

FILM AND TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE - 411 004



E-TENDER DOCUMENT

Tender No.: D-21013/NP/1869/2017-18
Dated 24.04.2018

HIRING OF LAPTOP

Bid Evaluation will be based on Technical and Commercial bid

[e-Tender through Central Public Procurement Portal (CPPP)]

[All correspondence i.e. Postal and e-mail from tenderer shall be made only to the Purchase Authority, who has issued this tender otherwise it will not be accepted]

Film and Television Institute of India, Pune, invites bids in two bid format for Hiring of Laptop with the acceptance letter on your official letter head stating that you are technically qualified to bid for the "Tender".

Price bid should be submitted in the BOQ format only otherwise quotation will be liable to be rejected without assigning any reason to the concerned Firm / Agency.

FTII reserves the right to accept or reject any or all the bids without assigning any reason.

Last date for submission of tender is 16.05.2018 by 3.00p.m.

Contact No.: 020-25580028
020-25580029

E-mail : purchase@ftiindia.com
website : <http://www.ftiindia.com>

Fax No. : 020-25580151

FILM & TELEVISION INSTITUTE OF INDIA
LAW COLLEGE ROAD, PUNE 411 004

INVITATION TO BID

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, sealed tenders are invited by this Organization in the prescribed Bid forms. The details of the Tender are given in the schedule below :

| | | | |
|----|-----|---|---|
| 1 | | Tender No. & Date | D.21013/NP/1869/2018-19/PS, 24.04.2018 |
| 2 | | Issue of Tender Forms | From 24.04.2018 to 16.05.2018 download from website only |
| 3 | | Last Date of Receipt of Tender | 16.05.2018 before 03.00 p.m. |
| 4 | | Date of opening of Technical Bid | 17.05.2018 at 3.30 p.m. |
| 5 | | Date of opening of Commercial Bid | 18.05.2018 at 3:30 p.m. (tentative) |
| 6 | | Description of stores and quantity | As per Annexure |
| 7 | | Delivery period | As per requirement |
| 8 | | Earnest Money Deposit EMD | Rs. 2,000/- (Rs. Two thousand) only |
| 9 | i) | Bid bond Validity | 90 days beyond bid validity |
| 10 | ii) | Bid Validity upto | One year from the date of P.O. |
| 11 | i) | Performance Bank Guarantee / Security Deposit | Rs. 5,000/- (Rs.five thousand) only |
| 12 | ii) | Validity | 90 days from the date of expiry of contract |
| 13 | | Correspondence Address | Purchase Officer, Film & Television Institute of India, Law College Road, Pune 411004., Ph. No. (020) 25580028 Fax : (020) 25580151 |
| 14 | | Paying authority | Accounts Officer, FTII, Pune 411004 |
| 15 | | Documents to be submitted alongwith Technical Bid | 1. Shop act licenses 2. GST 3. Last three years IT returns 4. Present and Past Client List |

| TERMS & CONDITION:- | |
|--------------------------------|---|
| 1 | Quotation must be submitted through CPPP(e-tender) latest by 16.05.2018 before 3.00 PM to Film & Television Institute of India, Law college road, Pune dully accompanied by the following. |
| 2 | Quotation should indicate the ' rates per shift (eight hours) ' basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES.. |
| 3 | a) Rates offered should remain valid for at least 12 months from the closing date of the Tender. b) In case of failure of the L1 tenderer to execute the order within scheduled time, then order would be placed with the respective L2 tenderer if the later is agreeable to as per the rate of L1 Tenderer. |
| 4 | Valid GST and other taxes, documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns. |
| 5 | EMD of Rs.2,000/- 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 the 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 tender. |
| 6 | The successful tenderer shall have to deposit a sum of Rs.5,000/- 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 completion of bid validity period. Hiring of track & trolley, lights and grip equipments, transport should be deliver at FTII only. In the event of the vendor falling to execute the orders without sufficient reasons acceptable to FTII, the Security Deposit will be forfeited. |
| 7 | 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. |
| 8 | 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. |
| 9 | Any dispute arising out of order the hiring shall be subject to the exclusive jurisdiction of court in Pune City Only. |
| 10 | Liquidated Damage: In case the supply of hiring of track & trolley, lights and grip equipments,, transportation with manpower is not completed as per requirement 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 or cancellation 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. |

Hiring of Laptop

| Sr. no. | Equipments | Qty | Per Shift charges in Rupees |
|---------|---|-----------|-----------------------------|
| 1. | Mac Book pro 15 inch /RAM 8GB OR 16GB//S/W "Da Vinci Resolve"version 14.0/thunder bolt/USB 3/500GB or 1 TB Storage etc., Lot 1 : student units scheduled from 21/05/2018 to 28/05/2018 Lot 2: Sudent units schedule from 31/05/2018 to 07/06/2018 | 05 Nos | 40,000/- |

Note : The quantity of the above equipment as shows 1 each for the BOQ purpose only, but it can be increased any number of quantity as per requirement of the project/practicles. Detail requirement of the equipment will be provided by HOD Editing well in advance.