

Date:- 12.11.2013

To,
The Interested Fire /Vendor/Agency

Subject:- Supply of **Desktop Computer**.
Tender No. NP- 504, Due Date :26.11.2013.

Film and Television Institution of India, Pune invites Quotation for the procurement of the above mentioned subject in the FTII Price Bid Proforma with the acceptance letter on your Official Letter head stating that you are capable to do this Tender.

Quotations should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be rejected without any information to the concerned Vendors / Firms.

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 pm in a sealed envelop super scribe with Tender Name and Due Date address to the Purchase Officer, Film and Television Installation of India, Pune -411 004.

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. : NP- 504 /2013-14/PS Dated : 12/11/2013

Quotation for the supply of Desktop Computer.

Last Date for Submission of the Quotation : **26.11.2013** before 3 PM

To be submitted to : Purchase Officer, FTII, Pune

Quotation for the supply of Desktop Computer.

Name of the Firm / Agency / Vendor					
Address of the firm / Agency / Vendor	Tel:		Fax:		
	Mo:		Mo:		
	E-mail:				
Quotation for the supply of Desktop Computer.					
Sr. No	Items Specification	Quantity	Unit Price (with all Taxes and Charges) (To be filled by the Firm / Agency / Vendor)	Total Price (with all taxes and Charges) (To be filled by the Firm / Agency / Vendor)	Warranty Period for each item (To be filled by the Firm / Agency / Vendor)
01	Desktop Computer with I5 or higher processor, 4 GB Ram 1 TB Hard Disk inbuilt DVD writer Windows 8 & flat screen 17" Monitor & Speakers.	01 Nos			

**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 26.11.2013 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, OCTROI 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 15 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	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.
8	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of court in Pune City Only.
9	Sealed envelope containing the Tender should super scribe the words. " Quotation for the Supply of Quotation for the supply of Desktop Computer. NP - 504 Due Date : 26.11.2013 before 3.00 p.m. Quotations will be opened at 3.30 p.m. On the same day.
10	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.
11	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.

TERMS OF PAYMENT :

Payment would be released after Satisfactory report and submission of invoice against each order issued by the institute unless there are any **unforeseen** circumstances.

Certified that we are quoting the above rates after having gone through the specification of each item individually in addition to Terms & Conditions & Terms of Payment mentioned above which are agreed by us.

Date:

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