Date: 17.12.2014

ГО	,
	The Interested Firm / Agency / Vendor
	2 3

Subject: Supply of Adobe premier suite/Sound card.

Tender No PN- 560 Due Date: 02/01/2015 before 3 pm.

Film and Television Institute of India, Pune invites Quotation for procurement of above mentioned equipments /material 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



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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.: PN- 560 /2014-15/PS Dated: 17/12/2014

Quotation for the supply of Adobe premier suite/Sound card.

Last D	ate for Subr	mission of the Quotation: 02.01.	2015 be	fore 3 PM			
To be	submitted to	: Purchase Officer, FTII, Pune					
Name	of the						
	/Agency /						
Vende	or						
firm /	ess of the Agency /						
Vendor		Tel:	Fax:				
		Mo:	Mo:				
		E-mail:					
	(Quotation for the supply of Adob	e premi	er suite/Soun	d card.		
Sr. No	Items Spe		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)
01	Adobe pre	mier suite (CS4 or CS6)with dition	01 No				
02	Sound card	ds with SPDIF & other analog	02				

Please note: Vendors should Quote the price in the FTII Price bid proforma only on their official Letter head with the Tender Document singed by the Authorized person with the official stamp.

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 02.01.2015 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				
4	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.				
3	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 Rs. 2000 /- 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. 5000/- 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				
0	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 of Adobe				
	premier suite/Sound card. PN - 560 Due Date: 02.01.2015 before 3.00 p.m. Quotations will be opened				
1.2	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				
17	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.

D-4	
Date:	