

Ref: No.16011 /10 / 16-Pur/

Date: 06.08.2016

To,  
The Interested firms

Sub: **Procurement of 02 Nos. of HP / Lenevo make Desktop Computer with 18.5" LED Monitor, 02 Nos. APC UPS with Windows Professional 8.1 software & HPrinter, at SRFTI**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites Quotation for the procurement of 02 Nos. of HP / Lenevo make Desktop Computer with 18.5" LED Monitor, 02 Nos. of APC UPS with Windows Professional 8.1 software & HP Printer. The quotation 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 quotations without assigning any reason. The quotation should reach the office latest **by 19.08.2016 within 5PM** in a sealed envelope addressed to the Purchase Officer, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

(Pranesh Mondal)  
Purchase officer

Enclo: as above



SATYAJIT RAY

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

Ref: No. 16011/10/16-Pur/

Date: 06.08.2016

**QUOTATION FOR THE SUPPLY & INSTALLATION OF HP / LENEVO  
MAKE DESKTOP COMPUTERS**

**LAST DATE FOR SUBMISSION: 19.08.2016 (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:	

**QUOTATION**

SN	ITEMS SPECIFICATION	QUANTI- TY REQD.	TO BE FILLED BY THE FIRM/AGENCY (INDICATE BRAND/MODEL QUOTED FOR, UNLESS SPECIFIED)		
			BRAND & MODEL	UNIT RATE (In Rs.)	TOTAL RATE (WITH ALL TAXES & CHARGES)
01(a)	<p><b>Specification of the Desktop Computer</b>  <b>Make - HP/ Lenovo</b>  <b>Processors:</b> Intel® 4<sup>th</sup> Generation Core TM i3  <b>Chipset:</b> Intel® H110  <b>Memory:</b> 4GB DDR3 RAM  <b>Internal Storage:</b> 500 GB HDD  <b>Removable Storage:</b> Slim SATA Super Multi DVD R/W  <b>Expansion Slots:</b> 1 PCIE x 1; 1 PCI x 16; 1 PCI (OPTIONAL): 1 SD Media Reader  <b>Graphics:</b> Integrated Intel® HD Graphics  <b>Audio:</b> HD Audio with Realtek ALC221 code (all ports are stereo). Microphone and Headphone front ports (3.5 mm), Line out and Line-in rear ports (3.5 mm), internal speakers  <b>Communications:</b> LAN: Integrated 10/100/1000 GbE with Realtek RTL8111G – CG, Intel 1210 – T1 PCIe GbE (optional)  <b>Ports &amp; Connectors:</b> Front 2 USB 2.0; 1 microphone/headphone combo  Back: 4 USB 2.0; 2 USB 3.0; 1 audio  Input Device: 1) USB wired keyboard  2) USB optical wired mouse  <b>Power:</b> 300W standard efficiency, active PFC, 300W, upto 85% efficient, active PFC  <b>Operating system:</b> Free DOS 2.0  <b>Warranty &amp; Services:</b> 3/3/3- year comprehensive warranty  <b>Monitor:</b> 18.5" LED</p>	02 Sets.			
(b).	<b>APC UPS:</b> 700VA UPS	02 Nos.			
(c)	<b>Operating System:</b> Windows 8.1 (Make – Microsoft)	02 Nos.			
02.	Printer-Scanner-Copier (HP LaserJet 1136dn MFP)	01 No.			

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<b>TERMS &amp; CONDITIONS:</b>	
1.	Quotations must be submitted by bearer or sent by post so as to reach the office latest by <b>19.08.2016 within 5 P.M.</b> in a sealed envelope addressed to The Purchase Officer, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following. <input type="checkbox"/> Forwarding letter on the Official letterhead of the firm / agency. <input type="checkbox"/> Supporting technical literature / brochure on the brand items for which rates are quoted. <input type="checkbox"/> Supporting documents of previous experience in the related field.
2.	Loss or delay in postal / courier transit will not be considered as valid reason for non-receipt of the quotation in time.
3.	a) Quotation will have to be submitted only on the numbered "Quotation Paper" issued by SRFTI. Each page of the "Quotation Paper" should be signed by the authorized signatory of the firm. b) Documentary evidence indicating that the tenderer is authorized dealer/ authorized service provider/ Business Partner of the Original manufacturer ( OEM) c) Proof of experience in supply of computers at atleast three Organizations of repute having similar scope of work. d) A detailed client list based in Kolkata indicating the name, address, contact person, phone No. are to be furnished by the firm e) Valid Sales Tax Clearance certificate/ VAT Registration No. f) Documents relating to financial position including copies of the balance sheet, Profit & Loss Account of last two years. <b>The tenderer shall be required to produce documents as mentioned above in original, as and when called for by SRFTI.</b>
4.	Tender should indicate the 'total rate for each item' which should be inclusive of all applicable Taxes, Octroi as well as all charges including installation charges
5.	Quotation should also indicate Duration of Warranty Period against columns specified.
6.	Total requirement indicated against each item is only indicative and is subject to modification.
7.	Delivery must be completed in full within <b>30 (thirty) days</b> from the date of placement of the formal order.
8.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
9.	Any dispute arising out of the order for the purchase shall be subject to the exclusive jurisdiction of Courts in Kolkata City only.
10.	Sealed envelope containing quotations should be superscribed the words: " <b>QUOTATIONS FOR THE SUPPLY &amp; INSTALLATION OF HP/ LENEVO MAKE DESKTOP COMPUTERS</b> "
11.	Quoted rate should remain valid for at least 3 months from the last date fixed for submission of the quotation. Institute reserves the right to reject part and incomplete quotations.
12.	a) <b>The successful tenderer shall have to deposit equivalent to @ 5% of the total quoted value (inclusive of all taxes &amp; charges) within 10 days as Security Deposit through Banker's cheque / draft drawn in favour of "Satyajit Ray Film &amp; Television Institute" payable at Kolkata, which will be retained by SRFTI without interest, for 01 year, from the date of taking over the entire installation after successful commissioning of the same, from the supplier. In the event of the supplier failing to execute the order without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited.</b> b) The Security Deposit will be retained by Satyajit Ray Film & Television Institute (SRFTI) without interest for 1 year, From the date of taking over the entire installation after successful commissioning of the same. c) In the event of the firm / dealer failing to execute the job without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the Order. d) 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. e) The supplier shall have to apply for the refund of Security Money along with Original Money Receipt issued against the Security Deposit. f) Before releasing the Security Money, the firm / supplier shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this order. If any Bill(s) for the job done under this order is / are left pending at the time of releasing the Security Money, the firm / 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 bill already submitted to you."

**TERMS OF PAYMENT:**

- 1] Full Payment within 30 days on completion of supply, Installation, commissioning & testing of the supplied items subject to furnishing certificate to this effect by AP, Cinematography Dept, FRO , Hardware Manager, & one representative of the firm.

**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**