



## **SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

*(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)*

E. M. Bypass Road, P.O. Panchasayar, Kolkata 700 094, Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723 / 9436

### **TENDER NOTICE FOR HIRING OUT OF THE NEW FILM STUDIO OF SRFTI**

Sealed tenders in prescribed forms (in two parts) are invited from reputed production houses, producers of serials / films, TV channels & Art Directors for hiring out of the New Air-conditioned Film Studio of SRFTI for a period of 06 months. For details, SRFTI's website [www.srfti.ac.in](http://www.srfti.ac.in) may be seen. Tender documents, duly completed in all respect, should be submitted by 14 hrs on 21.01.2016.

**Nodal Officer**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

**E. M. Bypass Road**

**Panchasayar**

**Kolkata - 700 094**

**TENDER NOTIFICATION**

**TENDER NO: 61050/01/2014-Admn**

Subject: **Tender for hiring out of New Film Studio (Floor area around 680 sq m), of SRFTI**  
Sealed tenders in prescribed forms (in two parts) are invited from reputed production houses, producers of serials/ films, TV channels for a preferable period of 06 months for hiring out of the New Air-conditioned Film Studio of SRFTI.

i)	Earnest Money	<b>Rs.50,000/-</b>
ii)	Security Deposit	01 month's rental charge of the total monthly quoted rate. (exclusive of taxes)
iii)	Pre-bid meeting	At 15-00 hours on <b>12.01.2016</b> at the Conference Room, SRFTI. Animation & PFT building
iv)	Last date of submission of Tender	Upto 14-00 hours on <b>21.01.2016</b>
v)	Date & time of opening of techno-Commercial Bid	At 14-30 hours on <b>21.01.2016</b>
vi)	Opening of Price Bid	Tentatively on <b>28.01.2016</b>
vii)	Date of commencement of shooting	Tentatively from <b>24.02.2016</b>

Tender document may be obtained from the Accounts Section, SRFTI on deposition of Rs.1,500/- in cash, towards the cost of tender document, against application. Alternatively, the prospective tenderers may download the complete tender document from Institute's website [www.srfti.ac.in](http://www.srfti.ac.in) and in that case, the prospective tenderers would be required to **deposit Rs. 1,500/- in the form of Bank draft/Banker's cheque (in favour of 'Satyajit Ray Film & Television Institute, Kolkata from any scheduled bank, payable at 'Kolkata')** or in cash, prior to Pre-Bid Meeting. Deposition of the aforesaid amount is mandatory to attend the Pre-Bid Meeting and/or to submit his/their bid, in case the tender document is downloaded from the Institute's website

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

**Nodal Officer**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE  
E. M. Bypass Road  
Panchasayar  
Kolkata - 700 094**

**GENERAL INSTRUCTION TO TENDERERS**

From:  
The Nodal Officer,  
New Film Studio  
SRFTI,  
Kolkata – 700 094

To  
M/S .....  
.....

Dear Sirs,

**Tender No: 61050/01/2014-Admn**

**SUBJECT: Hiring out of New Film Studio (Floor area around 680 sq m), of SRFTI**

Sealed tenders in prescribed forms (in two parts) are invited from reputed production houses, producers of serials/ films, TV channels for hiring out of the New Air-conditioned Film Studio of SRFTI, for a period of 06 months.

**“Special Conditions of Contract” etc. are enclosed.**

**2. Earnest Money Deposit (EMD)**

Each tenderer shall have to deposit a sum of **Rs 50,000/-** in Banker’s cheque /Draft from any schedule Bank, drawn in favour of **‘Satyajit Ray Film & Television Institute’**, payable at **‘Kolkata’**, as Earnest Money Deposit.

**3. Refund of EMD**

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 tenderers the EMD amount (without interest) would be refunded after deposition of the Security Deposit (SD) within the due date as mentioned in the Letter of Intimation.

**4. Submission of Security Deposit**

01 month’s rental charge of the total monthly quoted rate (exclusive of taxes) to be deposited within 10 days from the date of issue of the Intimation Letter in this respect.

**5. Refund of Security Deposit**

After expiry of the contract period, the Security Deposit without interest, will be refunded to the contractor 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 contractor shall have to apply for the refund of Security Money along with original Money Receipt issued against Security Deposit;

## 6. Validity period

The tender shall remain valid for acceptance for a period of 03 (three) months from the date of opening of the price part of the tender. If any tenderer withdraws his tender before the aforesaid three months, the Earnest Money Deposit will be liable to be forfeited. However, the tenderer's consent may be sought for an extension of the period of validity of tender beyond the aforesaid 03 (three) months and the tenderer will have the liberty to refuse such request without forfeiting his EMD.

## 7. Documents for Techno –Commercial Bid.

The tenderer shall submit self attested copies of the following documents along with the Techno- Commercial part of the tender.

