



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

**TENDER DOCUMENT – 2017 - 2018**

FTII, Pune Tender Number: No. A-12034/7/2014-Est.

For

**PROVIDING COMPREHENSIVE HOUSEKEEPING AND GARDENING JOB,  
FOR FTII, PUNE**

Price of Tender Copy: ₹.2500/-  
(Rupees Two Thousand Five Hundred Only)

...1...

## **INVITATION FOR TENDER**

**Film and Television Institute of India, Law College Road, Pune - 411 004**

On behalf of the Film and Television Institute of India, sealed tender offers are invited from eligible agencies for **Providing Comprehensive Housekeeping and Gardening Job (Minimum 26 Employees + Material)**.

**Payment to employees, to be made as per Minimum Wages Act 1948, as per Central Government / State Government whichever is higher.**

1. The tender document is available in the Establishment Section, Film and Television Institute of India, Law College Road, Pune-411 004 on payment of crossed Demand Draft for ₹.2500/- of any Nationalized bank drawn in favour of **“Accounts Officer, Film and Television Institute of India, Pune”** payable at Pune.
2. Summary of the tender notice is as follows:

<b>Tender Reference</b>	File No.A-12034/7/2014-Est.
Price of Tender Document	₹.2500/- (Rupees Two Thousand Five Hundred Only)
Date of availability of tender form on website and from the Institute	04.07.2017 to 24.07.2017 10.00 a. m. to 5.00 p. m. Excluding on Sundays and Closed Holidays.
Pre-bid meeting	11.00 a. m. on 12.07.2017 at Film and Television Institute of India, Law College Road, Pune-411 004. Attendance compulsory for further participation in the tender process.
Last date and time for receipt of tender	12.00 noon on 25/07/2017
Time and Date of Opening of tender offers	2.00 p. m. on 25/07/2017 in the Conference Hall of Film and Television Institute of India, Law College Road, Pune-411 004
Address of Communication	Administrative Officer, Film and Television Institute of India, Law College Road, Pune-411 004.
Contact Telephone Numbers	Phone: 020- 25432299

**Administrative Officer  
F.T.I.I., Pune**

...2...

## **INSTRUCTIONS TO TENDERERS FOR COMPREHENSIVE HOUSEKEEPING AND GARDENING JOB**

### **1. Definitions**

In this tender document and associated documentation, the following terms shall be interpreted as follows:

- a) "Institute" means the Film and Television Institute of India, Pune.
- b) "The Supplier" means the eligible Companies which bids or quotes the rates for Comprehensive Housekeeping and Gardening Job required on contract basis by the Film and Television Institute of India, Pune.
- c) "The Contract" means the agreement entered into between the successful tenderer and the FTII, as recorded in the DRAFT CONTRACT FORM signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- d) "The Contract Cost" means the amount payable to the successful tenderer for Comprehensive Housekeeping and Gardening Job.
- e) "Services" means services expected to be rendered by the manpower supplied and other obligations of the Supplier covered under the Contract.

### **2. PLACE OF WORK**

The manpower will work at the premises of the **FTII, PUNE** at places specified.

### **3. NATURE OF WORK**

Comprehensive Housekeeping and Gardening Job (inclusive of man power, material and supervision) for entire premises of the institute and hostels.

### **4. TERMS OF PAYMENT TO THE AGENCY**

No advance payment will be made to the 'Supplier' for the payment of wages and/or statutory payments. The payment will be made only against the valid receipt.

### **5. SCOPE OF WORK**

The work will be assigned by the **FTII, Pune**. This will be obligatory upon the agency to perform within the stipulated period and as assigned by the Institute from time to time.

- 6. A Pre-Bid conference of all the intending Tenderers will also be held at the scheduled date and time as indicated above. Intending Tenderers will be allowed to suggest suitable modifications in the interest of the **FTII, Pune, if any**.

### **7. COST OF TENDER DOCUMENT:**

Copy of the tender document may be downloaded from the website [www.ftiindia.com](http://www.ftiindia.com). Such downloaded form shall be accompanied by a crossed Demand Draft of ₹2500/- drawn on any nationalised Bank in favour of the **Accounts Officer, FTII, Pune**, payable at Pune at the time of submission of the tender.

