

Ref: No.16011 /01/ 15-Pur/

Date: 04.07.2015

To,
The Interested firms

Sub: Procurement of 03 Nos. of 1.5 Ton 5 star AC Window Machine against buy back of 03 Nos. of Shriram Usha make old 1Ton Window AC Machine for SRFTI.

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites Quotation for the procurement of 03 nos. of 1.5 Ton 5 Star Window AC Machine (Make - Voltas), against buy back of 03 Nos. of old 1.5 Ton Window AC Machine (Make – Shriram Usha). The quotation 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 quotations without assigning any reason. The quotation should reach the office latest **by 21.07.2015 within 3 PM** in a sealed envelope addressed to the Purchase Officer, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

Thanking you,

Yours faithfully,

(Pranesh Mondal)
Purchase Officer

**SATYAJIT RAY****FILM & TELEVISION INSTITUTE, KOLKATA****(An Academic Institution under Min. of Inf. & Broadcasting, Govt. of India)**

Ref: No. 16011/01/15-Pur/

Date 04.07.2015

QUOTATION FOR THE SUPPLY & INSTALLATION OF 1.5 Tone Window AC Machine**LAST DATE FOR SUBMISSION: 21.07.2015 (within 3 P.M.)****To be submitted to: Purchase Officer, SRFTI, Kolkata**

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

QUOTATION					
SN	ITEMS SPECIFICATION	QUANTITY REQD.	TO BE FILLED BY THE FIRM/AGENCY (INDICATE BRAND/MODEL QUOTED FOR, UNLESS SPECIFIED)		
			BRAND & MODEL	UNIT RATE (In Rs.)	TOTAL RATE (WITH ALL TAXES & STD. INSTALLATION CHARGES)
01	1.5 Ton 5 Star rated Window AC Machine with standard installation charges. Make- VOLTAS	03 Nos.			
02.	<u>BUY BACK: (Ex-change items)</u> Old 1 Ton Window AC Machine (Make—Shriram Usha) Evaluation Criteria: Total effective cost for SI No. 01 after considering the buy back offer of given items as indicated in SI. No 02, (inclusive of all taxes & other charges) TERMS OF PAYMENT: Payment against supply, installation & testing of all items, taking delivery of the buyback machine and preference of bill by the firm/agency. Total effective cost after buy back / exchange offer Rs. _____	03 Nos.			

TERMS & CONDITIONS:	
1.	Tenders must be submitted by bearer or sent by post so as to reach the office latest by 3.00 PM on 21.07.2015 in a sealed envelope addressed to The Purchase Officer, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following. <ul style="list-style-type: none"><input type="checkbox"/> Forwarding letter on the Official letterhead of the firm/agency.<input type="checkbox"/> Supporting technical literature/brochure of the brand items for which rates are quoted.<input type="checkbox"/> Supporting documents of previous supply of similar items in India
2.	Tender will have to be submitted only on the numbered "Tender Paper" issued by SRFTI. Each page of the "Tender Paper" should be signed by the authorized signatory of the firm.
3.	Tender should indicate the 'total rate for each item' which should be inclusive of all applicable Taxes, Octroi as well as standard installation charges
4.	The free on-site warranty period shall be at-least for 01 year.
5.	Delivery must be completed in full within 30 (Thirty) days of the placement of the formal order.
6.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason. Order may also be placed in a phased manner according to availability of site for installation.
7.	Sealed envelope containing quotations should super scribe the words: "TENDER FOR THE SUPPLY & INSTALLATION OF VOLTAS MAKE 1.5 TON 5 STAR RATED WINDOW AC MACHINE"
8.	Tendered rate should remain valid for at least 4 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender.

TERMS OF PAYMENT:

Payment will be made after supply, installation & testing of ordered items, taking delivery of the buyback Machines and preference of bill by the firm/agency.

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 upon by us.

Date:

Signature of the authorized signatory with seal