- a) Letter of application as per Schedule "A".
- b) Documentary evidence indicating that the tenderer is a reputed production house / producer of serials or films / TV channels / Art Director.
- c) Proof of experience in the related field as mentioned above for atleast 02 years.
- d) The tenderer should have a fully functional office set – up in Kolkata and the details/proof of the same are to be provided.
- e) A detailed Production list of films / Serials / Ad Projects/ Corporate A.Vs completed / executed by the bidder during last two years are to be furnished.
- f) Earnest Money Deposit in the form of Bank Draft / Banker's Cheque in favour of SRFTI, Kolkata
- g) Valid & relevant Trade License.
- h) Signed & stamped copies of SRFTI's tender documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, Blank Rate Schedule i.e. without any price.

Tenderers may please note that non-submission of any of the aforesaid documents/non-fulfillment of any of the aforesaid criteria might lead to techno-commercial disqualification of their offers. The tenderer shall be required to produce documents in original, as and when called for by SRFTI.

## 8. Documents for Price Bid

The tender shall submit the following document as "Price Bid"

- a) The rate schedule duly filled in

## 9. Manner of submission of tender

The tender must be submitted in sealed covers superscribed "**Tender for hiring out of New Film Studio , of SRFTI** " and put in the Tender Box located at the Administration Block bearing the same superscription kept for the purpose in the Purchase Section of SRFTI by **14.00 hours on 21.01.2016**. The manner of submission of tenders shall be as detailed below:

- i) The tender must be submitted in two parts, all under separate sealed covers duly superscribed "**Techno-commercial Bid**" & "**Price Bid**" and all the sealed covers should be kept within the main sealed cover superscribed "**Tender for hiring out of New Film Studio of SRFTI**".
- ii) The sealed cover superscribed "**Techno-commercial Bid**" should contain the documents as mentioned at para 7 above.
- iii) The sealed cover super scribed "**Price Bid**" should contain only the Rate Schedule duly filled in.

**10. Evaluation criteria of the price bids:**

- i) Tenders will be evaluated on the basis of the total monthly rent (excluding taxes) offered by the tenderer for **hiring of the New Film Studio, of SRFTI**, for a period of 06 months. The basis of the calculation would be the sum of the quoted monthly rate under option 1 and per shift rate for the facilities under option 2 for 26 shifts in a month
- ii) The highest tenderer will be the firm for which the total financial implication of SRFTI as per the aforesaid criteria would be the highest.

The successful Tenderer will be notified through "Intimation Letter" that their offer has been accepted and the basis on which the same has been accepted. The "Intimation Letter" will constitute the formation of a contract until the contract has been affected pursuant to Clause 13 of "General Instructions to Tenderers"

**11. Terms of payment:**

- i) Apart from the Security Deposit, the contractor will have to pay one month's advance rent (including all taxes as applicable).
- ii) For the remaining period, rent (including all taxes) has to be paid in advance before the 7<sup>th</sup> day of each month.
- iii) The contractor has to pay the electricity bill separately for AC & shooting lights as per the separate meter reading on the completion of each day's shooting to the Floor Manager engaged by the Institute. The bill would be calculated on the basis of the units consumed as per the prevalent market / industry rates.

**12. Not bound to accept highest tender**

SRFTI is not bound to accept the highest tender(s) in part or in full.

**13. Contract Agreement**

The successful tenderer (s) shall be required to execute within 07 working days from the date of acceptance of the tender at his (their) own cost and expenses 'Contract Agreement' on a non-judicial stamp paper valued not less than Rs.100/- (Rupees one hundred only) signed jointly by the representatives of SRFTI and successful tenderer under official seals, as per format at **FORM OF AGREEMENT** enclosed with this tender document.

**14. Dispute:**

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

**15. Inspection of site**

The interested tenderers may visit the new Film studio for inspection of the facilities / amenities available there and may meet the Nodal Officer or any officials on any working days (**between 11.00 A.M to 1.30 P.M**) upto 10 working days from the date of the publishing of advertisement before participating in the tender procedure.

**16. Pre-bid Meeting**

All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI, Kolkata.

### **17. Deviation**

It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender and make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should enumerate the same clause-wise alongwith justification separately and submit the same within the stipulated time to the Director, SRFTI. The issues raised would be discussed in the Pre-bid meeting. The decision of the Tender Committee on the proposed deviation will, however, be binding on the tenderers and SRFTI.

### **18. Adherence to Rules & Regulations**

The contractor shall strictly adhere to all rules & regulations as laid down by the Govt. of India, State Government, Local Authority and Satyajit Ray Film & Television Institute, Kolkata, during the execution of the contract.