**8. COST OF TENDER:**

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the **FTII, Pune** will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

**9. PRE QUALIFICATION CRITERIA:**

Sr. No.	Clause	Documents in Support of Criteria
1.	The Institute is looking for well established and known agency in the field of <b>Comprehensive Housekeeping and Gardening Job</b> . Therefore, the agency shall be of Indian origin and a respectable outfit.	Proof of incorporation.
2.	The bidder should have a minimum turnover of ₹20 lakhs from business relating to providing the Housekeeping Services for the financial year 2014-2015, 2015-2016 & 2016-2017. Where the Balance sheet has not prepared P&L balance sheet or income and expenditure statement for the year 2016-2017 will be considered.	copy of certified balance sheet, P&L account or income & expenditure account by Chartered Accountant for financial year 2014-2015, 2015-2016 & 2016-2017.
3.	Company / Proprietorship / LLP should not have been blacklisted or debarred by any organization in India.	Copy of certificate on its letter head from the Competent Authority.
4.	The Company / Proprietorship / LLP must be registered and complying under appropriate acts. The company shall have the necessary permission of the Competent Authority.	Copy of certificate of registration for the following : a) EPF registration b) ESI registration c) Labour License d) Service Tax registration e) Pan Card
5.	Manpower strength	Minimum 100 employees. Certificate from the Competent Authority on its letter head.
6.	Minimum Past experience: Minimum 3 similar projects in last 3 years. In at least one of these projects, the bidder should have experience with minimum 26 personnel in providing similar housekeeping services in single work in Govt./ Semi-Govt / Autonomous Bodies / Municipal Corporations or Councils in last 3 financial years.	Certificate to be provided on the letter head of the company / Firm regarding the deployment of Housekeeping Manpower in various establishments. 1. Copy of work orders.

- a) **The photo copies submitted in support of the above documents must be eligible and easy to read. The offer should be complete in all respect. Incomplete proposals will be rejected outright.**

...4...

**10. OFFER VALIDITY PERIOD**

The tender offer must be valid for fifteen months from the last date of submission of the tender and this validity period must be mentioned in the technical bid. Any offer falling short of the above validity period will be liable for rejection.

**11. CONTRACT PERIOD**

The contract, which will be finalized through this tender process, will be valid initially for one year and further may be extended by 6 months (only 02 times) as per requirement on same terms and conditions. FTII reserves right to offer extension of this contract beyond initial year (as stated above) and contractor will have no claim on the same. FTII, however, reserves the right to terminate the Contract by serving 1 months notice, in writing. The Contract may be terminated with mutual consent by giving 1 month notice.

**12. COMPLETENESS OF TENDER OFFERS**

The Tenderer is expected to examine all instructions, forms, terms & conditions in the Tender Document. Failure to furnish information required as per the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outrightly without any intimation to the Tenderer if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished or found false on scrutiny.

**13. GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of Housekeeping work using appropriate materials and tools/ equipments.
2. The Contractor will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for Housekeeping purposes.
3. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedent have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for conduct of his staff.
4. The Contractor at all times should indemnify FTII against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer Liability Act, 1938; The Workmen Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act, 1961; Shop and Establishment Act, 1948 or any modification thereof or any other Law relating thereto and rules made hereunder from time to time. FTII will not own any responsibility in this regard.
5. In case of breach of any terms & conditions of the Contract, the Performance Security deposit of the Contractor will be liable to be forfeited by FTII besides termination of the Contract.

...5...

6. The term "Corporation" shall mean the Film and Television Institute of India, Law College Road, Pune – 411 004.
7. **Prohibition of Intoxication while on Duty.** Housekeeping Supervisor, Boy employed by the Contractor shall not be in drunken or intoxicated state while on duty by consuming alcohol, drinks / drugs etc. if any person is found in drunken / intoxicated state, he will be summarily discharged from service.
8. Tender shall remain valid for acceptance up to six months from the date of opening the tender.
9. The Film and Television Institute of India reserves the right to accept or reject any or all tender offers, without assigning any reason thereof.
10. The rates quoted shall be the fixed amount.
11. Proprietor himself or authorised representative with a valid written authority letter issued by the firm may attend for opening of the tender.

\*\*\*\*\*

...6...

**Nature of Job/scope of work**

**Providing Comprehensive Housekeeping and Gardening Job**

(Inclusive of manpower + material and supervision)

1. For entire premises of the Institute including All Studio's, Boy's Hostels, Ladies Hostel, New Hostel, TV Hostel & VIP GUEST HOUSE & Staff Quarters.
2. Essential toiletries like hand wash, perfume, naphthalene balls etc. need to be placed in all bathrooms and will be replenished as and when required. They need to keep the toilets dry and clean at all times with provision of good toiletries and material.
3. The cost of equipment / chemical / toiletries to be borne by the agency for the work related to cleaning.
4. The Manpower deployed should be well dressed & in uniform, as approved by the FTII. The name of FTII should be displayed on the uniforms.

