



**Satyajit Ray Film and Television Institute  
(An Academic Institution of Ministry of I & B, Govt. of India)  
Library**

**Tender for Empanelment of Vendors for Supply of  
Journals/Periodicals etc. to SRFTI Library, Kolkata**

Tender Enquiry No. 24011/1/2001-LIB; PF-3

Dated 06.02.2018

**Satyajit Ray Film & Television Institute Kolkata**

E.M.Byepass Road, P.O. Panchasayar,  
Kolkata-700094

Phone-(033)2432 8355/8356/9300

Fax – (033)2432-0723/9436

**E-mail: [contact@srfti.ac.in](mailto:contact@srfti.ac.in)**

**Website: <http://srfti.ac.in/>**

SRFTI, Kolkata invites sealed tenders for empanelment of vendors for supply of Journals/Periodicals etc. to SRFTI Library, Kolkata for the period of three consecutive years (i.e. 2018-19, 2019-20 and 2020-21) from reputed registered journals /periodicals etc. Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with at least 3 year experience of supply of journals /periodicals etc. to Central/State Universities, Autonomous Academic institutions of higher learning.

1. The offers may be submitted in Two-BID System (i.e. prequalified identity Bid/ price Bid in terms Library discount)
2. The tender document can also be downloaded from the website: [www.srfti.ac.in](http://www.srfti.ac.in)
3. The Supplier/Vendor participating in the process will have to deposit the Security Deposit /EMD of Rs. 10,000/- (Rupees ten thousand only) through Demand Drafts/Pay Orders drawn in favour of “**Satyajit Ray Film and Television Institute**” payable at Kolkata.
4. The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The Director, SRFTI Kolkata reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

The prequalified identity bids are to be opened at the first instance and evaluated by competent Committee or Authority. At the second stage Financial Bid of only technically qualified Vendors/Suppliers will be opened for further evaluation and selection of Vendors for empanelment.

Last date of submission of Tender:

**Date: 27.02.2018** up to 1.00 PM

The date and time for opening of Tender:

**Date: 01.03.2018** at 02.00 PM

**Library and Information Officer**

## **Important instructions & Purchase Terms and Conditions for Firms/Suppliers/Vendors**

### **Instructions:**

The tenders have been invited under two bid system i.e. Prequalified identity Bid and Financial Bid. **Firstly**, the interested Firms/Suppliers/Vendors (i.e. Tenderers) are advised to submit sealed envelopes super scribing - **“Prequalified Identity Bid (i.e. technical Bid) for supply of Journals/Periodicals etc. to SRFTI Library, Kolkata”** for the envelope containing documents with respect to Prequalified Identity Bid.

The prequalified identity Bids are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.

After evaluation, the Successful empanelled tenderes are advised to submit sealed envelopes super scribing - **“ Financial Bid for supply of Journals/Periodicals etc. to SRFTI Library, Kolkata”** for the envelope containing documents with respect to Financial Bid.

1. The Security Deposit / Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) to be deposited as Security Deposit / Earnest Money Deposit for 03 years in form of Demand Drafts in favour of **“Satyajit Ray Film & Television Institute”** payable at Kolkata within fifteen days of empanelment which shall be refunded without interest after completion of 03 years of due fulfillment of contract/expiry of warranty period should be kept in sealed separate covers super scribing Security Deposit / E.M.D.
2. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
3. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

4. At any point of time any of the document furnished by the Firms/ Vendors/Suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
5. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the Security Deposit / EMD of the concerned firm will be forfeited.
6. The purchase order may be issued only to the vendors who have quoted at least 50% of YES out of total No. of titles etc. for which Quotation has been invited. After that the most competitive offer, lowest quantity of discount (L1) may be considered.
7. The rates should be quoted by the vendors in Indian Rupees, both in figures and words. Foreign currency conversion will be at GOC (Good Office Committee) rate of conversion on the date of Invoice and the quoted rate / price will be valid for 06 months.
8. The purchase order may be issued on L1 basis to only those vendors who will quote at least 50% of the total no. of journal/periodicals title for which Quotation has been invited.
9. Tenders should be addressed to the “DIRECTOR, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA-700094, INDIA” and must reach him on or before 1.00PM on **27.02.2018**. All the Tenders should be sent by Registered Post/Courier. Tenders may also be hand Page **1of 1** delivered by dropping them in the ‘TENDER BOX’ kept adjacent to Reception Counter of the SRFTI, at E.M.By Pass Road, Panchasayar, Kolkata-700094.
10. Any tender received late after due date and time will be rejected.
11. The Firms/Vendor(s)/Supplier(s) sort listed for Vendor Empanelment are required to strictly agree to supply as per the institute set “ Journals/ Periodicals etc. Purchase Terms and Conditions” as stipulated hereunder.

