

Ref. NO.16011/05/15-PUR

Date: 15.09.2016

M/s. Interested firms-

Sub: Procurement of 03 sets of Sachtler Tripod System

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites Quotation for the procurement of 03 sets of Sachtler Tripod system. 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 06.10.2016 within 5 PM** 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

Encl: as above



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

Ref: No. 16011/ 05/ 15-Pur/

Date: 15.09.2016

QUOTATION FOR THE SUPPLY OF SACHTLER TRIPOD SYSTEM
LAST DATE FOR SUBMISSION: 06.10.2016 (within 5P.M.)
To be submitted to: Purchase Officer, SRFTI, Kolkata

QUOTATION FORM

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

QUOTATION						
SN	ITEMS SPECIFICATION	QUANTITY	TO BE FILLED BY THE FIRM/AGENCY (INDICATE BRAND/MODEL QUOTED FOR, UNLESS SPECIFIED)			
			BRAND & MODEL	UNIT RATE (WITH ALL TAXES & CHARGES) (In Rs.)	TOTAL RATE (WITH ALL TAXES & CHARGES) (In Rs.)	WARRANTY PERIOD (Should not be less than one (01)year)
01	Sachtler ACE M MS System: Include: a. Head b. Tripod c. Spreader with Bag	03 Sets	SACHTLER AACMMS (#1001) ACEM Fluid Head ACE 75/2D with footpad with retractable spikes MID-LEVEL Spreader with bag			

Signature of the Authorized Signatory with seal

Contd. P/2

TERMS & CONDITIONS:	
1.	Quotations must be submitted by bearer or sent by post so as to reach the office latest by 06.10.2016 within 5 P.M. in a sealed envelope addressed to The Purchase Officer, Satyajit Ray Film & Television Institute, E. M. Bye 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 tender in time.
3.	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
4.	Quotation should also indicate duration of Warranty Period against columns specified.
5.	Total requirement indicated against each item is only indicative and is subject to modification.
6.	Documentary evidence is to be provided indicating that the tenderer is authorized dealer/ authorized service provider/ Business Partner of the Original manufacturer of M/s. Sachtler. A communication from the original manufacturer indicating that they would take responsibility to supply spares in case of failure of the supplier, must be enclosed. The firm also has to have back-to-back arrangement with the manufacturer for providing post-installation service. It should also indicate that in case the firm fails to provide service, the original equipment manufacturer would provide the service.
7.	Delivery must be completed in full within 30 (thirty) days of the placement of the formal Purchase order.
8.	The successful tenderer shall have to deposit 5% of the total quoted value (including all taxes & charges) as Security Deposit through Banker's cheque / draft drawn in favour of "Satyajit Ray Film & Television Institute" payable at Kolkata, which will be retained by SRFTI without interest, for one 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. Third party draft will not be accepted.
9.	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.
10.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
11.	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
12.	Sealed envelope containing the Tender should super scribe the words: "QUOTATION FOR SACHTLER TRIPOD SYSTEM".
13.	Quotation should remain valid for 3 months from the last date of submission of the Quotation. SRFTI reserves the right to reject part or incomplete Quotations.

TERMS OF PAYMENT:

- 1] Full Payment within 30 days on completion of supply, installation, testing & commissioning subject to furnishing certificate to this effect by the HOD, Direction & SPW 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