DETAILS OF HOUSEKEEPING AND GARDENING WORK IN THE FILM AND TELEVISION INSTITUTE OF INDIA, PUNE

DETAILS OF HOUSEKEEPING WORK

Cleaning Venue	No. of rooms	Method to be followed for cleaning
<p><b>A. RESIDENTIAL AREA</b></p> <ul style="list-style-type: none"> <li>• Gents Hostel</li> <li>• Girls Hostel</li> <li>• TV Hostel</li> <li>• New Hostel</li> <li>• VIP Guest House</li> <li>• Directors Bungalow</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Cleaning of Room-</b> Dusting, sweeping, collecting of the dust/ dirt emptying it into service bin, clearing of the room dust bin into service bin, mopping of the floor.</li> <li>• <b>Cleaning of common area like-</b> Staff Quarters, Corridor/ passage/ Stairs/ Lift/ balcony/ TV room/ Dining Hall.</li> <li>• Cleaning of Bathroom/ Mirrors/ Wash basin/ Bucket/ Mug/ Dust bin.</li> <li>• Cleaning of Toilet with disinfectant toilet cleaner, detergent, Phenyl of standard quality which removes stain &amp; kill germs.</li> <li>• Cleaning of door, door frame, window, window pane &amp; handle etc.</li> <li>• Removing of cobwebs.</li> <li>• Cleaning of electrical fixtures like- fan, tube light, bulb, exhaust fan.</li> <li>• Washing of bathroom wall which have tiles fitted on to it once every 15 days with liquid soap etc.</li> </ul>

1. Weekly disposable of garbage material to be done at a central place. Weekly civic disposal of garbage outside FTII and Waste material, P.O.P., Plywood etc.,
2. Liaison with PMC authorities for appropriate disposable of waste & its recycling.
3. Sorting of paper, plastic, glass & organic waste. The agency is responsible for providing all cleaning related equipment like Pressure Wash Machine, materials, consumables etc.
4. Using of cleaning material & equipment appropriate for community cleaning.
5. Daily/ Weekly / Forth Nightly / Monthly Cleaning Chart to be followed for proper monitoring & supervision.



Cleaning venue	No. of rooms	Method to be followed for cleaning
<p><b>B. OFFICE AREA</b></p> <p>FILM WING</p> <ul style="list-style-type: none"> <li>• Production Dept.</li> <li>• Cinematography Dept.</li> <li>• Sound Dept.</li> <li>• Art Direction Dept.</li> <li>• Editing Dept.</li> <li>• Film Lab</li> <li>• Screen Play Writing Dept.</li> <li>• Film Library</li> <li>• Studio Floor</li> <li>• Radio FTII</li> <li>• Carpentry Section</li> <li>• Chambers of HOD</li> <li>• Chambers of Faculty</li> <li>• Central Camera Store</li> <li>• Class room</li> <li>• CRT &amp; Projection room</li> </ul> <p><b>TV WING</b></p> <ul style="list-style-type: none"> <li>• Preview Theatre</li> <li>• Studio</li> <li>• VTR</li> <li>• Video Library</li> <li>• Editing Studio</li> <li>• Makeup room</li> <li>• Property section</li> <li>• Costume Section</li> <li>• Tutorial Section</li> <li>• Account Section</li> <li>• Establishment Section</li> <li>• Estate Section</li> <li>• Purchase Section</li> <li>• Dean TV office</li> <li>• Multimedia Lab</li> <li>• Direction Dept.</li> <li>• Production Section</li> <li>• Hindi Section</li> <li>• ENG Section</li> <li>• Chambers of HOD</li> <li>• Chambers of Faculty</li> </ul> <p><b>X. FTII PREMISES</b></p> <ul style="list-style-type: none"> <li>• Main gate</li> <li>• Security office</li> <li>• Parking shed at security office</li> <li>• Parking shed at main gate</li> <li>• Parking shed at play ground</li> <li>• Directors Bungalow</li> <li>• Main Theatre along with stage, wings, green room, projection</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Cleaning of Office-</b> Dusting, sweeping, collecting of the dust/ dirt emptying it into service bin, clearing of the room dust bin into service bin, mopping of the floor.</li> <li>• <b>Cleaning of common area like-</b> Corridor/ passage/ Stairs/ Lift</li> <li>• Cleaning of Bathroom/ Mirrors/ Wash basin/ Bucket/ Mug/ Dust bin.</li> <li>• Cleaning of Toilet with disinfectant toilet cleaner, detergent, Phenyl of standard quality which removes stain &amp; kill germs.</li> <li>• Cleaning of door, door frame, window, window pane &amp; handle etc.</li> <li>• Removing of cobwebs.</li> <li>• Cleaning of electrical fixtures like- fan, tube light, bulb, exhaust fan.</li> <li>• Changing of Curtain, Doormat, Bathroom mat etc.</li> <li>• Washing of bathroom wall which have tiles fitted on to it once every 15 days with liquid soap etc.</li> </ul>