12. The prequalified identity Bid (i.e. Technical Bid) of the tender shall be opened at 02.00 pm on 01.03.2018 in the Conference Room, Ground Floor of Animation Department, in the presence of the authorized representatives of the bidders, who wish to be present at that time. The bidders whose technical bids are accepted/ qualified will be informed about the date and time of opening of financial bids.

13. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities which have issued such documents for the purpose of this tender.

### **SRFTI, Kolkata Terms and Conditions for Purchasing Journals/Periodicals etc.**

#### **Enquiry on availability of Journals/Periodicals etc:**

At the first instance all the empanelled Vendors/Suppliers will be sent an email query with list of journals/periodicals against each title required for Library procurement. On receipt of the email, the Vendors having the requisite journals/periodicals in their ready stock have to respond within stipulated time quoting titles available and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. **Unless otherwise mentioned, only latest Indian / foreign edition of publication / original version will be quoted.**

#### **Supply against purchase order and billing:**

In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply journals/periodicals challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The Supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of journals/periodicals on approval will be in person by hand delivery at the SRFTI Library.

However the other mode of delivery may be by Registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery at SRFTI Library, as per approval order is the responsibility of the supplier/vendor alone. ***In the event the Vendor fails to deliver the journals/periodicals within the stipulated date, the order is liable to be cancelled.*** Supplier also send a scan copy of the Invoice/Bill to the Library & Information Officer, so that advance processing of journals/periodicals at our end can be done and Invoice/Bill should be sent to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PAVCHASAYAR, KOLKATA A- 700094, WEST BENGAL”.

After receipt of the journals/periodicals as requested in the purchase order, the physical condition journals/periodicals will be checked and for the journals/periodicals not having printed price, price proof (i.e. publisher’s catalogue price)/certificate from publisher’s authorised distributor/publisher’s Indian Office/Publisher’s Invoice, as the case may be, will be matched with the cost of journals/periodicals quoted in the challan. Any sticker affixed with the issue indicating price is not acceptable. ***Foreign currency conversion will be at GOC (Good Office Committee) rate of conversion on the date of Invoice.*** While placing Purchase order if any of the journal/periodical found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back the return will be the responsibility of the supplier.

**Delivery of journals/periodicals etc.**

- a) Only new journals/periodicals must be delivered.
- b) The supplied journals/periodicals Materials should be **original copy of the publisher /supplier** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.
- c) The delivery period is as under:
  - Indian Publications: maximum 07 days from the **date of publication**
  - Foreign Publications: maximum 15 days from the **date of publication**

The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be *at GOC (Good Office Committee) rate of the conversion on the date of delivery of journals/periodicals* (i.e. hand delivery of issue at SRFTI Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on GOC (Good Office Committee) rate of conversion on the date of invoicing favouring SRFTI Library and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of GOC conversion rate on the date of consignment booked and consignment booking receipt as email attachment to Library & Information Officer, SRFTI Kolkata (*All documents sent must bear the signature and seal with date of the supplier/Vendor concerned*).

#### **Consignee and Mode of Dispatch**

All supply of journals/periodicals should be consigned to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA - 700094, WEST BENGAL” by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at SRFTI Library.

#### **Dispatch Documents**

Intimation relating to the mode of dispatch should be emailed/courier/speed post to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA - 700094, WEST BENGAL”.

Original dispatch documents are to be forwarded to the Library by way of recorded delivery i.e. Registered Post/Speed post in the above mentioned address only.

#### **Preparation of Bill**

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

#### **Submission of Bill**

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy of the publishers original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per institute journal/periodical purchase rule.

