

Ref: No.16011/11/15-Pur/

Date: 30.05.2015

To  
M/s. Interested firm

Sub: **Procurement of different types of Hostel Furniture etc.**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of different types of Hostel Furniture 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 \*\*\*\*\*** 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)**

**Enclo: above**



SATYAJIT RAY

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

Ref: No. 16011/ 11 /15-pur

Date: 30.05.2015

**TENDER FOR THE SUPPLY OF DIFFERENT TYPES OF HOSTEL FURNITURE ETC**

**LAST DATE FOR SUBMISSION: 12.06.2015 (within 5 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				
	ITEM / SPECIFICATION	Make / Model	TO BE FILLED BY THE FIRM / AGENCY	
			QUANTITY REQD.	UNIT RATE In (Rs)
1.	<p><b>WARDROBE TYPE STEEL ALMIRAH:</b></p> <p>Having size 78" H x 35" W x 20" D Almirah with 02 nos. lockable door having system almirah with 02 nos. shelve making compartment. Inner side of the almirah is divided in two equal part using 18 guage M.S sheet, 18 guage door &amp; 20 guage body. Heavy duty hinge fitted door with 3 way locking devices. SS flat key for good quality locking arrangement. After anti-rust treatment method best quality enamel paint to be used for painting interior and exterior surface of the almirah.</p>		20 NOS.	
2.	<p><b>COMPUTER CUM STUDY TABLE::</b></p> <p>36"L X 24"W X 30"H consisting of 01 no. lockable drawer, 01 no. of sliding key board, 01 no. of CPU shelf and 01 no. of rack for Printer and UPS. This unit is to be made of ¾" laminated particle board with 1.5 mm imported venyle lamination which is totally damp as well as bore proof.</p>		40 NOS.	
3.	<p><b>WROUGHT IRON COT:</b></p> <p>Overall size 72"L x 36" W x 18" H fully powder coated 1.5" x 1.5" MS angle &amp; 1.5" dia. Round M.S rod for leg to be used. 25mm x 5mm flat plate for extra strengthening. 12 mm special ply board fitted on the top of M.S angle frame. Height of bed level from floor is 18" leg board height from floor is 21" &amp; head board height from floor is 36". 1.5" PVC shoe to be used . The cots will be simple &amp; decent. 04 nos. powder coated mosquito stand to be fixed at the four corners of the cot.</p> <p><b>On Site Warranty (of each item): ***** years</b></p>		40 NOS.	

<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 12.06.2015</b> 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 items for which rates are quoted. c) Supporting documents of previous supply of similar items at least 03 reputed firms in West Bengal. d) Sketches / Drawings of product 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.	<b>a. Earnest Money Deposit -Each tenderer shall have to deposit a sum of Rs 14,000/- 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> <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 07days from the date of issue of intimation in this respect..</b> <b>b. Non submission of EMD along with the tender will lead to rejection of the concerned tender.</b> <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 21 (twenty one) 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 FURNITURE."</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:- 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."
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 03 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 11.06.2015 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 Hostel Caretaker 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**