<p>room etc</p> <ul style="list-style-type: none"><li>• Central Camera Store</li><li>• Wisdom Tree</li><li>• Director office</li><li>• Prabhat Museum</li><li>• Rana Banglow</li><li>• Old Canteen</li><li>• Gymnasium</li><li>• Shantaram pond</li><li>• AC Plant</li><li>• Sub Station</li><li>• Staff Quarters</li></ul> <p><b>D. OTHER AREA</b></p> <ul style="list-style-type: none"><li>• Internal tar road</li><li>• Internal connecting katta</li><li>• Open Space</li><li>• Vacant area between two building</li><li>• Backyard of building</li><li>• Benches &amp; katta</li></ul>		
--	--	--

**LIST OF CLEANING MATERIAL AND AIDS AT FTII, PUNE PER MONTH**

SL NO	DETAILS OF MATERIAL	QTY / 5 LTRS CAN	REMARKS	SL NO.	DETAILS OF MATERIAL	QTY / 5 LTRS CAN	REMARKS
1.	PHENOL (5LTR PER DAY X 30)	150 LTR	MONTHLY	2.	HARPIC	30 LTR	MONTHLY
3.	ACID	15 LTR	MONTHLY	4.	LIQUID SOAP	15 NOS.	MONTHLY
5.	ROOM FRESHNER	15 NOS.	MONTHLY	6.	NIRMA / WHEEL / SURF	15 KG	MONTHLY
7.	SCENTED TAB	8 PKT.	MONTHLY	8.	DAMBAR GOLI	3 KG	MONTHLY
9.	ODONIL	15 PKT.	MONTHLY	10.	COLLIN	5 NOS.	MONTHLY
11.	HIT SPRAY	10 NOS.	MONTHLY	12.	KHARATA / HARD BROOM	30 NOS.	MONTHLY
13.	PHOOL ZADU / SOFT BROOM	30 NOS.	MONTHLY	14.	CHOKER UP PUMP	15 NOS.	MONTHLY
15.	GLASS DUSTER CLOTH	15 NOS.	MONTHLY	16.	FURNITURE / TABLE CLEANING CLOTH	30 NOS.	MONTHLY
17.	STEEL SCRUBER	30 NOS.	MONTHLY	18.	TOILET BRUSH	15 NOS.	MONTHLY
19.	WIPER, POCHHA, WITH STICK	15 NOS.	MONTHLY	20.	MOPPER WITH STICK	15 NOS.	MONTHLY
21.	SUPALI WITH BRUSH	6 NOS.	MONTHLY	22.	RUBBER HAND GLOVES	30 NOS.	MONTHLY
23.	MASK	150 NOS.	MONTHLY	24.	COB WEB REMOVER	6 NOS.	MONTHLY
25.	PLASTIC BUCKETS (5LTRS)	60 NOS.	HALF YEARLY				

**Note:**

The required quantities of cleaning material and aids for the month shall be procured and shall be stored in the store room before 5<sup>th</sup> of every month and issued to the staff daily as required . Computerized record shall be maintained which shall be open to inspection by FTII staff during working hours.

Covered trolley, dustbins, dustpans, mops, buckets, gloves, wipers, dusters, scrubbers, sponge, brooms, brushes, safety gear etc. to be provided by the contractor as required. In addition to the material specified above four nos. of spade and shovel, six nos. of dhaw steel, four nos. of khurapee, two nos. of axes pick and six nos. of grass cutting talwar should be provided by the vendor in the store.

...11...

### **GARDENING WORK REQUIREMENT**

Lawn Area	:	15000 Sq.ft.	=	1393 Sq.meters.
Gardening Area	:	2000 R.ft.	=	185 R. meters.
New Hostel	:		=	2250 Sq. meters.
VIP Guest House	:		=	523 Sq. meters.

### **TREES, PLANTS, ORNAMENTAL PLANTS, CREEPERS, SHRUBS ETC.**

1. The minimum area of 2 to 2.5 Sq. ft. around the small tress and 3 to 5 Sq ft. for big tress from trunk of the trees shall be kept free from all kind of weeds.
2. The plants shall be watered regularly as required.
3. The dry and fallen leaves of trees will be collected and cleaned by the contractor.
4. Light pruning, trimming, thinning etc. shall be done on regular basis.
5. The proper shape of the tree to be maintained after pruning and removal of unwanted branches of shrubs.
6. Spraying insecticide/fungicide pruning and applying manure etc. to be followed from time to time.
7. Every avenue tress as well as area under the tress should be cleaned and to be well maintained by the contractor.
8. Gap filling in lawn, new plantation of trees, shrubs and creepers will be done by the contractor without any extra charges as per the instructions given by the institute. The institute will bear the cost of the plants only.
9. Lifting of fallen trees, branches and twigs etc. and storing as directed.

