

Ref: No.16011/8/17-Pur/

Date: 20.06.2017

To
The interested firms

Sub: **Procurement of different types of Stores item (stationary & Housekeeping), at SRFTI.**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for the procurement of different types of stores item (stationary & Housekeeping). 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 05.07.2017** in a sealed envelope addressed to the Director, 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. 16011/08 / 17-Pur/

Date: 20.06.2017

QUOTATION FOR THE SUPPLY OF DIFFERENT TYPES OF STORES ITEM
LAST DATE FOR SUBMISSION: 05.07.2017 (within 5P.M.)
To be submitted to: Director, SRFTI, Kolkata

QUOTATION

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

RATE FOR THE MONTHS OF JULY, AUGUST & SEPTEMBER - 2017			
SN	ITEMS SPECIFICATION	BRAND	UNIT RATE (WITH ALL TAXES & CHARGES) (To be filled by the Firm/Agency)
	LIST ATTACHED UNDER Schedule 'A'		

Note:- This is basically a rate valid for three months without any quantitative obligation on the part of SRFTI.

Signature of the Authorized Signatory with seal

Schedule 'A'				
Sl No.	Description of Items	MAKE/BRAND	Qty/Unit	UNIT RATE (Including all taxes & charges)
1	AAA Battery	Eveready	Nos.	
2	Alpin		Box	
3	Arch File Big		Nos.	
4	Arch File Small		Nos.	
5	Ball Pen	Linc	Pc	
6	Cello Gripper	Cello	Pc	
7	Battery 1050	Eveready	Nos.	
8	Board Pin		Box	
9	Brasso (100 ml)		Bot	
10	Bucket Plastic (14 Ltr)		Doz	
11	Big Shopper bag		Nos.	
12	Brown Tape 2"/2"		Nos	
13	Carbolic Acid (100ml)		Bot	
14	Carbon paper Blue (Kores) 1pkt=100 sheets	Koress	Pkt	
15	CD-R blank	Mosure bear	Nos	
16	CD_RW	Mosure bear	Nos.	
17	CD Marker Pen		Doz	
18	Cellotape 1"		Doz	
19	Chalk		Box	
20	Channel file (Big & Small Size)		Nos	
21	Clip File plastic A4 size		Doz	
22	Colin (250ml)		Bot	
23	Conference Pad		Doz	
24	Cotton Thread Ball		Doz	
25	Duster Cloth		Doz	
26	Duster Red		Nos	
27	Dust Pan		Nos	
28	Double Punching machine		Nos	
29	DVD-R Blank with Pouch	Sony	Nos	
30	Double Punching File		Nos.	
31	Eraz Ex	Kores	Box (10 Bot)	
32	Eraser		Nos	
33	Extension Board	Anchor	Nos	
34	Fax Paper Roll		Roll	
35	Fevi Stick (15gm)		Nos	
36	File Board		Nos	
37	Flat File		Nos.	

