

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



TENDER DOCUMENT

Tender No.: D-21013/PN/1871/2018-19 Dated 16.05.2018

Printing of Lensight Periodical

Bid Evaluation will be based on Technical and Commercial bid

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

[All correspondence ie 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]

Last date for submission of tender is 11.06.2018 by 3.00p.m.

Contact No. – 020-25580028
020-25580028

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, e-tender is 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/PN/1871/2018-19/PS, 16.05.2018
2		Issue of Tender Forms	From 16.05.2018 to 11.06.2018 download from website only
3		Last Date of Receipt of Tender	11.06.2018 before 3.00 p.m.
4		Date of opening of Technical Bid	12.06.2018 at 3.30 p.m.
5		Date of opening of Commercial Bid	13.06.2018 at 3:30 p.m. (tentative)
6		Description of stores and quantity	As per Annexure - I
7		Delivery period	within 4 weeks from the date of P.O.
8		Earnest Money Deposit EMD	Rs.8,000/- (Rs. Eight thousand) only
9	i)	Bid bond Validity	90 days beyond bid validity
	ii)	Bid Validity upto	120 days from the date of opening of Technical Bid
10		Warranty	-
11		Performance Bank Guarantee / Security Deposit	Rs.20,000/--(Rs. Twenty thousand) only
	i)	Validity	90 days from the date of expiry of Warranty / Guarantee
12		Correspondence Address	Purchase Officer, Film & Television Institute of India, Law College Road, Pune 411 004., Ph. No. (020) 25431366 Fax : (020) 25430416
13		Paying authority	Accounts Officer, FTII, Pune 411 004

TERMS & CONDITION:-	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by 11.06.2018 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.8000/- 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. 20,000/- 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 the Supply of Printing of Lensight Periodical . PN -1871 Due Date : 11.06.2018 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

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)**

Annexure I

Printing of Lensight Periodical

Sr No	Description	Qty
1	Printing of Lensight Periodical (period from April 2017 to June 2017)	500 Nos
	i) Copies Per issue -500 Nos	
	ii) Pages per issue – 100 Nos (+/- 10%) all in four color	
	iii) Text – Mainly English but some pages can be in Hindi	
	iv) Paper (11x8¼) inches Inner-sunshine white paper-100 gsm	
	v) Cover – 4 page color 300 gsm Art Paper	
	vii) Printing – 4 color printing	
	viii) Designing & Art Work ,Positive, Binding , Lamination	
2	Printing of Lensight Periodical (period from July 2017 to September 2017)	500 Nos
	i) Copies Per issue -500 Nos	
	ii) Pages per issue – 100 Nos (+/- 10%) all in four color	
	iii) Text – Mainly English but some pages can be in Hindi	
	iv) Paper (11x8 ¼) inches Inner-sunshine white paper-100 gsm	
	v) Cover – 4 page color 300 gsm Art Paper	
	vii) Printing – 4 color printing	
	viii) Designing & Art Work ,Positive, Binding , Lamination	
3	Printing of Lensight Periodical (period from January 2018 to March 2018)	500 Nos
	i) Copies Per issue -500 Nos	
	ii) Pages per issue – 100 Nos (+/- 10%) all in four color	
	iii) Text – Mainly English but some pages can be in Hindi	
	iv) Paper (11x8¼) inches Inner-sunshine white paper-100 gsm	
	v) Cover – 4 page color 300 gsm Art Paper	
	vii) Printing – 4 color printing	
	viii) Designing & Art Work ,Positive, Binding , Lamination	
4	Printing of Lensight Periodical (period from April 2018 to June 2018)	500 Nos
	i) Copies Per issue -500 Nos	
	ii) Pages per issue – 100 Nos (+/- 0%) all in four color	
	iii) Text – Mainly English but some pages can be in Hindi	
	iv) Paper (11x8 ½) inches Inner-sunshine white paper-100 gsm	
	v) Cover – 4 page color 300 gsm Art Paper	
	vii) Printing – 4 color printing	
	viii) Designing & Art Work ,Positive, Binding , Lamination	