### **HEDGES / EDGES**

1. The hedge cutting shall be required twice in a month in a proper height and shape.
2. The hedge shall be free from dodder, cuscuta and unwanted plants.
3. Cleaning of the area around hedge plants shall be done regularly.
4. Gap filling with same soil will be done by the contractor. The institute will bear only the cost of the plants.
5. The hedge plants shall be regularly manured with well decomposed cow dung/okhla sludge or any other chemical fertilizer as required.
6. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's men and disposed of at specified location (preferably dumped in the pits for decomposition)

...12...

7. It will be the responsibility of the contractor to ensure proper maintenance and keep roads and adjoining areas clean of grass and waste materials.
8. Irrigation required once or twice in a month (excluding rainy season) as per availability of water.
9. The contractor will prune the hedges in the form of shapes / patterns / topiary.

#### **FLOWER, FOLIAGE, ROSE AND CANNA BEDS**

1. The contractor will maintain beds of flowers, rose, canna and other bulbous plants etc. including preparation of beds, watering, inter culture, weeding, thinning, spraying of insecticide etc.
2. The Contractor will ensure that maximum flowers are available throughout the year in these beds.

#### **SCOPE OF THE CONTRACTOR**

1. Small tools such as phawda, gamala, Talwar, Hand axe, khurpi, weeder to be provided by contractor
2. Dress (Uniform), Gunboot, Raincoat, Hand gloves, Umbrellas, Helmets all safety equipments to be provided by the contractor.
3. Lawn mower, edge cutter secateurs, Trolley, etc. will be provide by the contractor.
4. Dry fallen branches and sudden fallen branches by winds to be removed immediately.
5. Garden area of the Institute will always be maintained.
6. Dry leaves will always be decomposted and never shall be burnt.

.....

...13...

**14. EMD (EARNEST MONEY DEPOSIT)**

Tenderers are required to give an amount of ₹.1,00,000/- (Rupees One Lakh Only) and **EMD / Bid security** valid till the date of validity of the contract. This bank guarantee must be submitted in the format specified in Bid Security Form (BSF). Offers, made without EMD / Bid Security, will be rejected outright. The bid security may be submitted in the form Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalized banks which will be valid for a period of forty-five days beyond the final bid validity period drawn in an acceptable form drawn in the name of "Accounts Officer, Film and Television Institute of India, Pune" payable at Pune. The Bid Security shall be enclosed in a separate cover and should be super-scribed as "**Demand Draft for Bid Security**".

EMD / Bid Security of Unsuccessful Tenders will be discharged / returned within 30 days from finalization of the contract.

EMD / Bid Security of the successful Tenders will be discharged on executing the Contract and furnishing the Security Deposit.

**The EMD / Bid Security may be forfeited :**

- a) If a Tenderer withdraws its tender during the period of bid validity or
- b) In case of a successful Tenderer, if the Tenderer fails:
  - i. To execute the agreement / contract within 7 days from the date of the issue of the order from the Institute.
  - ii. To submit Security Deposit as specified in the terms and conditions

**15. TWO BID SYSTEM TENDER**

The offers shall be in two separate parts containing Pre-Qualification-cum-Technical and Commercial Offers. Two separate sealed envelopes containing Pre-Qualification-cum-Technical and Commercial offers respectively shall be enclosed together in a larger envelope, **sealed and superscripted with the Tender Reference Number and Name of Tenderer.**

The sealed envelopes must be super-scribed with the following information:

- Providing Comprehensive Housekeeping and Gardening Job.
- Type of Offer (Technical or Commercial)
- Tender Reference Number
- Name of Tenderer

**16. ENVELOPE - I (TECHNICAL OFFER) :**

The Technical Offer (T.O.) shall be completed in all respects and contain all information asked for, except rate. It shall not contain any rate information.

The **Technical Offer** must be submitted in an organized and neat manner and numbered. No documents, brochures, leaflets, etc. shall be submitted in loose form.

