

Ref: 72053/04/14-IT/

Date: 03.09.2015

To  
M/s \*\*\*\*\*  
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**Sub: Renewal of maintenance of Antivirus for SRFTI**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for "**Renewal of maintenance of Antivirus for SRFTI**" at SRFTI. 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 **10.09.2015** in a sealed envelope addressed to the Sr. Manager (IT), IT Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700094.

Thanking you,

Yours faithfully,

(Somaditya Majumder)  
Sr. Manager IT

**Encl: As above**



**SATYAJIT RAY  
FILM & TELEVISION INSTITUTE, KOLKATA**  
(An Academic Institution under Min. of Information & Broadcasting Govt. of India)

Ref: 72053/04/14-IT/

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Tender for Renewal of maintenance of Antivirus for SRFTI
<b>LAST DATE FOR SUBMISSION: 10.09.2015(within 5 P.M.)</b>
To be submitted to: Sr. Manager(IT), SRFTI, Kolkata

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

COMMERCIAL BID						
SI.No	RENEWAL SKU DESCRIPTION	RENEWAL SKU	MAKE	TO BE FILLED BY THE FIRM/AGENCY		
				QUANTITY REQD.	UNIT RATE (In Rs)	TOTAL RATE WITH ALL TAXES & CHARGES (In Rs.)
01	SYMC PROTECTION SUITE ENTERPRISE EDITION 4.0 PER USER RENEWAL ESSENTIAL 12 MONTHS ACAD BAND A	4GMSOZZO-ER1AA	Symantec	101		
<b>TOTAL RATE</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 10.09.2015</b> in a sealed envelope addressed to The Sr. Manager(IT), Satyajit Ray Film & Television Institute, E.M. ByPass Road, P.O. Panchasayar, Kolkata-700094 duly accompanied by a forwarding letter on the Official letter head of the firm/agency.
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.	The quoted Rate / Cost should be inclusive of all APPLICABLE TAXES, OCTROI INSTALLATION COST
4.	Renewal of maintenance contract must be completed in full within 07 (Ten) days of the placement of the formal order.
5.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage Without assigning any reason.
6.	Documentary evidence is to be provided indicating a) That the tenderer is authorized distributor/ authorized dealer/ authorized sales & service agent of the OEM.(M/s Symantec Corporation). <b>Tender specific MAF to be submitted along with the bid.</b> b) Valid Sales Tax Clearance Certificate/VAT Registration No.
7.	Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
8.	Sealed envelope containing quotations should be superscribed with the words: <b>"Renewal of maintenance of Antivirus for SRFTI"</b>
9.	Tendered rate should remain valid for at least 2 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and Incomplete Tender.
10.	Evaluation Criteria: The quotation will be evaluated on the basis of total rate of the

**TERMS OF DELIVERY:**

Vendor shall ensure to lodge the order for maintenance renewal with prime vendor Symantec Corporation well in time so that the maintenance is renewed w.e.f. 19th September, 2015.

**TERMS OF PAYMENT:**

Full payment after submitting the proof of renewal of maintenance contract with Symantec Corporation for desired period.

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 the item in addition to 'Terms & Conditions' & 'Terms of Payment' mentioned above, which are agreed by us.

Date:

Signature of the authorized signatory with seal