### **Price Certificate**

*A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's /Authorised distributor's price. The journal/periodical supplied are not remaindered titles.* In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

### **Exchange Rate**

Conversion rate in case of prices quoted in foreign currencies, **GOC rate of conversion is applicable on the date of Invoice i.e. actual date of sending the consignment.**

### **Income Tax Related Papers**

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e. Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

### **Bank A/C Details**

The supplier is required to provide the Bank details as per the attached format at MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER *with one cancelled cheque with necessary instruction.*

### **Latest Edition and Low-Price Edition journals/periodicals**

Journals/periodicals of the latest edition should be supplied, with an intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of title, the Library prefers to procure low priced editions. Thus, if a low priced edition of a journals/periodicals is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference journals/periodicals wherever available.

### **Discount**

**Empanelment of vendors for supply of different types of publications/ journals/periodicals will be linked to rate of discount offered by the vendors and the institute reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic**



**offer and disqualify the bidder concerned in the price bid.**

**Processing of Bills**

If the journals/periodicals are supplied in good condition as per the Purchase Order complying with the terms and conditions, SRFTI Library will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing.

**Return of defective issues of journal/periodical**

If a supplied journals/periodicals doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the journals/periodicals at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such journals/periodicals if not taken back and replaced within the stipulated time period.

**Cancellation of an Order**

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Journals/periodicals not conforming to specifications and not in good condition should be replaced within one month otherwise order for those journals/periodicals will be cancelled.

**Delisting of Suppliers**

A Supplier who journals/periodicals do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

**The Library reserves the right to:**

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- *Procure the journals/periodicals from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said journals/periodicals*

**Legal dispute Settlement:**

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Kolkata, West Bengal. The resultant contract will be interpreted under Indian Laws.



## **Satyajit Ray Film and Television Institute, Kolkata Library**

### **Pre-identified Identity Bid (i.e. Technical Bid)**

**(Empanelment of Firms/ Vendors/ Suppliers for Supply of Journals/Periodicals etc. to  
SRFTI Library, Kolkata – Format of Application)**

**1. Name of the Firm:**

**2. Complete Postal Address:**

FAX No./Telephone No:

Email:

**3. Kind of Proprietorship (i.e. Single/Joint):**

**4. If partnership, name and address of partners:**

**5. Are you a member of Good Office Committee (G.O.C)? Yes/No.**

If Yes, attach a copy of the Membership Certificate.

**6. Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)?**

Yes/No. If Yes, attach copy of the valid Membership

**7. Are you a distributor/dealer/stockiest/exclusive/preferred Agent?**

If so tick mark the appropriate one's and attach the authority letter(s) issued by the publishers in support of your claim

**8. Year of starting of the Firm with Registration Number/date:**

(Attach attested copies)

**9. PAN/TAN No.:**

**10. VAT Sales Tax Registration No. (Attach: copies of GST,CST Certificate)**

Please enclose  
recent passport  
photograph(s) of  
the authorized  
representative(s)  
of bidder.

**11. Annual Business Turnover: 2014-15: 2015-16: 2016-17:**

(Attach IT returns certified copies showing turnover for the last three years i.e. for financial years 2014-15, 2015-16 and 2016-17. The firm should have minimum Turnover of Rs.30 lakhs per annum for last three years)

**12. Number of Important University/National Autonomous Academic Institutions of higher learning in Film & Television and related disciplines served as supplier of journals/periodicals (Attach at least three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)**

**13. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.**

**14. Name Major subject area with number of journals/periodicals on which your firm handle maximum supply of journals/periodicals during last three years**

**15. Affidavit by Vendors for not having been black listed/debarred by any public organization/University/National Level institution**

\* All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

\* Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.**

## DECLARATIONS

(i) I/We ..... (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to SRFTI, Kolkata shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.

(iii) Mr..... Whose Signature are given below, is an authorized representative of this firm.

(iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

**Date:**

**Authorised Signatory  
& Seal of the Firm**



**Satyajit Ray Film and Television Institute, Kolkata  
Library**

**FINANCIAL BID**

(Empanelment of Vendors/ Suppliers for supply of Journals/Periodicals etc. to SRFTI Library, Kolkata)

The maximum discount the vendor concerned intend to offer shall be mentioned clearly

Sl. No. (a)	Description of Journals/Periodicals title	In Stock (Yes /No)	Offered Annual subscription of Gross Price in Rs. (d)	Discount offered in Rs. (e)	Net Price in Rs (both in figures & words) (f)
A.	Journals/Periodicals				