**The Technical Offer shall be submitted in duplicate.**

**ENVELOPE-I :** The format for submission of Technical Offer will be as follows :

- i) Index
- ii) Tender Offer-cum-Undertaking Form (Annexure A) duly filled in.
- iii) Earnest Money Deposit {Bid Security Form (Annexure E)}

...14...

iv) **Non refundable fee** of ₹.2500/- in the form of crossed Demand Draft drawn in favour of the **Accounts Officer, FTII,Pune**, payable at Pune – for website downloaded tender forms.

v) **Documents Establishing Tenderer's Eligibility and Qualifications**

The Tenderer shall furnish, as part of its tender offer, documents establishing the Tenderer's eligibility to participate in the tender and its qualifications to perform the Contract.

The documentary evidence of the Tenderer's qualifications to perform the Contract, shall establish to the FTII's satisfaction that the Tenderer is eligible as per the criteria outlined in the Pre-Qualification-cum-Technical Criteria above.

This include the following:

a) Details of Tenderers (Annexure-B) registration from the concerned statutory authorities as Pre-Qualification-cum-Technical Criteria.

b) Performance Statement (Annexure-C)

क) Power of Attorney in favour of the person signing the bids.

**17. Performance Security / Performance Bank Guarantee.**

The successful bidder on acceptance of the Institute's tender offer will have to furnish **Performance Security deposit of one month total bill payment**. The decision of the FTII for calculation of average monthly payment for the purpose of Performance Security will be accepted and executed. The Performance Security may be furnished in the form of an Account Payee Demand Draft, FDR or Bank Guarantee from a nationalised bank an acceptable form drawn in the name of "Accounts Officer", Film and Television Institute of India, Pune" payable at Pune.

**18. ENVELOPE-II (COMMERCIAL OFFER) :**

**ENVELOPE-II** : The Commercial Offer must be given in a sealed envelope. It must give all the relevant price information and shall not contradict the technical offer in any manner.

i. Tender Reference Number

ii. Commercial Envelope for item

Tenderer shall submit their rates only in the Bid Form (Annexure - D) given in the tender. Price quoted other than the bid form shall be liable to be rejected. The Bid Form must be filled in completely, without any errors, erasures or alterations.

**NB: The Pre- qualification cum Technical Criteria should be enclosed in on envelope duly super-scribed; the price Bid will be enclosed in separate envelope. These two envelopes should be enclosed in bigger envelope. The bidders who qualify for the Pre-Qaulification-cum-Technical Criteria will be eligible for opening of Price Bid.**

**19. ERASURES OR ALTERATIONS AND SIGNING OF TENDER OFFERS**

The original and a copy of the Tender Offer shall be typed or written in ink and shall be signed by the Tenderer or a person or persons duly authorized in writing to bind the Tenderer to the Contract. Such authorization shall be indicated by power-of-attorney accompanying the tender offer. All pages of the Tender Offer, except for unamended printed literature, shall be initialed by the person or persons signing the Tender Offer. This will be in two different envelopes.

...15...

The Tender Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Tenderer, in that case such corrections shall be initialed by the person or persons signing the offer.

**20. COSTS & CURRENCY**

The offer must be given in Indian Rupees only.

**21. SUBMISSION OF TENDER OFFERS**

Sealed Tender offers shall be received by the **FTII, Pune**, at the address specified above not later than the time and date specified in the invitation for Tender offers. In the event of the specified date for the submission of tender offers being declared a holiday, the offers will be received up to the appointed time on the next working day.

**22.** The **FTII, Pune** may, at its discretion, extend this deadline for submission of offers by amending the Tender Documents. In that case all rights and obligations of the **FTII, Pune** and tender previously subject to the deadline will thereafter be subject to the deadline as extended. Telex, cable or facsimile offers will be rejected

**23. LATE TENDER OFFERS**

Any tender offer received by the **FTII, Pune** after the deadline prescribed for submission of the same, pursuant to the clause above, will not be entertained.

**24. MODIFICATION AND WITHDRAWAL OF OFFERS**

The Tenderer may modify or withdraw his offer after its submission, provided that written notice of the modification or withdrawal is received by the **FTII, Pune** prior to the closing date and time prescribed for submission of offers. No offer can be modified by the Tenderer, subsequent to the closing date and time for submission of offers.

**25. PRELIMINARY SCRUTINY**

Prior to the detailed evaluation, the **FTII, Pune** will determine the substantial responsiveness of each offer to the tender documents. For purpose of this Clause, a substantially responsive bid is one, which is in conformity with all the terms and Conditions of the Tender Documents without any material deviations. The **FTII, Pune's** determination of an offer's responsiveness will be based on the contents of the tender offer itself without recourse to extrinsic evidence.

The **FTII, Pune** will scrutinize the offers in respect of their completeness, submission of technical documents duly signed, etc. Only qualified Tenders will be considered for further process.

