

Date : 07/02/2017

TO,

The Interested Firm / Vendor / Agency

-----  
-----  
-----  
-----

Subject : Supply of Stationery Items and Printing & Binding

Tender No NP- 1312, Due Date : 27.02.2017

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-1312/2016-17/PS Dated 07/02/2017

## Quotation for Supply of Stationary Items and Printing &amp; Binding

Last Date for Submission of the Quotation :27/02/2017 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 &amp; Binding

Sr.No.	Items Specification	Qty	Per Unit Rate	Total Amount
1	Box File	122 Nos.		
2	Ball Pen (Renold )	300 Nos.		
3.	Carbon Paper Blue	22 Nos.		
4.	Chalk Stick (Colour) Box	6 Nos.		
5.	Chalk Stick (White ) Box	10 Nos.		
6.	Conference Pad/Scribbling Pad	180 Nos.		
7.	Duster - ( Yellow )	137 Nos.		
8.	Duster - ( White )	128 Nos		
9.	Dak Pad Rexine/Four Flap Wrapper	47 Nos.		
10.	Dustbins	37 Nos.		
11.	Dura Cell (AA)	159 Nos		
12.	Dura Cell - (AAA)	111 Nos		
13	Board Duster White Magnetic	25 Nos		
14.	Fevistic / glu sticks (15 gm.)	155 Nos		
15.	Eraser for Pencil	87 Nos		
16.	File Cover	1730 Nos		
17	File Wrapper (10 x 65) Lace 100" cm.	1400 Nos		
18	Scale / ( Full size plastic)	42 Nos		
19	Stamp Pad (Big)	07 Nos		
20	Stamp Pad Ink bottle	07 Nos		
21	Gum Bottle (300 ml)	38 Nos		
22	Soap (65 gms.)	103 Nos		
23	White Board Marker	06 Nos		
24	Pins – Paper Pin Pocket	52 Nos		
25	Pencil	234 Nos		
26	Punch – (Single )	30 Nos		
27	Punch – (Double)	22 Nos		
28	Poker Tocha	10 Nos		
29	Peon Book (small)	15 Nos.		
30	CD Marker Pen / Permanant marker	63 Nos		
31	Cello Tape Big (Khaki)	77 Nos		
32	Cello Tape Big (white )	61 Nos		
33	Stapler ( No.10 )	48 Nos		
34	Stapler Pin ( No.10 )	71 Nos		
35	Stapler Pin (24 x 6 )	102 Nos		
36	Tag (1 bundle contain 10 bunches )	102 Nos.		
37	Water Jug (2 ltrs.)	21 Nos.		
38	Muster Roll	17Nos.		
39	U Clips - ( 26 mm) Small	20 Nos		

40	U Clips - ( 35 mm) Small	21 Nos		
41	Highlighter different colour (pen)	93 Nos		
42	Photo Copy Paper ( A4 Size- 70 GSM, 210 x 297 mm)	444 Nos		
43	Photo Copy Paper (Legal size – 70 GSM, 215 x 345 mm)	155 Nos		
44	DVD Blank with Black cover	2 Nos		
45	Register (1 Quire)	31 Nos		
46	Register (3 Quire)	36 Nos		
47	Register (5 Quire)	19 Nos		
48	Register (8 Quire)	18 Nos		
49	White Board Marker	6 Nos.		
50	Sharpner for Pencil	38 Nos.		
51	Envelope Key (3" x 3 ")	1200 Nos.		
52	Envelope Plain ( 4" x 9 " )	592 Nos.		
53	Envelope Window (9" x 4½ " )	211 Nos.		
54	Gate Pass Book	4 Nos.		
55	Letterhead (A-4)size	2405 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 27.02.2017 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-1312 Due Date : 27/02/2017 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)