

No.D.21013/NSFA/919/2014-15/PS

Date : 28.01.2015

To:

The Interested Firm / Vendor / Agency

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Subject : Best Quality Gala Dinner at F.T.I.I.(24<sup>th</sup> February,2015 to 28<sup>th</sup> February, 2015)  
Tender No. NSFA-919, Due Date : 07.02.2015

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Film & 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 with EMD 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 3.00 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 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](mailto:purchase@ftiindia.com)

Ref No. : No.D.21013/NSFA/919/2014-15/PS Dated : 28.01.2015

**QUOTATION FOR Best Quality Gala Dinner at F.T.I.I.**

Last Date for Submission of the Quotation : **07.02.2015 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 :
	Mob :		
	E-mail:		

**QUOTATION FOR Best Quality Gala Dinner at F.T.I.I.**

Sr. No.	Items Specification	QTY.	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)
1. 2. 3. 4. 5. 6. 7. 8.	Dal Tadka / Dal Fry Rice - Veg Biryani / Matar Paneer Pulav - (Basmati Rice) Gravy Subji ( Methi Malai Matar / Veg. Kadhai / Matar Paneer) Dry Subji ( Aloo Matar / Bhendi Fry / Bayangan Bharata) Chapati / Puri Salad & Papad Sweet ( Mug Halwa / Angur Malai / Gulab Jamun - with dry fruit) Mineral Drinking Water with sufficient disposable glasses	<b>Approx. 1000 Persons</b>			

Additional Terms and Conditions :

1. Proper four side closers with white cloth (for approx. 20,000 sq.ft)
2. 50 Dinning Tables with 500 Chairs
3. 10 Buffet Counters (Decorative)
4. 2 Attendants for each Buffet Counter
5. Wash Basin (with liquid soap and towel) - 10 Nos.
6. Sufficient number of focus lights for area to be lit up which is approx. 20,000 sq. ft.
7. Light Music should be arranged i.e. PA system with amplifire and sufficient speakers
8. Dustbins - 20 Nos.
9. 100% cleaning of ground on completion of dinner

Note : Bidders are requested to visit the site for the mundap and light arrangement before submitting quotation.

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

<b>TERMS &amp; CONDITION:-</b>	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by <b>07.02.2015 before 3.00 PM</b> 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 <b>Official letter head</b> of the firm/agency/Vendor. (ii) Supporting documents of <b>previous experience</b> in the related field.
2	Loss or <b>delay in postal/courier</b> transit will not be considered as valid reason for non-receipt of the tender in time.
3	Quotation should indicate <b>INCLUSIVE OF ALL APPLICABLE TAXES.</b>
4	EMD of <b>Rs. 15000/-</b> shall be deposited along with the quotation in the form of the Demand Draft from any scheduled bank drawn in favour of Accounts Officer, FTII, Pune. EMD amount will be refunded to the unsuccessful tenderer without interest after finalization of the work. In the event of the supplier falling to execute the order without sufficient reasons acceptable to FTII the EMD will be forfeited.
5	The successful tenderer shall have to deposit a sum of <b>Rs. 30000/-</b> as Security deposit within five days through Demand Draft from any scheduled bank drawn in favour of Accounts Officer, FTII, payable at Pune, which will be retained by FTII without interest till the work is to be completed. If the supplier falling to execute the orders without sufficient reasons acceptable to FTII, the Security Deposit will be forfeited. <b>Supplier is bond to provide quality food as mentioned in quotation and P.O. failing which Security Deposit &amp; EMD will be forfeited.</b>
6	Valid Sales Tax Clearance Certificate/VAT Registration No. and Service Tax Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.
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 <b>reserve the right</b> 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 purchase shall be subject to the exclusive <b>jurisdiction</b> of court in Pune City Only.
10	Sealed envelope containing the Tender should super scribe the words. "QUOTATION FOR Best Quality Gala Dinner at F.T.I.I. <b>NSFA-919, Due Date : 07.02.2015. Quotations will be opened at 3.30 p.m. On the same day.</b>
11	Tenderer may please note that non-submission of any of the aforesaid documents might lead to <b>disqualification</b> 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)**