The **FTII, Pune** reserves the right to waive any minor infirmity or irregularity in a tender offer, if it finds in the interest of the society. The decision in this regard of the **FTII, Pune** will be final and binding on all Tenderers.

**26. CLARIFICATION OF OFFERS**

To assist in the scrutiny, evaluation and comparison of offers, the **FTII, Pune** may, at its discretion, ask some or all Tenderers for technical clarification of their offer. The request for such clarifications and the response shall be in writing. To speed up the tender process, the **FTII, Pune**, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Tenderer. In such cases, original copy of the document describing the technical clarifications must be sent to the **FTII, Pune** by means of courier / in person.



**27. SHORT- LISTING OF TENDERERS**

The **FTII, Pune** will short-list only technically qualified Tenders based on compliance of the qualification criteria (QCR), and the commercial offers of only such Tenderers will be opened.

**28. PRICE COMPARISONS**

The **FTII, Pune** will evaluate Commercial Offers of only short listed technically qualified Tenderers. After opening Commercial Offers of the short-listed Tenderers, if there exists any discrepancy between words and figures, the amount indicated in words will be considered.

**29. AWARD CRITERIA**

- i) The selection of the Tenderer will be done whose Commercial Offer has been determined to be the lowest evaluated offer.
- ii) However, it is the discretion of the **FTII, Pune** to choose suppliers to requisition, which cannot be challenged.
- iii) Raising any objection by the supplier over the selection of the supplier by the **FTII, Pune** amounts to violation of the terms & conditions of the contract for which supplier will be liable for penal and other actions within Pune jurisdiction.

**30. RIGHT OF DECISION BY FTII, Pune.**

The **FTII, Pune** reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) on the grounds for the action taken by the **FTII, Pune**

**31. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The **FTII, Pune** shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete, without assigning any reason therefor. The **FTII, Pune** reserves the right to make any changes in the terms and conditions.

**32. CORRUPT OR FRAUDULENT PRACTICES**

The **FTII, Pune** requires that the Tenderers under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the **FTII, Pune** defines the terms set forth as follows:

- i) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in getting the contract
- ii) Any document favoring Tenderer seen in the concerned file which has not been submitted officially and following the procedure, both the Tenderer and the public official will be considered to be indulged into the corrupt practice and fraudulence.
- iii) In the event of corrupt practice and fraudulence in addition to penal action as per the terms and conditions of the contract as well as legal action shall be initiated against the concerned.
- iv) "Fraudulent practice" means a misrepresentation of facts in order to influence execution of a contract to the detriment of the **FTII, Pune**, and includes collusive practice among Tenderers (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the **FTII, Pune** of the benefits of

...17...

the free and open competition;

- v) The **FTII, Pune** will reject a proposal for award if it is prima-facie established that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
  
- vi) The **FTII, Pune** will declare a Tenderer ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is found that the Tenderer has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

**33. SIGNING OF CONTRACT**

The successful Tenderer shall sign the agreement (DRAFT CONTRACT FORM) within seven days from the date of the issue of the Letter. The **FTII, Pune** reserves the right to grant an extension of another seven days on satisfaction of the circumstances and reasons given. On failure of execution of the agreement by the successful Tenderer, E.M.D. furnished will be forfeited.

\* \* \* \* \*

**TENDER OFFER –CUM- UNDERTAKING FORM**

Date: \_\_\_\_\_ 2017

Tender Reference No.: \_\_\_\_\_

To: (Name and address of Indenter)

**Sub : Sealed tender offers for *Comprehensive Housekeeping and Gardening Job*.**

Sir/Madam,

Having examined the tender documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer our tender for **Providing Comprehensive Housekeeping and Gardening Job** as required by the Film and Television Institute of India, Pune, in conformity with the said tender document.

We undertake, if our tender offer is accepted, to commence Contract within 7 days from the date of receipt of your Notification of Award.

If our tender offer is accepted we will furnish Performance Security of ₹. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) or a sum equivalent to the average payment of one month salary, whichever is higher before the execution of the contract for the due performance of the contract during the contract period. The decision of the FTII for calculation of average monthly payment for the purpose of Performance Security will be accepted and executed.

