No.D.21013/PN/858/2014-15/PS Date : 03.12.2014

To:

The Interested Firm / Vendor / Agency

Subject : Supply of Beams (Brazil Teak Wood)
Tender No. PN-858, Due Date : 23.12.2014

……

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

Ref No. : No.D.21013/PN-858/2014-15/PS Dated : 03.12.2014

QUOTATION FOR THE SUPPLY OF Beams (Brazil Teak Wood)
Last Date for Submission of the Quotation : **23.12..2014 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 SUPPLY OF Beams (Brazil Teak Wood)

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.	Beams (Brazil Teak Wood) (07¼" x 07¼" x 07½ Feet)	**30 Nos.**			

Note : Sample of 07¼" x 07¼" x 01 Feet may be provided with quotation.

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 23.**12.2014 before 3.00 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**' basis and shall be **INCLUSIVE OF ALL APPLICABLE TAXES, LBT CHARGES 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 **4 months** from the closing date of the Tender. b) Work 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 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 Service Tax Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.
7	**EMD of Rs. 4000/-** 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.10000/- 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 order without sufficent 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 **Beams (Brazil Teak Wood), PN-858, Due Date : 23.12.2014. 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.

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.

Signature of the Authorized Signatory with seal

Date : **(To be signed by the Firm / Agency / Vendor)**