

Ref: No.16011/03/15-Pur/

Date: 15.10.2015

To
The Interested firms

Sub: **Procurement of 04 sets of Sound Devices 302 Portable Digital Audio Mixer**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of 04 sets of Sound Devices 302 Portable Digital Audio Mixer with carrying case. 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 5PM on 05.11.2015** in a sealed envelope addressed to the Purchase Officer, Purchase Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

(Pranesh Mondal)
Purchase Officer

Enco: As above



SATYAJIT RAY

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

Ref: No. 16011/03/15-pur

Date: 15.10.2015

TENDER FOR THE SUPPLY OF PORTABLE AUDIO DIGITAL MIXER WITH CARRING CASE & ACCESSORIES

LAST DATE FOR SUBMISSION 05.11.2015 (within 5 P.M.)

To be submitted to: Purchase Officer, SRFTI, Kolkata

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

TENDER				
	ITEM / SPECIFICATION	TO BE FILLED BY THE FIRM / AGENCY		
		QUANTITY REQD.	UNIT RATE In (Rs)	TOTAL RATE (In Rs.) (Inclusive of all taxes & charges)
01.	PORTABLE AUDIO MIXER MAKE & MODEL: SOUND DEVICES MODEL NO. 302 (THREE CHANNEL COMPACT FIELD PRODUCTION MIXER) WITH BATTERY & AC POWER ADAPTOR WITH CARRYING CASE	04 Sets		

ContdP/2

TERMS & CONDITIONS:	
1.	Tenders must be submitted by bearer or sent by post so as to reach the office latest by 05.11.2015 within 5 P.M. in a sealed envelope addressed to Purchase Officer, 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 on the brand items for which rates are quoted. c) Supporting documents of previous supply of similar items in India
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 each item' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES, OCTROI AS WELL AS INSTALLATION COST.
4.	a. Earnest Money Deposit -Each tenderer shall have to deposit a sum of Rs 8,000/- in Banker's cheque / Draft from any scheduled Bank, drawn in favour of 'Satyajit Ray Film & Television Institute', payable at Kolkata, as Earnest Money Deposit. 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 (inclusive of all taxes & charges) within 10 days from the date of issue of intimation in this respect. b. Non submission of EMD along with the tender will lead to rejection of the concerned tender. c. Third party draft will not be accepted.
5.	The free on-site warranty period shall be for 01 year from the date of taking over the entire installation by SRFTI, after successful commissioning of the entire system by the successful tenderer. Free warranty shall include free replacement of all spare / component / PCBs.
6.	Delivery & installation must be completed in full within 30 (Thirty) 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 before the placement of Work Order, without assigning any reason.
8.	Any dispute arising out of order shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
9.	WARRANTY SHOULD BE MENTIONED IN CLEAR TERMS.
10.	Sealed envelope containing quotations should super scribe the words: "TENDER FOR THE SUPPLY & INSTALLATION OF SOUND DEVICE 302 PORTABLE DIGITAL AUDIO MIXER WITH CARRYING CASE"
11.	Tender rate should remain valid for at least 6 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender. 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."

TERMS OF PAYMENT:

- 1] Full Payment within 30 days on completion of supply, Installation, commissioning & testing, subject to furnishing certificate to this effect by the HOD, SRD Dept.

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