



Satyajit Ray Film & Television Institute, Kolkata

(An academic institute under ministry of information & broadcasting Government of India)

E.M Bypass Road, P.O- Panchasayar, Kolkata-700094, West Bengal, India.

Ref: No.16011/01/21-Pur

Date: 08.12.2021

To
Interested Firms

Sub: Tender for supply, installation & testing of Canon Cameras with accessories at SRFTI, Kolkata.

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites tender for supply, installation & testing of 7 nos of canon camera with accessories, at SRFTI, Kolkata. The tender should be submitted through the GeM portal, furnishing the details of information as sought for therein.

Interested firms/bidders may refer to the website of Gem portal (www.gem.gov.in) and are requested to submit the bid on-line through the gem portal of NIC by uploading their essential documents required in the pdf format. The interested firms/bidders are also requested to follow the notice regarding Gem already made available in the website of the Institute (www.srfti.ac.in). **Interested firms/bidders are also requested to submit the tender with relevant document as per the clause no. 3 of the tender document to the Institute within the due date.**

It may also be noted that the due date & time for submission of the e-tender is as follows:- Upto 16-00 Hrs of Date:- 22.12.2021

SRFTI reserves the right to accept or reject any or all the tenders without assigning any reason

Thanking you,

Yours faithfully,

Pranesh Mondal
(Purchase Officer)

Technical Specification:-

SL. No	Item	Make & Model	Quantity
01	Entry Level DSLR Camera with Kit Lens set	Canon 1500 D cameras with (EF 18-55 IS II & EF S 55 – 250 IS II) full Kit Lens	07 Nos.
02	UVC Filter 58 mm	Hoya or similar	14 Nos.
03.	Battery	Canon LP E 10	07 Nos.
04.	Screen Protector	Screen protector 3 inch	10 Nos.
05.	SD Card	Scandisk 16 GB SD card class II or 95 mbps	07 Nos.

(1) Intending bidder may download the tender documents from the website <https://www.gem.gov.in>.

(2) Eligibility criteria for the bidders :-

- a) Proof of experience in the supply, installation & testing of similar products in at least two (02) reputed Organizations /Academic Institutions either in the scope of one project or different project.
- (b) **Tender specific MAF** (Authorization letter from OEM).
- (c) The tenderer should preferably have their own office present in Kolkata. Photocopy of valid proof to be submitted.

(d)Warranty (OEM) for three (03) years under Comprehensive onsite warranty:- The on -site warranty period shall be for **03 years** from the date of successful commissioning of the entire System by the successful bidder under Warranty includes maintenance of all the systems supplied including free replacement of spares and software **for 03 years**, which would be arranged and coordinated by the supplier.

(e) Delivery Schedule:- supply, installation & testing must be completed in full within **20 (twenty) days** of the placement of the formal order at SRFTI, Kolkata.

(f) **Evaluation Criteria:** The quotation will be evaluated on the basis of total cost of the items against Sl. No. 01 to 5 of BOQ (inclusive of all taxes and charges).

(3) **List of common documents shall have to be uploaded by each tenderer at the time of submission of Tender through online:-**

- i. Income Tax e-Return (For last 2yrs)
- ii. Work Orders of similar work as technical credential (at least two (03) reputed Organizations/Academic Institutions).
- iii. NIT (Download the NIT and upload the same using digital signature).
- iv. Income Tax e-Return (For last 2yrs)
- v. GST Registration certificate
- vi. Valid Renewed Trade License.
- vii. Tender specific MAF (Authorization letter from OEM).
- viii. NIT (Download the NIT and duly signed & stamp of the org. and upload the same in Gem Portal).

(4) **Online Submission:-**

Cover-1:- “Technical bid” single pdf containing scanned copies of documents as mentioned above in the clause No. 3

Cover-2:- “Price Bid” format as uploaded in BOQ online

(5) **a) Language of Tender:-** The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.

b) Security Deposit (SD) of 5% of the total quoted value (including all taxes & charges) in the Banker's cheque / Draft from any schedule Bank, drawn in favour of '**Satyajit Ray Film & Television Institute**', payable at **Kolkata**, within 10 days from the date of issue of intimation in this respect to the L1 bidder after finalization of the financial evaluation. Third party draft will not be accepted.

c) 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:-

- i) 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;
- ii) The supplier shall have to apply for the refund of Security Money along with original Money Receipt issued against Security Deposit;
- iii) 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."

(6) **Others** :- The Tender Notice along with other documents Technical Specification, Special Terms and Conditions, BOQ, Addendum and corrigendum etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the Tender.

(7)**Declaration**:- Tenderer must upload and submit duly digitally signed a declaration as per prescribed format for confirmation of his awareness of the tender.

(8) RIGHT OF DECISION BY SRFTI

The SRFTI, Kolkata reserves the right to accept or reject any tender offer and to annul the tendering process and reject all tenders at any time prior to the award of contract, without assigning any reasons and without thereby incurring any liability towards the affected tenderer (s) or any obligation to inform the affected tenderer (s) on grounds for the action taken by the Institute in this regard.

For detail information please visit <http://www.gem.gov.in>&www.srfti.ac.in

During evaluation, the Tender Inviting Authority may summon the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if do not produce within the stipulated time frame, their bid would be liable for rejection.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

1. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited.

- a) If any false documents/information submitted by the tenderer at the time of submission of the tender, the offer of the firm will be treat as canceled.
- b) In the event of the supplier (successfully tenderer) failing to execute the supply / installation / testing without sufficient reason acceptable to SRFTI, the security deposit will be forfeited along with cancellation of the Purchase Order / Work Order

Director
SRFTI, Kolkata

Copy forwarded for kind information & necessary action to :-

- 1) CAO / SRFTI.
- 2) Website of the Institute