**List of journal/periodicals title**

<b><u>Sl. No.</u></b>	<b><u>Title</u></b>
01	American Cinematographer
02	Digital Video
03	Journal of Audio Engineering Society
04	Electronic Musician
05	Film Comment
06	Sight & Sound
07	Afterimage
08	Camera Obscura
09	Critical Inquire
10	Film Quarterly
11	Society of Motion Pictures and Television Engineers Journal
12	Audio Media
13	Movie Scope-By filmmakers for filmmakers
14	International Gallerie
15	British Journal of Photography
16	BKSTS Cinema Technology Journal
17	International Cinematographers Guild Magazine
18	Art India
19	Marg
20	Cineaste
21	National Geographic
22	Time
23	Biblio

24	North East Indian edition of newspaper like Assam Tribute
25	Taran Adarsh's trade guide
26	Himal South Asian (a review magazine)published from Nepal
27	Sunday Timorese published from Japan
28	Straits Times/Singapore times
29	The Guardian-Saturday edition
30	Journal for short film studies
31	Sound design
32	SAGE journals
33	Screen International

I/We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of SRFTI Kolkata as laid down in the said tender document and quote rates accordingly.

**Date:**

**Authorised Signatory  
& Seal of the Firm**



**Satyajit Ray Film and Television Institute Kolkata  
Library**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:        /        /

The Registrar

Satyajit Ray Film & Television Institute,  
E.M.By Pass Road, Panchasayar,  
Kolkata-700094, India

Sub: Authorization for release of payment / dues from Satyajit Ray Film & Television Institute Kolkata through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_  
E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_  
Permanent Account Number \_\_\_\_\_

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Satyajit Ray Film & Television Institute, Kolkata responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

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Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

*N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.*





**Satyajit Ray Film and Television Institute**  
**(An Academic Institution of Ministry of I & B, Govt. of India)**  
**Library**

REGISTERED POST  
INVITATION TO QUOTE

	Enquiry No: 24011/1/2001-LIB; PF-3 Date: 06.02.2018 Due Date: 27.02.2018 up to 1.00 PM
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**Satyajit Ray Film & Television Institute Kolkata**

E.M.Byepass Road, P.O. Panchasayar,  
Kolkata-700094

Phone-(033)2432 8355/8356/9300

Fax – (033)2432-0723/9436

**E-mail: [contact@srfti.ac.in](mailto:contact@srfti.ac.in)**

**Website: <http://srfti.ac.in/>**

Dear Sirs,

Sealed quotations are invited for supply of the following materials so as to reach the undersigned on or before the due date under the terms and conditions as stipulated below:

**1. SUBMISSION OF TENDER:-**

1.1. TENDERS SHOULD BE SENT IN A SEALED ENVELOPE. THE ENVELOPE SHOULD BE SUPERSCRIBED WITH **ENQUIRY NUMBER AND DUE DATE**:

1.2. Tenders shall be addressed to the “DIRECTOR, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA-700094, INDIA”.

1.3. The tenderers may at their discretion send the tenders by Registered Post Acknowledgement Due, but under no circumstances postal and transit delays shall be condoned in reckoning the tenders for consideration. Tenders received after the due date shall be rejected.

1.4. The tenders shall be opened on due date at 2.00 PM. in presence of tenderers or their authorized representatives.

1.5. In the event of the date of opening being declared as closed holiday for the Institute, the next working day will be the opening day for tenders.

1.6. Telegraphic/Cabled offers are liable to be ignored.

**2. VALIDITY OF TENDERS:-**

2.1. THE TENDERS SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 90 DAYS OF OPENING OF TENDERS OR TILL SUCH PERIOD UPTO WHICH THE EXTENSION OF VALIDITY IS AGREED TO MUTUALLY. THIS MAY PLEASE BE STIPULATED CLEARLY IN THE QUOTATION.

2.2. All tenders without proper specifications, samples, drawings and test certificates where required, are liable to be rejected. It shall be in the interest of the tenderers that the offer is made in a complete shape for our consideration.

**3. DETAILS OF OFFER:-**

3.1. THOUGH THE RATES HAVE BEEN INVITED FOR DELIVERY AT OUR INSTITUTE FOR SRFTI, THE FOLLOWING DATA SHALL BE INVARIABLY FURNISHED:-

a). Basic firm price of the materials.

- b). Excise duty, where legally leviable in percentage.
- c). Central/State Sales Tax in percentage.
- d). Packing and forwarding charges wherever applicable to be indicated in percentage.
- e). Freight charges to be indicated in % and Rs. if any.
- f). Our Institute SRFTI is located at Panchasayar which is at a distance of 08 Km. from Jadavpur University on E.M.By Pass Road.

