

Ref: No.16011/19/14-Pur/

Date: 18.12.2014

To  
The interested firms

Sub: **Procurement of different types of chairs etc.**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of different types of chairs etc. 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 5 PM on 08.01.2015** in a sealed envelope addressed to the Purchase Officer, Purchase Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

**(Pranesh Mondal)**  
**Purchase Officer**

**Enclo: above**



SATYAJIT RAY

FILM & TELEVISION INSTITUTE, KOLKATA  
(An Academic Institution under Min. of Inf. & Broadcasting, Govt. of India)

Ref: No. 16011/ 19 /14-pur

Date: 18.12.2014

**TENDER FOR THE SUPPLY OF DIFFERENT TYPES OF CHAIRS ETC**  
**LAST DATE FOR SUBMISSION: 08.01.2015 (within 5 P.M.)**  
**To be submitted to: Purchase Officer, SRFTI, Kolkata**

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

| TENDER |   |              |                                   |                   |  |
|--------|---|--------------|-----------------------------------|-------------------|--|
|        | ITEM / SPECIFICATION  | Make / Model | TO BE FILLED BY THE FIRM / AGENCY |                   |  |
|        |   |              | QUANTITY REQD.                    | UNIT RATE In (Rs) | TOTAL RATE (In Rs.) (Inclusive of all taxes & charges) |
| 1.     | <b>High back Executive revolving &amp; tilting chair</b> : as per design & drawing with approval of sample. All cushions is to be made of 50 density PUE foam, with leather rite rexin with imported PUE handle & hydraulic system.   |              | 02 NOS.                           |                   |  |
| 2.     | <b>COMPUTER CHAIR</b> : standard size with high50 density foam with good quality tapestry with soft PUE handle , hydraulic With PVC Fiber in seat & back.   |              | 10 NOS.                           |                   |  |
| 3.     | <b>STORAGE UNIT(Glass door small book shelf)</b> : Size 48"x34"x18" made MS sheet of 22g body & 20g door fixed with glass of 4mm thick with rubber insulation . paint epoxies powder quoted of 55 to 60 micron, 7 tank prospect treatment. With necessary approval of colour. |              | 04 NOS.                           |                   |  |
| 4.     | <b>REVOLVING CHAIR WITHOUT ARM</b> : standard size with high50 density foam with good quality tapestry without soft PUE handle , hydraulic With PVC Fiber in seat & back.   |              | 20 NOS.                           |                   |  |
|        | <b>On Site Warranty (of each item): ***** years</b>   |              |                                   |                   |  |

| <b>TERMS &amp; CONDITIONS:</b> |  |
|--------------------------------|--|
| 1.                             | Tenders must be submitted by bearer or sent by post so as to reach the office latest <b>by 5.00 PM on 08.01.2015</b> in a sealed envelope addressed to The Purchase officer, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following.<br>a) Forwarding letter on the Official letterhead of the firm/agency.<br>b) Supporting technical literature/brochure of the brand items for which rates are quoted.<br>c) Supporting documents of previous supply of similar items at least 03 reputed firms in West Bengal.  |
| 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.                             | <b>a. Earnest Money Deposit -Each tenderer shall have to deposit a sum of Rs 4,000/- in Banker's cheque / Draft from any scheduled Bank, drawn in favour of 'Satyajit Ray Film &amp; Television Institute', payable at Kolkata, as Earnest Money Deposit.</b><br><b>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 refunded after deposition of the Security Deposit (SD) of 5% of the total quoted value (including all taxes &amp; charges) within 10 days from the date of issue of intimation in this respect..</b><br><b>b. Non submission of EMD along with the tender will lead to rejection of the concerned tender.</b><br><b>c. Third party draft will not be accepted.</b>  |
| 5.                             | The warranty should be mentioned in clear terms  |
| 6.                             | The sample of each ordered items should be approved by the Dept. before bulk supply. If the sample of any ordered item (s) is / are not as per the required quality / design and are not approved by the indenting Dept. then the order is liable to be cancelled.   |
| 7.                             | Delivery must be completed in full within 30 (thirty days) after approval of the sample for each item..  |
| 8.                             | Part / incomplete tender are liable to be rejected   |
| 9.                             | SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.  |
| 10.                            | Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.   |
| 11.                            | Sealed envelope containing quotations should be super scribed with the words: <b>"TENDER FOR THE SUPPLY &amp; INSTALLATION OF DIFFERENT TYPES OF CHAIR."</b>   |
| 12.                            | Tendered rate should remain valid for at least 3 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender.  |
| 13.                            | 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:-<br>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;<br>b) The supplier shall have to apply for the refund of Security Money along with original Money Receipt issued against Security Deposit;<br>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:<br>"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." |
| 14.                            | <b>Evaluation Criteria:</b> The quotation will be evaluated on the basis of total cost of the items against <b>Sl. No. 01 to 04 of page No. 01 of the quotation form ( inclusive of all taxes and charges).</b>  |

Contd ... P/3

**Note:-** In case of any query, interested tenderers are requested to pay visit to the department on any Working day upto 07.01.2015 between 11 A.M to 03 P.M or may contact the Purchase Section on 2432 – 1040.

**TERMS OF PAYMENT:**

1. Full payment on completion of supply & Installation subject to furnishing certificate to this effect by HOD, Animation Dept within one month from the date of submission of bill 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**