

Date : 9/4/2014

TO,

The Interested Firm / Vendor / Agency

Subject : Purchase of Stationery.

Tender No NP 673. Due Date : 29/04/2014 before 3 pm.

Film and Television Institute 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.

Quotation 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 p.m in a sealed envelop super scribe with Tender Name, Tender No. and Due Date address 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. : NP- 673 /2013-14/PS Dated : 09/04/2014

Quotation for the Supply of Stationery

Last Date for Submission of the Quotation : **29.04.2014** before 3 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:		

Sr. No.	Description of Items	Qty	Brand/ Model No.	Unit Price (to be filled by the Firm/Agency/ Vendor)	Total Price (to be filled by the Firm/ Agency/ Vendor)	Warranty Period for each item (to be filled by the Firm/Agency / Vendor)
1	Box File	192 Nos.				
2	Ball Pen	396 Nos.				
3	Gel Pen	368 Nos.				
4	Duster - (Yellow)	239 Nos.				
5	Duster - (White)	233 Nos.				
6	Carbon Paper Blue	119 Boxes				
7	Chalk Stick (colour)	13 Nos.				
8	Chalk Stick (white)	28 Nos.				
9	Conference Pad	452 Nos.				
10	White Board Duster	49 Nos.				
11	Dak Pad Rexine / Four Flap Wrapper	129 Nos.				
12	Eraser for Pencil	199 Nos.				
13	Fevistic/ glu	249 Nos.				
14	Dustbins Plastic	64 Nos.				
15	Water Jug Plastic	51 Nos.				
16	Eraser- Whitener Pen	150 Nos.				
17	Scale - Full size Plastic	58 Nos.				
18	DVD/ DVD Cover	14 Nos.				
19	Gum Bottle (300ml)	68 Nos.				
20	Soap - (Lifeboy)	186 Nos.				
21	White Board Marker	135 Nos.				
22	Pins - Paper Pin Pocket	84 Nos.				
23	Black Pencil	218 Nos.				
24	Punch - (Single)	45 Nos.				
25	Punch - (Double)	47 Nos.				
26	Poker Tocha	17 Nos.				
27	Register (1 Quire)	54 Nos.				
28	Register (2 Quire)	67 Nos.				
29	Register (3 Quire)	43 Nos.				
30	Register (4 Quire)	75 Nos.				
31	Register (5 Quire)	45 Nos.				
32	Register (6 Quire)	74 Nos.				

Sr. No.	Description of Items	Qty	Brand/ Model No.	Unit Price (to be filled by the Firm/Agency/ Vendor)	Total Price (to be filled by the Firm/ Agency/ Vendor)	Warranty Period for each item (to be filled by the Firm/Agency / Vendor)
33	Marker Pen	74 Nos.				
34	Cello Tape Big (Khaki)	70 Nos.				
35	Cello Tape Big (White)	80 Nos.				
36	Register (8 Quire)	42 Nos.				
37	Stapler (No. 10)	60 Nos.				
38	Stapler Pin No.10	181 Nos.				
39	Dura Cell AA	150 Nos.				
40	Dura Cell AAA	200 Nos.				
41	Short Hand Note Book	77 Nos.				
42	Stapler Pin (24x6)	92 Nos.				
43	Tag	250 Bundles				
44	U Clips - (26mm)	80 Boxes				
45	Stamp Pad Ink Bottle	43 Nos.				
46	Stamp Pad (Small)	37 Nos.				
47	Stamp Pad (Big)	21 Nos.				
48	U Clips- (35mm)	70 Boxes				
49	Highlighter different color (Pens)	117 Nos.				
50	Photo Copy Paper Rim (A4 Size)70 GSM Image copier	404 reams				
51	Full Scape Photo Copy Paper Rim (A3) 70 GSM Imag copier	156 reams				
52	Paper Tape(3m) 1inch	5 Nos.				
53	Double Tape 1inch	7 Nos.				
54	Sharpner	5 Boxes				
55	Soft board pin	10 Boxes				

PRINTING

1	Envelops Key - (3"x3")	4000 Nos.				
2	Envelope Plain - (4"x9")	2500 Nos.				
3	Envelops window - (9"x4 ½")	7500 Nos.				
4	File Cover	1200 Nos.				
5	File Wrapper	1100 Nos.				
6	Gate Pass Book	30 Nos.				
7	Letterhead (A-4) size	6500 Nos.				
8	Muster Roll	50 Nos.				
9	Purchase Indent Book	50 Nos.				
10	Store Issue Indent Book	100 Nos.				
11	A-4 Size Envelop	500 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 item no.1 to 55 i.e. Stationary lowest bidder will be selected no selection will be done for individual item.
4. For printing items 1 to 11 lowest bidder will be selected no selection will be done for individual item.

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 29/4/2014 before 3PM in a sealed envelop latest by 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 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	EMD of ₹10,000/- 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 ₹25,000/- 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 the Supply Stationery . D-21013/NP-673/2014-15/PS Due Date . 29/4/2014 Quotations will be opened 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.

Date:

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