

Ref: No.16011/10/16-Pur/ Pt-2/

Date: 16.11.2016

To  
The interested firms

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Sub: **Procurement of 10 sets of Dell make Computer Monitors with accessories**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of 10 sets of Dell make Computer Monitors with accessories. 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 PM on 05.12.2016** 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**

**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 / Pt-2/

Date: 16.11.2016

**TENDER FOR THE SUPPLY & INSTALLATION OF DELL MAKE COMPUTER MONITOR**

**LAST DATE FOR SUBMISSION 05.12.2016 (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:	

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.	<b>Computer Monitor</b> - 24 inch Full HD Monitor (Make & Model : DELL - Ultra Sharp U2415 Monitor)  <b>Accessories:</b> 1. Monitor with stand 2.Power Cable 3.DVI Cable 4.USB Cable 5.VGA Cable 6.Drivers and Documentation Media 7.Quick Set up Guide 8.Safety Information	10 Nos.		

<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 05.12.2016 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. 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 for each item' which should be inclusive of all applicable Taxes, Octroi as well as all charges including installation charges.
4.	Documentary evidence is to be provided indicating that the tenderer is authorized distributor/ authorized Reseller/ authorized sales & service agent of the Original manufacturer i.e M/s. Dell. Tender Specific MAF should be enclosed along with the offer.
5.	a) <b>Security Deposit (SD) @ 5% of the total quoted value (including all taxes &amp; charges) in the Banker's cheque / Draft from any schedule Bank, drawn in favour of 'Satyajit Ray Film &amp; Television Institute', payable at Kolkata, within 10 days from the date of issue of intimation in this respect.</b> c. <b>Third party draft will not be accepted.</b>
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.	<b>Warranty: -3 years onsite comprehensive warranty (3-3-3) .</b>
10.	Sealed envelope containing quotations should super scribe the words: <b>"TENDER FOR THE SUPPLY &amp; INSTALLATION OF DELL MAKE COMPUTER MONITOR"</b>
11.	Tender rate should remain valid for at least 03 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender.
12.	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."

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**TERMS OF PAYMENT:**

1] Full payment on completion of supply, Installation, & testing subject to furnishing certificate to this effect by HOD, Animation Dept within one month from the date of submission of bill complete in all respect.

**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**