### **19. Damage payable by the contractors**

At the end of the contract period the floor space has to be returned to SRFTI in its original condition. Damages if any occurred to the structure shall be compensated by the contractor as per the claim placed by SRFTI. The same may also be realized from the Security Deposit of the contractor.

### **20. Renewal of contract**

The contract agreement may be renewed for a further period of 06 months under the same rate, terms & conditions subject to submission of request by the contractor and acceptance of the same by the Institute.

### **21. Termination of Contract**

The contract may be terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors, after giving appropriate Notice (as specified in the parenthesis below) and for such cancellation, SRFTI will under no circumstances be subject to any liability:-

- a) Breach of any terms and conditions of contract (within 15 days of notice).
- b) Any unlawful act of the contractor(s) or any third party on behalf of the contractor entailing any damage / loss to the property / material of SRFTI or any inconvenience to SRFTI (within 3 days of notice) .
- c) In case of requirement of the studio for administrative reasons (within 45 days of notice).

The decision of Director, SRFTI to this effect shall be final.

### **22. Damage & Loss to private property & injury to workmen**

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of SRFTI and pay compensation for any injury, loss or damage accrued to any property or rights whatever, including property and rights of SRFTI or agents or servants or employees of SRFTI, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract (s) and further, the contractor (s) shall indemnify SRFTI against all claims enforceable against SRFTI (or any agent, servants or employees of SRFTI) or which would be so enforceable against SRFTI where SRFTI is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever, property including all claims which may arise under the Workmen's compensation Act or otherwise

**Special conditions of contract**

1 .Scope of work: The following facilities of the New Film Studio would be available for hiring out to the successful tenderer:-

	Floor	Size in Meter (approx)	Remarks
<b>Option - 1</b>	<b>Shooting Floor</b>	21.950 x 31.250 x 12.500 (Height)	Air Conditioned, Acoustically treated, two gang ways at 4.575 M & 7.550 M high from floor level & provision of Cat walk at 9.4 M from floor level. There are entries from two sides, through one of which mini truck can pass. There is a provision of lift in the building.
	<b>Ground floor facilities</b>		
	Make Up Chamber (No. 1) with attached toilet	2.7 x 4.0	Air Conditioned
	Make Up Chamber (No. 2) with attached toilet	2.7 x 4.0	Air Conditioned
	Art Director's Room	6.78 x 6.93	Air Conditioned
	Production Control Room	6.78 x 7.30	Air Conditioned
	Waiting Room, Toilets (Gents & Ladies)		
	Canteen (1 <sup>st</sup> floor)	9.3 x 7.125	Air Conditioned (Cooking not allowed)
<b>Option - 2</b>	<b>1<sup>st</sup> Floor facilities</b>		
	Make up Hall	8.175 x 4.400	Air Conditioned
	Artist s' Lounge (ladies)	6.780x 9.900.	Air Conditioned
	Artists' Lounge (Gents)	6.78 x 9.900.	Air Conditioned
	Shower Room, Toilets (Gents & Ladies)		

	<b>Provision of Power for shooting</b>	Total 300 KW	The contractor has to pay the electricity bill separately for AC and shooting lights as per the separate meter reading on the completion of each day's shooting to the Floor Manager engaged by the Institute. The bill would be calculated on the basis of the units consumed as per the prevalent market / industry rates
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**1. a)** The floor (dimensions as mentioned above) and the facilities as mentioned are available for hiring out of New Film Studio under the AC option.

**b)** All the existing structure of the floor would be available to the contractor. The contractor may add other sets and decor inside the floor for shootings without altering the main structure of the floor.

**c)** The contractor has to pay the electricity bill separately for AC and shooting lights as per the separate meter reading on the completion of each day's shooting to the Floor Manager engaged by the Institute. The bill would be calculated on the basis of the units consumed as per the prevalent market / industry rates.

**d)** The duration of each shift would be for 10 hours. For every additional hour of shooting  $1/5^{\text{th}}$  of the shift rate has to be paid each day to the Floor Manager engaged by the Institute. The shift rate would be calculated from the quoted monthly rate (assuming 26 shifts per month)

**e)** The facilities of the first floor may be provided to the contractor, subject to availability on the payment of the highest rate (per shift), obtained under option – 2 of the Tender Document during the tendering process. The same is to be paid in advance for the specific required period of the contractor, to the Institute before the commencement of the shooting / use by the contractor



**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

(An Academic Institute under Ministry of I&B, Govt. of India)

