

Ref: No.16011/09/14-Pur/

Date: 06.08.2014

To
Interested Firms

Sub: **Procurement of different software**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of different Software. The tender should be submitted in the enclosed form, furnishing the details of information as sought for therein.

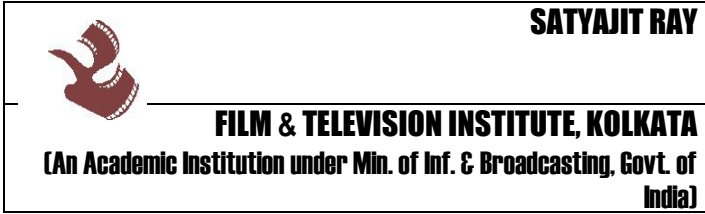
SRFTI reserves the right to accept or reject any or all the tenders without assigning any reason. The tender should reach the office latest **by 3.00 PM on 22.08.2014** in a sealed envelope addressed to the Sr. Manager (M&R), Purchase Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

(Santanu Basu Mullick)
Sr. Manager (M&R)

Encl: As above



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TENDER FOR THE SUPPLY & INSTALLATION OF DIFFERENT SOFTWARE
LAST DATE FOR SUBMISSION: 22.08.2014 (within 3.00 P.M.)
To be submitted to: Sr. Manager (M&R), SRFTI, Kolkata

1.	Name of the Firm/Agency:		
2.	Address of the Firm/Agency:		
		Tel:	Fax:
		E-mail:	

TENDER					
SN	ITEM / SPECIFICATION	MODEL	TO BE FILLED BY THE FIRM/AGENCY (INDICATE BRAND / MODEL QUOTED FOR, UNLESS SPECIFIED)		
			QUANTITY REQD.	UNIT RATE In (Rs)	TOTAL RATE WITH ALL TAXES & CHARGES (In Rs.)
01	Software: Final Draft version 9 (Academic Version), (volume license) - Mac OS x 10.9.2 (5 Users)		01 Pack		
02	Software: Movie Magic Scheduling 6.0 (Academic Version) - Mac OS x 10.9.2 (5 User)		01 Pack		
03	Software: Movie Magic Budgeting 7.3.2 (Academic Version) – Mac OS x 10.9.2 (5 User)		01 Pack		
	Total Rate: Rs. (including all taxes & charges)				

TERMS & CONDITIONS:	
1.	Tenders must be submitted by bearer or sent by post so as to reach the office latest by 3.00 PM on 22.08.2014 in a sealed envelope addressed to The Sr. Manager (M&R), Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following. a) Forwarding letter on the Official letterhead of the firm/agency. b) Supporting technical literature/brochure of the brand items for which rates are quoted. c) Supporting documents of previous supply of similar items in India
2.	Tender will have to be submitted only on the numbered "Tender Paper" issued by SRFTI. Each page of the "Tender Paper" should be signed by the authorized signatory of the firm.
3.	Tender should indicate the 'total rate for each item' which should be inclusive of all applicable Taxes, Octroi as well as all charges including installation charges.
4.	a. Documentary evidence is to be provided indicating that the tenderer is experienced solution provider (authorized dealer/ authorized service provider / authorized reseller of the Original Software Manufacturer). The firm also has to have back-to-back arrangement with the OSM for providing after sales support during the warranty period. It should also indicate that in case the firm fails to provide service, the original Software Manufacturer would provide the service. b. Tenderer must have branch office in Kolkata and the tenderer also should provide the branch office related documents, such as- Office Address, Telephone No, copy of Trade License, PAN No, & details of Contact Person etc.
5.	a. Earnest Money Deposit -Each tenderer shall have to deposit a sum of Rs 10,000/- in Banker's cheque/ Draft from any schedule Bank, drawn in favour of 'Satyajit Ray Film & Television Institute', payable at Kolkata, as Earnest Money Deposit. The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque / ECS, after finalization of the tender and against surrender of the original Money Receipt (MR) towards EMD. In case of successful tenderer, the EMD amount will be returned after deposition of the Security Deposit (SD) of Rs. 25,000/- within 10 days from the date of issue of intimation in this respect.. b. Non submission of EMD along with the Tender will lead to rejection of the concerned tender. c. Third party draft will not be accepted.
6.	Delivery must be completed in full within 60 (Sixty) days of the placement of the formal order.
7.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
8.	Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
9.	Sealed envelope containing quotations should be super scribed with the words: "TENDER FOR THE SUPPLY & INSTALLATION OF DIFFERENT SOFTWARE"
10.	Tendered rate should remain valid for at least 4 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender.
11.	After expiry of one year from the date of taking over the entire installation and on completion of all obligations by the supplier, the Security Deposit without interest will be refunded to the supplier subject to the following conditions:- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI; b) The supplier shall have to apply for the refund of Security Money along with original Money Receipt issued against Security Deposit; c) Before releasing the Security Money, the supplier, shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this tender. If any Bill(s) for the job done under this tender is / are left pending at the time of releasing the Security Money, the supplier may furnish the certificate in the following format: "I/We hereby certify that there are no claims against SRFTI under Order No for the job except to the extent of the claims preferred by me/us as per under-noted bills already submitted to you."
12.	Evaluation Criteria: The quotation will be evaluated on the basis of total cost (inclusive of all taxes and charges) of the items against Sl. No. 01 to 03 of page No. 01 of the quotation form.
13.	Tender will be opened on 22.08. 2014 at 16.00 Hrs at the Conference Room of the Institute in the presence of willing representative of the firms / Agencies.

TERMS OF PAYMENT:

1. Full Payment on completion of supply, Installation, subject to furnishing certificate to this effect by the HOD, Producing Film & Television Department & Sr. manager (IT).
2. Full payment will be made within 30 days from the date of submission of Invoice along with duly certified installation report complete in all respect

SPECIAL CONDITIONS/REMARKS BY THE FIRM/AGENCY, IF ANY: (Separate sheet may be attached if required)

Certified that we are quoting the above rates after having gone through the specifications 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