We agree to abide by this tender offer for a period of 3 months and shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2017

Signature: \_\_\_\_\_

(In the Capacity of: ) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

**DETAILS OF TENDERER**

**FILM AND TELEVISION INSTITUTE OF INDIA**

LAW COLLEGE ROAD, PUNE-411 004

1. Name of the Tenderer :
2. Name of the Company/Agency :
3. Address of the Company/Agency :
4. Name of the Partners (if any) :
5. Telephone Numbers :
6. Fax Number :
7. Year of Establishment :
8. Bankers :
9. Information about Regional Offices/Branches (if any) :
10. Work completed by the Tenderer : To be filled in Table  
during last three years
11. Details of work in hand : To be filled in Table
12. Labour Licence Number :
13. Registration Number under :  
Bombay Shop & Establishment Act
14. EPF Registration Number :
15. ESI Registration Number :
16. Service Tax Registration Number :
17. PAN from Income Tax Dept. :
18. Turnover for the last three years : Year Amount in Rupees  
of the Company/Agency  

2014-2015
2015-2016
2016-2017

**(Period ending 31<sup>st</sup> March 2017)**
19. Nature of work : Providing Comprehensive Housekeeping and  
*Gardening Job.*
20. Place of work : Office of the Film and Television  
Institute of India, Law College Road, Pune-411 004.

...20...

21. Nature of manpower required :

Sr. No.	Specifications	Minimum No. of persons required
1.	Providing Comprehensive Housekeeping and Gardening Job	Supervisor : No. 01 Mali : Nos. 03 Sweeper : Nos. 22
		<b>Total : Nos. 26</b> Initially but the numbers may increase or decrease depending upon requirement from time to time.

List enclosed as per Annexure : F

22. Earnest Money Deposit : ₹. \_\_\_\_\_/-

(The Bank guarantee must be in the name of the FTII, drawn on any Nationalized Bank payable at Pune.)

23. Last date of submission of Tender : \_\_\_\_\_ Hrs. on \_\_\_\_\_ 2017

24. Place of submission of Tender : Administrative Officer,  
Film and Television Institute of India,  
Law College Road,  
Pune 411 004.

25. Validity Period of the Tender : 90 days from the date of opening of the tender

Place :

Date :

Signature of Tenderer /

Competent Authority of Company/Agency

Official Stamp & Seal

**Performance Statement**

Name of the Firm \_\_\_\_\_

Order Number & Date	Name & Address of the office placing order	Description of manpower supplied	Value of order in Rupees	Date of Completion		Remarks indicating for reasons for the late supply if any	Success/f ailure supply
				As per Contract	Actual		

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Tenderer

**PRICE SCHEDULE**

This is to be returned in original along with the Tender in ENVELOPE-II (Commercial Offer).

Serial No. \_\_\_\_\_ Price: ₹.2500/- \_\_\_\_\_

Tender Reference No. \_\_\_\_\_

Last Date and Time for receipts of tender offers: \_\_\_\_\_ Hrs \_\_\_\_\_ 2017

Time and Date of Opening of tender offers : \_\_\_\_\_ Hrs \_\_\_\_\_ 2017

Tender offer Validity till

Please note that the bidder shall quote the price in the following format:

Sr. No.	Description	Amount per month
1.	* Total salary of deputed employees as per minimum Wages.	
2.	Total cost of material required (Page no. 10)	
3.	Total Charges for Garbage removal by PMC	
4.	Total Administrative charges	
	Total Amount	

**NOTE :- Bidder must quote their rates without G.S.T.**

**Details of Salary Calculation sheet as per minimum wages Act is to be attached (i.e. for Supervisor, Mali & Sweeper).**

**\*Payment to employees, to be made as per Minimum Wages Act 1948, as per Central Government / State Government whichever is higher.**

Signature of Tenderer \_\_\_\_\_

Business Address \_\_\_\_\_

Place :

Date :

**Annexure-E**

**BID SECURITY FORM**

Whereas \_\_\_\_\_ (hereinafter called "the Tenderer") has submitted its tender offer dated \_\_\_\_\_ 2017 for providing *Comprehensive Housekeeping and Gardening Job* (hereinafter called "the tender")

Know all men by these presents that We \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the Bank:) are bound upto **FTII, Pune** (hereinafter called "the FTII, Pune") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the **FTII, Pune**, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the Said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

THE CONDITIONS of this obligation are :

1. If the tenderer withdraws its tender during the period of tender validity specified by the tenderer on the Tender Form ; or
2. If the Tenderer, having been notified of the acceptance of its tender by the **FTII, Pune** during the period of tender validity :
  - (a) fails or refuses to execute the DRAFT CONTRACT FORM if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the instruction given in tender document;

We undertake to pay the **FTII, Pune** up to the above amount upon receipt of its first written demand, without the **FTII, Pune** having to substantiate its demand, provided that in its demand the FTII, Pune will note that the amount claimed by it is due it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including \_\_\_\_\_ 2017 and any demand in respect thereof shall reach the Bank not later than the above date.

(Signature of the Bank)