

सत्यजित रे फिल्म एवं टेलिविजन संस्थान  
**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

E. M. BYE PASS ROAD, P.O. PANCHASAYAR  
KOLKATA - 700 094

Phone : 2432-8355, 2432-8356, 2432-9300, Fax : (033) 24322072 / 2432 1040

**ENQUIRY**

To,

M/S. THE INTERESTED FIRM

ENQUIRY NO. : 17011/1/2001-LIB/1817

Date : 21.11.2016

Due Date : 05.12.2016

Dear Sir,

We are interested in the purchase / services, as per details mentioned below. Please quote your lowest prices giving full particulars of make or brand and delivery time and supported by illustrated leaflet or catalogue and sample where necessary. Sales Tax and other charges where leviable and intended to be claimed in addition to the rates quoted should be specified in the quotation.

Terms and conditions as mentioned at overleaf may be carefully noted.

Sl. No.	Description of material / services	Quantity required
1.	Half Leather Rexine top with gold lettering hard binding for books/journals.	<u>Rate per book</u> a) Up to 50 pgs b) Up to 100 pgs c) Up to 200 pgs And above
Note: Suppliers are requested to provide a free specimen of binding to the Library & Information Officer, SRFTI.		

*Supahari*  
**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

Dr. Sanjukta Ray Pahari  
Library & Information Officer  
Satyajit Ray Film & Television Institute  
Kolkata

## TERMS AND CONDITIONS

### 1. TENDERS :

- a) Must be submitted in (i) Sealed envelopes and (ii) superscribed with TENDER NUMBER and DUE DATE so as to reach this office on or before date specified on reverse. Late tenders will not be considered.
- b) Should be inclusive of 'free delivery' at our Stores at the above address.
- c) Must be OPEN of acceptance for a minimum period of Sixteen (16) weeks from the date of opening of the tender.

### 2. TENDERERS :

- a) Should specifically state Sales Tax and General Tax and other levies, if any, applicable as extra and the rate at which the same are chargeable falling which the prices quoted will be deemed to the inclusive of such levies.
- b) Name of the manufacturer must be clearly specified while indicating the name fo the product.
- c) Sample must accompany the quotation when so specified.

### 2. THE INSTITUTE RESERVES THE RIGHT :

- a) To accept or reject in part or whole, any or all the tenders received without assigning any reasons, nor is it bound to accept the lowest tender.
  - b) To reject any supplies should they not conform to the required standard at its sole description and such decision of the institute shall be final and binding on the tenderer.
4. The supplier shall be liable to and responsible for any defect in the material and shall make good by free replacement any rejected part thereof or the whole quantity supplied as the case may be.
  5. It shall normally be presumed the material (s) are available ex-stock and shall be supplied immediately. In case of any likely delay in effecting supplies, the delivery period shall be specifically mentioned in the quotation.
  6. CANVASSING IN ANY FORM IS NOT ALLOWED AND WILL ENTAIL CANCELLATION OF THE OFFER.