

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**  
**KOLKATA – 700 094**

**NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY FOR SUPPLY OF  
AC & NON-AC VEHICLES, ON HIRE BASIS, IN SRFTI, KOLKATA**

**TENDER NO. : 62051/02/2015-Admn./749 dated 20.06.2015**

**RECORD NOTE OF DISCUSSION OF THE PRE-BID MEETING**

Record note of discussion of the Pre-bid meeting held at 15.00 Hrs. on 01.07.2015 at the Conference Room of the Institute in connection with the notice inviting tender for engagement of agency for supply of AC & Non-AC vehicles, on hired basis at SRFTI, for a period of one year.

2. The following officials of SRFTI and the prospective Tenderers attended the Pre-Bid Meeting:-

<b>Officials of SRFTI</b>	<b>Name of the prospective Tenderers</b>
Shri Pradip Acharya Production Controller	M/s. Kotha Enterprise, Salt Lake, Kolkata
Dhiman Chakraborty, Accounts Officer	M/s. Jiya Travels, Kolkata
Kalyan Kumar Pal, Superintendent	M/s. Kalpana Travels, Kolkata

3. All the above prospective tenderers were requested to revise/incorporate the following points:-

- i) The contract should be extended for a further period of 01 (one) year on mutual consent.
- ii) As per present practice in the market, the minimum hiring charges should be 08 hours (for AC & Non-AC Ambassador & Indica ) and 10 hours (for AC & Non-AC Tata Sumo / Indigo / Dezire / Honda City & Innova).
- iii) The provision of escalation should be incorporated in the tender.
- iv) Maxium 20 Kilometer between the garage of the vehicle and the place of reporting/release (both ways inclusive) should be allowed in case the car will report/release from this Institute.



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4. After detailed discussions with the members of the Tender Committee on the issues as mentioned in para 3, only the following clauses have been revised in the tender by the Committee:-

- i) Clause 07 – Extension of contract period of General Instruction of the tender document should read as-

*“The period of contract shall be for a period of 01 (one) year from the date of start of contract. However, the contract may be extended for a further period of 01 (one) year on mutual consent. SRFTI reserves the right to terminate the contract by giving 60 days notice and without assigning any reason thereof”.*

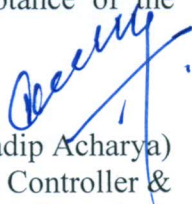
- ii) Clause 14 - Minimum Hire Charge of special conditions of contract of the tender document should read as-

*“As per market practice, 08 hours (for AC & Non-AC Ambassador / Indica / Indigo / Dezire / Tata Sumo) and 10 hours (for Honda City / Innova or same type vehicles) will be minimum hiring Charges”.*

Accordingly, Rate Schedule of the tender document was revised. The prospective tenderers should quote their price in the Rate Schedule (Revised), **enclosed at Annexure-I.**

Other terms & conditions shall remain unchanged.

5. The tenderers are requested to note the above and quote accordingly within the due date. A copy of these minutes of the Pre-bid meeting duly signed by the tenderer under his/her office seal should be submitted along with the tender to communicate his/her acceptance of the decisions taken in the Pre-bid meeting.

  
(Pradip Acharya)  
Production Controller &  
Head of the Tender Committee

