

Ref: srfti/application(IT PLAN)/AMC

Date: 09.02.2015

To
The interested firm

Sub: **Procurement of Service Packs for Network components**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of Service Packs for Network components. 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 5.00 PM on 23.02.2015** in a sealed envelope addressed to the Sr. Manager (IT), IT Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

(Somaditya Majumder)
Sr. Manager (IT)

Enco: As above

TERMS & CONDITIONS:	
1.	Tenders must be submitted by bearer or sent by post so as to reach the office latest by 5.00 PM on 23.02.2015 in a sealed envelope addressed to The Sr. Manager (IT), 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.
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.	Tenderer must submit the tender specific MAF (Manufacturer's Authorization Form) along with the price bid of Support Pack Non submission of MAF along with the tender will lead to rejection of the concerned tender.
5	The successful tenderer shall have to deposit 5% of the total value quoted as Security Deposit through banker's cheque/Draft drawn in favour of "Satyajit ray Film & television institute" payable at Kolkata, which will be retained by SRFTI without interest , for one year from the date activating the support pack
6.	Delivery of service pack must be completed in full within 20 (twenty) 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 superscribed with the words: "TENDER FOR THE SUPPLY OF SERVICE PACKS FOR NETWORK COMPONENTS"
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 completion of the support service period, 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 of the items against Sl. No. 01 to 03 of page No. 01 of the quotation form (inclusive of all taxes and charges).

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TERMS OF PAYMENT:

1. Full payment after renewal of service & certified by SM (IT). 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