

SATYAJIT RAY FILM & TELEVISION INSTITUTE

Notice to the present and prospective Bidders regarding e-procurement

This is for the information to all Contractors / Suppliers / Service Providers / Bidders / Agency / other tenderers that Satyajit Ray Film & Television Institute, Kolkata would henceforth invite all tenders of Rs.5 Lakh and above through e-procurement website **www.eprocurement.gov.in**.

All Interested Contractors / Suppliers / Service Providers / Bidders / Agency / other tenderers are hereby requested to get themselves enrolled for e-procurement in appropriate category with their valid Digital Signature Certificate (DSC). DSC should be obtained from any Authorized Agency registered with certifying authority in India. Authorized user will be required to procure Class II or Class III DSC. Bidders are required to register on CPP Portal using the valid DSC & valid email address. Henceforth bidders will submit the bid online on the e-procurement model of NIC by uploading their essential documents required for the tender in PDF format at the above mentioned website and one copy should be submitted to Satyajit Ray Film & Television Institute, Kolkata addressed to the Purchase Officer. The essential documents that has to be uploaded are as follows:-

1. Shop Act-Nature of the Business / Trade License.
2. PAN (Permanent Account Number).
3. VAT / TIN Certificate & Service Tax Certificate.
4. Experience Certificate
5. Satisfactory Completion Certificate from the Concerned Departments.
6. Last 2 (Two) Years' IT Return

In addition to the above documents the additional requirement, if any would be informed in the "Notice of Inviting Tender" published at that time. It is also requested to browse and get familiar with this portal for their future use.

Sd/-
Purchase Officer
For Director
SRFTI, Kolkata