVD Blank with Black cover	98 Nos		
37	Register (1 Quire)	30 Nos		
38	Register (3 Quire)	62 Nos		
39	Register (5 Quire)	32 Nos		
40	Register (8 Quire)	23 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 vendor 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 28.12.2016 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.- (I) Forwarding letter on the Official letter head of the firm/agency/Vendor. (ii) Supporting documents of previous experience in the related field. (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. b) Delivery must be completed in full within 60 days from the date of the placement of the Purchase order. 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 : I hereby certify that there are no claims against FTII under Tender No. ---- 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-1255 Due Date : 28/12/2016 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)