

**SATYAJIT RAY FILM & TELEVISION INSTITUTE**  
**E.M.Bypass Road, P.O.- Panchasayar**  
**KOLKATA - 700 094**

**TENDER NOTICE**

No: 62058/01/2017-Admn./

Date: 26.12. 2017.

**Tender for maintenance of Coconut Trees (approx 120 nos.) of this Institute**

1. Tenders are invited for maintenance of Coconut Trees (approx 120 nos.) of the Institute for a maximum period of 3 (three) years on year to year license basis.
2. Tender forms / prescribed proforma may be downloaded from the website of the Institute ([www.srfti.ac.in](http://www.srfti.ac.in)) free of cost.
3. Tenders in sealed cover with superscription **Tender for maintenance of Coconut Trees+** will be received in the designated Box up to 2 PM on 10.01.2018 in the Institute and will be opened at 3 PM on 10.01.2018
4. The tenderer is required to mention the amount to be paid by him to this Institute through Demand Draft payable in advance in the name of the **“Satyajit Ray Film & Television Institute, Kolkata”** on yearly basis towards maintenance of Coconut Trees.
5. The successful tenderer will be intimated in due course
6. The tender form is not transferable.
7. The tender should remain valid for the period of 30 days from the date of opening of the same.

**Registrar (I/C)**  
**SRFTI, Kolkata**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

**Sl. No.**

Issued to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
The Registrar  
SRFTI  
Kolkata 6 700 094

Sub: Tender for maintenance of Coconut Trees of SRFTI for a period of  
03 (three) years on yearly License basis

- \_\_\_\_\_
1. I/We hereby submit tender for maintenance of Coconut Trees at SRFTI campus as notified at the Tender Notice \_\_\_\_\_ dated \_\_\_\_\_ in accordance with the terms & conditions of this contract.
  2. I/We have read all terms & conditions of this contract and agreed to abide by the same.
  3. I/We have verified & satisfied regarding position of Coconut Trees of SRFTI, as mentioned above.
  4. I/We shall pay the Institute a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as License fee per year for maintenance of Coconut Trees.
  5. I/We shall deposit the annual license fee within the stipulated period of 15 days from the date of issuance of the letter of intent.

Date:

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Tenderer(s)**

# **SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

## **Terms and conditions of license for maintenance of Coconut Trees of SRFTI**

1. No permission will be granted until the full amount of yearly License Fee is deposited in advance.
2. The Director, SRFTI is the final authority to accept the tender and is not bound to accept the highest quotation. The authority also reserves the right to reject any tender/tenders without assigning any reason.
3. The Institute will not be responsible for maintenance of coconut trees after execution of the Agreement.
4. The Licensee is not permitted to trim/chop any tree inside SRFTI premises under any circumstances without prior written permission of the competent authority.
5. In case any of the coconut trees is required by Institute for any purpose, the licensee will be intimated accordingly in advance and the Licensee shall have to comply with the same without any objection provided that the interest of the Licensee is not hindered.
6. The licensee shall take possession of the coconut trees and the men/employee engaged by the Licensee will carry the identity proof given by the Licensee, with them and produce the same on demand by the Security on duty.
7. The Institute will neither be held responsible for any damage/loss and/or other incident of accident while removing any licensed article by unauthorized persons nor will be liable for payment of any claim or compensation on this score.
8. The Licensee should ensure that no damage or loss is caused to any property of the Institute during the period of Contract.
9. The successful bidder would be intimated in due course and shall have to execute an Agreement and deposit the full amount of one year's License Fee within 7 (seven) days. The successful bidder shall thereafter start the maintenance work within 7 (seven) days, failing which the Offer will be treated as cancelled.
10. The License Fee is to be deposited in advance by the licensee before each renewal by SRFTI.
11. The Licensee is responsible for maintenance, safety and security of adjacent area of the coconut trees.
12. The licensee should be bound to peacefully handover the coconut trees to the Institute on expiry of licensed period.
13. All pages of the tender documents must be signed by the tenderer / tenderers at the bottom of each pages otherwise the offer is liable to be rejected no detachment of any part of the tender document is permitted / allowed.
14. The rate should be filled both in figure as well as words. A tender containing any addition or alteration in the tender documents or any overwriting shall be liable to be declared invalid.

15. The licensee shall not assign/sublet or transfer the privilege and license of the coconut trees, as mentioned in the tender or any part thereof, or allow any person to become interested therein in any manner whatsoever. Any breach of this condition shall entitle the Institute to rescind the contract and also tender the license liable for payment in respect of any rules or damage arising or ensuring from such correction.
16. If the tenderer is a partnership firm, an attested copy of the partnership deed must also be annexed to the tender form. The Institute administration reserves the right to call on the original partnership deed for verification.
17. Tenderers are requested to submit along with their tender any of the following Self-attested documents as identity and residential proof, as the case may be :
  - (i) Aadhaar Card / Pan Card,
  - (ii) Ration Card / Voter Identity Card / Telephone Bill / Electricity Bill.
18. Maintenance work is permitted inside the campus of this Institute from **8 AM to 4 PM** on providing documentary proof of License.
19. The licensee shall not erect structure of any kind whatsoever in the Institute campus.
20. All claims, demands, suits, losses, damages, costs, charges & expenses whatsoever which the administration may sustain or incur by reason or in consequence of any injury to any person or to any property resulting directly or indirectly by reason of or in consequence of the non-observance or non-compliance on the part of the licensee of any terms & conditions or any rules & regulations or bye-laws as may time to time be made by or on behalf of the administration or by or on behalf of any local authority in relation thereto and subject to the condition therein contained, shall be borne by the Licensee.
21. Bidder(s) may inspect the site before dropping of the Tender paper.
22. The administration will not be responsible for ignorance of implications of the details mentioned in Para - 1 to 21 above which must be carefully read and understood by the party before tendering.
23. Breach of any of the above condition will render the licensee liable to termination with or without notice and the money deposited confiscated.

**Registrar (I/c)**  
**SRFTI, Kolkata**