38	Folder My Clear Bag			
39	Folder Plastic		Nos.	
40	Four Folder File		Doz	
41	Gel Pen	Recer/renolds	Nos	
42	Gel Refill	Recer/renolds	Nos	
43	Gems Clip		Box	
44	Gum Bottle		Btl	
45	Glass marking Pencil		Box	
46	Highlighter Pen		Nos	
47	Hit Black (250ml)		Bot	
48	Jhool Jharu		Doz	
49	Jug Plastic		Nos.	
50	Jute Swab		Doz	
51	Key Bag Big		Nos	
52	Key bag small		Nos	
53	Knife		Nos	
54	Key Ring		Nos.	
55	Liquid Soap		Bot	
56	Lock Special (7 lever)	Godrej	Nos	
57	Lock Ordinary (6 lever Local)		Nos	
58	Mosquito Coil (Jumbo)	Goodnight (maha jumbo)	Box	
59	Mosquito Mat Machine	Goodnight	Nos	
60	Mouse Pad		Nos	
61	Mug Plastic		Nos	
62	Muratic Acid (450 ml)		Bot	
63	Naphthalene Ball (200 gm)		Pkt	
64	Odonil (50 gm)		Nos	
65	Paper cutter Small(push system)		Nos	
66	Paper Weight (Good Quality)		Nos	
67	Pencil		Nos.	
68	Paddle Bin		Nos	
69	Pencil Battery	Eveready & Dura Cell	Nos.	
70	Pen Stand		Nos.	
71	Permanent Marker (Reynolds)		Nos	
72	Pin Cushion (Magnetic)		Nos	
73	Phool Jharu		Nos	
74	Post-it-Colour		Nos	
75	Post-it-Plain		Nos.	
76	Plastic Jharu		Nos.	
77	Plastic clip tray		No	
78	Room Freshener (250 gm Odonil)		Nos	
79	Scissor		Nos	
80	Scale 1' (Small & Big)		Nos.	
81	Sharpener		Nos.	

82	Short hand pad		Pad	
83	Single Punch Machine		Nos	
84	Soap	Lifebuoy	Nos.	
85	Soap Case		Nos.	
86	Solar Jharu		Nos.	
87	Sponge Pot		Nos.	
88	Stamp Pad		Nos.	
89	Stamp Pad Ink		Bot	
90	Stapler Big		Nos.	
91	Stapler Small No.10		Nos	
92	Stapler Pin Big		Box	
93	Stapler Pin Small No.10		Box	
94	Stock Register		Nos.	
95	Telephone Set	(Beetel)	Nos	
96	Tag cotton short		Bdl	
97	Temporary Marker Pen (Reynolds)		Nos	
98	Toilet Brush (plastic)		Doz	
99	Towel Hand		Nos	
100	Transparent File		Nos.	
101	Vim Powder		Kg	
102	Waste Paper Basket		Nos	
103	Wheel Powder		Kg	
104	Xerox Paper -A4 (75 gsm)		Ream	
105	Xerox Paper-FS (75 gsm)		Ream	
106	Sunlite bond paper (85 gsm)		Ream	
107	Scotch Bite (Big)		Nos	
108	Herpic Flash cake		Nos	
109	Boom stic with wooden Handle		Nos	
110	Round shape floor cleaner with wooden handle		Nos	
111	Ruber Duster big		Nos	

**Note- The firm can offer any type make or brand of the items where make or brand has not mentioned.
The price would be evaluated by the lowest price of the product.**

TERMS & CONDITIONS :-	
1.	Quotations must be submitted by bearer or sent by post so as to reach the office latest by 05.07.2017 within 5 P.M. in a sealed envelope addressed to The "Director" 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 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.	Quotation should indicate the 'rate per unit item' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES.
4.	The successful tenderer should provide a 'replacement guarantee' in case of any manufacturing defect noticed within 01 month from the date of supply.
5.	a) Rates Offered should remain valid for at least 03 months from the acceptance of the tender. b) SRFTI would place monthly formal purchase order as per requirement for items as mentioned in the SL No.01 to *** to the respective L1 tenderer. In case of failure of the L1 tenderer to execute the order within scheduled delivery time then order would be placed with the respective L2 tenderer who would be agreeable to supply the different stores item as per the rate of L1 tenderer during the above period of 03 months as per the requirement of the institute. b) Delivery must be completed in full within 07 (Seven) days from the placement of the formal monthly purchase order. c) In case of failure of the successful tenderer to deliver the items within the scheduled delivery period for more than two occasions during the contractual period of 03 months, order may be placed to L2 tenderer at the same price.
6.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
7.	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
08.	Sealed envelope containing the Tender should super scribe the words: "QUOTATION FOR DIFFERENT TYPES OF STORES ITEM".

TERMS OF PAYMENT:

1] Payment would be released after submission of Invoice against monthly supply against order issued by the Institute.

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