Ref No: 61050/01/2014-Admn

**TENDER FOR HIRING OUT OF THE NEW FILM STUDIO OF SRFTI**

**LAST DATE FOR SUBMISSION: 21.01.2016**

**TO BE SUBMITTED AT TENDER BOX, SRFTI, KOLKATA**

1	NAME OF THE FIRM/AGENCY:		
2	ADDRESS OF THE FIRM/AGENCY		
		TEL:	FAX:
		E-MAIL :	

**PRICE BID**

	Shooting Floor	Basic monthly rate (excluding Taxes) indicated in digit as well as in words .	Quoted Monthly Rate (excluding Taxes) to be indicated in digit as well as in words
	Option - 1		
	Ground floor facilities (Air – Conditioned)	Rs. 5,20,000/- (Rs. Five lac twenty thousand only)	
	Make Up Chamber (No. 1) with attached toilet		
	Make Up Chamber (No. 2) with attached toilet		
	Art Director's Room		
	Production Control Room		
	Waiting Room, Toilets (Gents & Ladies) & Shower Room		
	Canteen (1 <sup>st</sup> floor)		

Signature & Seal of the

**Note: The duration of each shift would be for 10 hours. For every additional hour of shooting 1/5<sup>th</sup> of the shift rate has to be paid each day to the Floor Manager engaged by the Institute. The shift rate would be calculated from the quoted monthly rate ( assuming 26 shifts per month)**

Option - 2	1 <sup>st</sup> Floor facilities (Air – conditioned)			Basic Rate (per shift) excluding taxes	Quoted Rate (per shift) excluding taxes
	Make up Hall	8.175 x 4.400	Air Conditioned	Rs.3000/-	
	Artists' Lounge (ladies)	6.780x 9.900.	Air Conditioned	Rs. 4000/-	
	Artists' Lounge (Gents)	6.78 x 9.900.	Air Conditioned	Rs. 4000/-	

**Note: The duration of each shift would be for 10 hours. For every additional hour of shooting 1/5<sup>th</sup> of the shift rate has to be paid.**

Schedule "A"

**Tender No. 61050/01/2014-Admn**  
**Tender for hiring out of New Film Studio (Floor area around 680 sq m), of SRFTI**

**LETTER OF APPLICATION**

Registered Business Name: \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

To:

Director

Satyajit Ray Film & Television Institute

E.M. Bye Pass Road

Kolkata 700 094

Sir,

We hereby request to be qualified with Satyajit Ray Film & Television Institute (SRFTI) as a tenderer for Hiring out of the New Film Studio of SRFTI, Tender 61050/01/2014 - ADMN

We authorize SRFTI or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted along with the tender and to verify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor. etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by SRFTI to verify statements and information provided in this application or regarding our competence and standing.

1. The name and position of persons who may be contacted for further information, if required, are as follows:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail id: \_\_\_\_\_

2. We declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished with this application and statements made therein are not true, incomplete or incorrect, we hereby authorize SRFTI to reject our application.

3. I/We understand that Satyajit Ray Film & Television Institute reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Seal of firm making (Authorized representative of applicant/  
the application principal tenderer)

Date:

Encls. :

**CONTRACT AGREEMENT**

**THIS AGREEMENT** is made this day of ....., 2016 between the **Satyajit Ray Film & Television Institute, Kolkata (SRFTI)**, an academic Institution under Ministry of Information & Broadcasting, Govt. of India (herein after called the Institute) of one part and M/s. .... (herein called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

WHEREAS, the Institute is desirous that the facilities (as mentioned in the Tender Document) of the New Film Studio would be hired out and has accepted the Tender for the same submitted by the Contractor.

AND WHEREAS, the Institute issued Order No. .... Dated .... to the Contractor for hiring out of the facilities of the New Film Studio.

AND WHEREAS, as per Clause ..... "General Instructions to Tenderers", the successful tenderer (i.e the contractor herein) is required to execute Contract Agreement to be signed jointly by the representative of the Institute and the Tenderer (i.e the contractor herein)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That in the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" herein after referred to.
2. That the following documents shall be deemed to form and be read and construed as part of This agreement viz,
  - a) The said Tender document and the acceptance of the Tender
  - b) The General Instructions to Tenderer
  - c) Special Conditions of Contract
  - d) Rate Schedule
  - e) All correspondences, by which the contract is added, amended, varied or modified in any way, by mutual consent.
3. That in consideration of the payment to be made by the contractor to the Institute as herein after mentioned, the Contractor hereby covenants with the Institute to hire the New Film Studio in conformity in all respects with the provisions of the contract and the documents described hereinabove at para 2.
4. That the contractor hereby covenants to pay the Institute in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

The Common Seal of the SRFTI,  
Kolkata was hereunto affixed  
in the presence of.

Name.....  
Address.....  
.....  
.....

\_\_\_\_\_  
Representative of the Institute

Signed, Sealed and delivered  
at Kolkata in the presence of

Name.....  
Address.....  
.....  
.....

\_\_\_\_\_  
Contractor

Date:

\_\_\_\_\_

