

Date : 29/01/2016

TO,

The Interested Firm / Vendor / Agency

Subject : Supply of Stationery Items.

Tender No NP- 1095, Due Date : 12.02.2016

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-1095/2015-16/PS Dated 29/01/2016

Quotation for Supply of Stationary Items

Last Date for Submission of the Quotation : 12/02/2016 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.

Sr. No.	Items Specification	Qty	Per Unit Rate	Total Amount
1	Ball Pen	457 Nos.		
2	Black Pencil	379 Nos.		
3.	Box File	117 Nos.		
4.	Carbon Paper Blue	65 Nos.		
5	CD Marker Pen	69 Nos.		
6	Cello Tape Big (Khaki)	80 Nos.		
7	Cello Tape Big (White)	69 Nos.		
8	Conference Pad	554 Nos.		
9	Dak pad Rexine	76 Nos.		
10	Dura Cell AA	172 Nos.		
11	Dura Cell AAA	110 Nos.		
12	Dusbins	18 Nos.		
13	Duster - (White)	97 Nos.		
14	Duster - (Yellow)	90 Nos.		
15	DVD - Blank with black cover	263 Nos.		
16	Eraser – Whitener pen	91 Nos.		
17	Eraser for Pencil	175 Nos.		
18	Exam Writing Pad	118 Nos.		
19	Fevistic / glu	158 Nos.		
20	Folder A4 /Full Size	148 Nos.		
21	Four Flap Wrapper	184 Nos.		
22	Gel Pen	181 Nos.		
23	Gum Bottle (300ml)	37 Nos.		
24	Highlighter different colour (Pens)	103 Nos.		
25	Muster Roll	30 Nos.		
26	Peon Book (Small)	21 Nos.		
27	Photo Copy Paper Ream (Full Scape)	83 Nos.		
28	Photo Copy Paper Ream (A4 Size)	203 Nos.		
29	Pins – Paper Pin Pocket	26 Nos.		
30	Poker Tocha	10 Nos.		
31	Punch (Double)	20 Nos.		
32	Punch (Single)	23 Nos.		
33	Refill for Jorter Pen	46 Nos.		
34	Register (1 Quire)	33 Nos.		
35	Register (2 Quire)	48 Nos.		
36	Register (3 Quire)	36 Nos.		
37	Register (4 Quire)	54 Nos.		
38	Register (5 Quire)	32 Nos.		

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Sr. No.	Items Specification	Qty	Per Unit Rate	Total Amount
39	Register (6 Quire)	31 Nos.		
40	Register (8 Quire)	36 Nos.		
41	Scale – Full size (Pastic)	42 Nos.		
42	Soap (Lifebuoy)	83 Nos.		
43	Sribling Pad	331 Nos.		
44	Stamp Pad (Big)	20 Nos.		
45	Stamp Pad (Small)	21 Nos.		
46	Stamp Pad Ink bottle	19 Nos.		
47	Stapler (No.10)	37 Nos.		
48	Stapler Pin (24 X 6)	51 Nos		
49	Stapler Pin No.10	107 Nos.		
50	Tag (1 bundle contain 10 Bunches)	43 Nos.		
51	U Clips (26mm)	52 Nos.		
52	U clips 35mm	48 Nos.		
53	Water Jug	19 Nos.		
54	White Board Duster	32 Nos.		
55	White Board Marker	156 Nos.		
56	Blu Ray Disc	06 Nos.		
57	Fax Cartridge	03 Nos.		
58	Push Pin Box	04 Nos.		
59	Lifeboug Liquid soap	02 Nos.		

PRINTING

Sr.No	Items Specification	Qty	Per Unit Rate	Total Amount
1	Envelope Key - (3"X3")	1814 Nos.		
2	Envelope Plain (4" X 9")	3593 Nos.		
3	Envelopes window - (9" X 4½)	5282 Nos.		
4	File Cover	674 Nos.		
5	File Wrapper	417 Nos.		
6	Files with Cotton	165 Nos		
7	Gate Pass Book	4 Nos.		
8	Letterhead (A-4) size	2751 Nos		
9	Purchase Indent Book	15 Nos.		
10	Store Issue Indent Book	16 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 itemwise. 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 12.02.2016 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 30 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. 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 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. 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 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. NP-1095 Due Date : 12.02.2016 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)