3.2. Sales Tax: - We are registered under No. ----- . The tenderers claiming for Taxes etc. must indicate their CST and TIN Numbers, VAT etc. and documentary evidence in support of the Taxes leviable. The concessional forms ‘C & IV etc., shall be issued after receipt of final bills.

3.3. Octroi Duty:- As per Rules & Regulations of SRFTI.

#### **4. QUANTITY DISCOUNTS:-**

4.1. In order to submit the most competitive offer, the tenderer may indicate the quantity discounts on the ‘Slab basis’ applicable on the price. The quantities indicated in this enquiry are liable for revision either upwards or downwards.

(As per SRFTI’s Tender for Empanelment of Vendors for Supply of journals /periodicals etc. no. 24011/1/2018-LIB; PF-3 dated 06.02.2018)

#### **5. DELIVERY:-**

5.1. In their own interest tenderers are advised to quote for the earliest possible delivery. Where Ex-stock delivery is quoted stock shall be held by the tenderers during the validity period of the quotation.

(As per SRFTI’s Tender for Empanelment of Vendors for Supply of journals /periodicals etc. no. 24011/1/2018-LIB; PF-3 dated 06.02.2018)

5.2. The delivery of the stores/equipment shall be made strictly as stipulated. Failure to supply within this period will make the tenderers liable to an unconditional penalty of 1% of the price of the goods in arrears/order per week subject to a maximum of a limit of 10% value of the goods in arrears.

#### **6. TERMS OF PAYMENT:-**

6.1. Ours is a National Institute under Ministry of Information & Broadcasting, Govt. of India. As such the following terms of payment are stipulated:-

a). 100% payment within 30 days after receipt and acceptance of stores/equipment in good condition, at SRFTI.

(As per SRFTI's Tender for Empanelment of Vendors for Supply of book / journals /audio-visual materials etc. no. 24011/1/2018-LIB; PF-3 dated 06.02.2018)

**7. BANK CHARGES:-**

7.1. Bank charges will be strictly to the Supplier's account.

**8. EMD/SECURITY DEPOSIT:-**

The Tenderers shall have to enclose Bank Draft for Rs. 10,000 (ten thousand) only in favour of Director, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Panchasayar, Kolkata - 700094 as Security deposit / Earnest Money Deposit along with the tenders failing which the offers will be rejected. Further, the successful tenderers shall be required to deposit 10% of the value of order as security deposit in form of Demand Draft/Bank Guarantee within fifteen days of receipt of the order which shall be refunded without interest within 30 days of acceptance of goods/due fulfillment of contract/expiry of Warranty period.

(As per SRFTI's Tender for Empanelment of Vendors for Supply of book / journals /audio-visual materials etc. no 24011/1/2018-LIB; PF-3 dated 06.02.2018)

**9. RIGHT OF ACCEPTANCE:-**

9.1The Institute reserves the right to reject any or all the tenders or accept any tender or part thereof without assigning any reasons or giving explanation thereof.

**SPECIFICATIONS ATTACHED:-**

Sl. No.	Code No.	Description of Stores	A/u	Qty.
		As per list attached		

## List of approved journal/periodicals title

<u>Sl. No.</u>	<u>Title</u>
01	American Cinematographer
02	Digital Video
03	Journal of Audio Engineering Society
04	Electronic Musician
05	Film Comment
06	Sight & Sound
07	Afterimage
08	Camera Obscura
09	Critical Inquire
10	Film Quarterly
11	Society of Motion Pictures and Television Engineers Journal
12	Audio Media
13	Movie Scope-By filmmakers for filmmakers
14	International Gallerie
15	British Journal of Photography
16	BKSTS Cinema Technology Journal
17	International Cinematographers Guild Magazine
18	Art India
19	Marg
20	Cineaste
21	National Geographic
22	Time
23	Biblio
24	North East Indian edition of newspaper like Assam Tribute
25	Taran Adarsh's trade guide
26	Himal South Asian (a review magazine)published from Nepal
27	Sunday Timorese published from Japan
28	Straits Times/Singapore times
29	The Guardian-Saturday edition
30	Journal for short film studies
31	Sound design
32	SAGE journals
33	Screen International

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