

सत्यजित रे फिल्म एवं टेलिविजन संस्थान
SATYAJIT RAY FILM & TELEVISION INSTITUTE

E. M. BYE PASS ROAD, P.O. PANCHASAYAR
KOLKATA - 700 094

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ENQUIRY

To, _____ 72053/04/14 - IT
M/S. _____ ENQUIRY NO. : _____
INTERESTED FIRMS _____ 20.08.2014
_____ Date : _____
_____ 04..09.2014
_____ Due Date : _____

Dear Sir,

We are interested in the purchase / services, as per details mentioned below. Please quote your lowest prices giving full particulars of make or brand and delivery time and supported by illustrated leaflet or catalogue and sample where necessary. Sales Tax and other charges where leviable and intended to be claimed in addition to the rates quoted should be specified in the quotation.

Terms and conditions as mentioned at overleaf may be carefully noted.

Sl. No.	Description of material / services	Quantity required
01	SYMC PROTECTION SUITE ENTERPRIS EDITION 4.0 PER USER BNDL MULTI LIC ACAD BAND A ESSENTIAL 12 MONTHS MAKE & MODEL - SYMANTEC CORPORATION	101 USERS
Important Terms & Conditions <ol style="list-style-type: none">1. The rate should be inclusive of all taxes & other charges, (if any).2. Delivery to be made within 03 Weeks from the date of formal Purchase Order.3. Payment is to be released after delivery & Installation of materials within 30 days from the date of submission of Invoice : with duly certified installation report complete in all respect4. Warranty should be mentioned in clear terms.5. Copy of valid Certificate of Authorized Partner of M/s Symantec Corporation should be enclosed along with the quotation.6. Tender will be opened on 04.09. 2014 at 16.00 Hrs at the Conference Room of the Institute in the presence of willing representative of the firms / Agencies.		


SATYAJIT RAY FILM & TELEVISION INSTITUTE
S.R.F.T.I. An Academic Institution

TERMS AND CONDITIONS

1. TENDERS :

- a) Must be submitted in (i) Sealed envelopes and (ii) superscribed with TENDER NUMBER and DUE DATE so as to reach this office on or before date specified on reverse. Late tenders will not be considered.
- b) Should be inclusive of 'free delivery' at our Stores at the above address.
- c) Must be OPEN of acceptance for a minimum period of Sixteen (16) weeks from the date of opening of the tender.

2. TENDERERS :

- a) Should specifically state Sales Tax and General Tax and other levies, if any, applicable as extra and the rate at which the same are chargeable falling which the prices quoted will be deemed to the inclusive of such levies.
- b) Name of the manufacturer must be clearly specified while indicating the name of the product.
- c) Sample must accompany the quotation when so specified.

2. THE INSTITUTE RESERVES THE RIGHT :

- a) To accept or reject in part or whole, any or all the tenders received without assigning any reasons, nor is it bound to accept the lowest tender.
 - b) To reject any supplies should they not conform to the required standard at its sole description and such decision of the institute shall be final and binding on the tenderer.
4. The supplier shall be liable to and responsible for any defect in the material and shall make good by free replacement any rejected part thereof or the whole quantity supplied as the case may be.
 5. It shall normally be presumed the material (s) are available ex-stock and shall be supplied immediately. In case of any likely delay in effecting supplies, the delivery period shall be specifically mentioned in the quotation.
 6. CANVASSING IN ANY FORM IS NOT ALLOWED AND WILL ENTAIL CANCELLATION OF THE OFFER.