

Ref: No.16011 /10 / 15-Pur/

Date: 09.10.2015

To,
The interested firm

Sub: **Procurement of 03 Nos. of HP / Dell / Lenevo make Desktop Computer with 18.5" LED Monitor, 03 Nos. APC UPS with Windows Professional 8.1 software against buy back of 03 Nos.of Desktop Computer with Monitor, 03 Nos. of UPS, at SRFTI**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites Quotation for the procurement of 03 Nos. of HP / Dell / Lenevo make Desktop Computer with 18.5" LED Monitor, 03 Nos. of APC UPS with Windows Professional 8.1 software against buy back of 03 Nos. of Desktop Computer with Monitor, 03 Nos. of UPS, the details of which may be obtained from the IT Section of this Institute.

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 29.10.2015 within 5PM** 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

Enclo: as above



SATYAJIT RAY

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

Ref: No. 16011/10/15-Pur/

Date: 09.10.2015

**QUOTATION FOR THE SUPPLY & INSTALLATION OF HP / LENEVO / DELL
MAKE DESKTOP COMPUTERS**

LAST DATE FOR SUBMISSION: 29.10.2015 (within 5 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	QUANTI- TY 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 & CHARGES)
01	<p><u>Specification of the Desktop Computer</u> Make - HP/ Lenovo / Dell Processor: Intel core TM i3 – 4160with Intel HD Graphics 4400 (3.6GHz, 3 MB Cache, 2 Core) Chipset: Intel HB1 Memory: 2GB DDR3 RAM Memory Slots: 2 UDIMM Internal Storage: 500 GB (7200 rpm) Optical Drive:SATA Super Multi DVD Writer Monitor: 18.5" LED Digital color Monitor Key Board: USB Optical Keyboard Mouse: USB Optical Mouse Audio: Integrated Realtek ALC221 HD Audio with internal speaker (all ports are stereo) Operating System: Free DOS Communications: Integrated 10/100/1000 GbE Network connection Expansion Slots:1 PCIe16: 1 PCIe16: 1 6-in-1 Media card reader Ports & Connectors: 6 USB 2.0: 2 USB 3.0: 1 Microphone: 1 headphone: 1 audio Line in: 1 audio line out: 1 DVI-D: 1 VGA: 1 RJ 45 Cabinet: Microtower</p>	03 Sets.			
02.	APC UPS: 700VA UPS (01 year warranty)	03 Nos.			
03	<p>Operating System: Windows 8.1 Professional 64 bit FPP (Make – Microsoft)</p> <p>Warranty and Services: 3 years on site comprehensive warranty (3-3-3)</p> <p>Buy back:-</p>	03 Nos.			
04.	Lenevo Desktop Computer with Monitor	03 Nos.			
05.	UPS (Make – APC)	03 Nos.			
	<p>Total effective cost for SI No. 01, 02 & 03 after considering the buy back offer of given items as indicated in SI. No 04 & 05 (inclusive of all taxes & other charges) Total Effective Cost. Rs. *****</p>				

TERMS & CONDITIONS:	
1.	<p>Quotations must be submitted by bearer or sent by post so as to reach the office latest by 29.10.2015 within 5 P.M. 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.</p> <p><input type="checkbox"/> Forwarding letter on the Official letterhead of the firm / agency.</p> <p><input type="checkbox"/> Supporting technical literature / brochure on the brand items for which rates are quoted.</p> <p><input type="checkbox"/> Supporting documents of previous experience in the related field.</p>
2.	Loss or delay in postal / courier transit will not be considered as valid reason for non-receipt of the quotation in time.
3.	<p>a) Quotation will have to be submitted only on the numbered "Quotation Paper" issued by SRFTI. Each page of the "Quotation Paper" should be signed by the authorized signatory of the firm.</p> <p>b) Documentary evidence indicating that the tenderer is authorized dealer/ authorized service provider/ Business Partner of the Original manufacturer.</p> <p>c) Proof of experience in supply of computers at atleast three Organizations of repute having similar scope of work.</p> <p>d) A detailed client list based in Kolkata indicating the name, address, contact person, phone No. are to be furnished by the firm</p> <p>e) Valid Sales Tax Clearance certificate/ VAT Registration No.</p> <p>f) Documents relating to financial position including copies of the balance sheet, Profit & Loss Account of last two years.</p> <p>Tenderers may please note that non-submission EMD & any of the aforesaid documents/non- fulfillment of any of the aforesaid criteria would be lead to disqualification of their offer. The tenderer shall be required to produce documents as mentioned above in original, as and when called for by SRFTI.</p>
4.	Tender should indicate the 'total rate for each item' which should be inclusive of all applicable Taxes, Octroi as well as all charges including installation charges
5.	Quotation should also indicate Duration of Warranty Period against columns specified.
6.	Total requirement indicated against each item is only indicative and is subject to modification.
7.	Delivery must be completed in full within 30 (thirty) days from the date of placement of the formal order.
8.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
9.	Any dispute arising out of the order for the purchase shall be subject to the exclusive jurisdiction of Courts in Kolkata City only.
10.	Sealed envelope containing quotations should be superscribed the words: " QUOTATIONS FOR THE SUPPLY & INSTALLATION OF HP/ LENEVO / DELL MAKE DESKTOP COMPUTERS "
11.	Tenderer shall have to indicate the buy- back price (item wise for both computers & printers) in the Quotation Format.
12.	Quoted rate should remain valid for at least 3 months from the last date fixed for submission of the quotation. Institute reserves the right to reject part and incomplete quotations.
13.	Earnest Money Deposit -Each tenderer shall have to deposit a sum of Rs 3,000 /- in Banker's cheque/ Draft from any schedule Bank, drawn in favour of 'Satyajit Ray Film & Television Institute', payable at Kolkata, as Earnest Money Deposit. The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque /ECS, after finalization of the tender and against surrender of the original Money Receipt (MR) towards EMD. In case of successful tenderer, the EMD amount will be returned after deposition of the Security Deposit (SD) of Rs. 7,000/- within 10 days from the date of issue of intimation letter in this respect.
14.	<p>a) Successful tenderer shall have to deposit a sum of Rs. 7,000/- as Security Deposit in Banker's Cheque / Draft from any schedule bank, drawn in favour of " Satyajit Ray Film & Television Institute", payable at Kolkata, as Security Deposit.</p> <p>a) The Security Deposit will be retained by Satyajit Ray Film & Television Institute (SRFTI) without interest for 1 year, From the date of taking over the entire installation after successful commissioning of the same.</p> <p>b) In the event of the firm / dealer failing to execute the job without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the Order.</p> <p>c) 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.</p> <p>d) The supplier shall have to apply for the refund of Security Money along with Original Money Receipt issued against the Security Deposit.</p> <p>e) Before releasing the Security Money, the firm / supplier shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this order. If any Bill(s) for the job done under this order is / are left pending at the time of releasing the Security Money, the firm / 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 jobexcept to the extent of the claims preferred by me/us as per under-noted bill already submitted to you."</p>
15.	Evaluation Criteria: The quotation will be evaluated on the basis of total effective cost of the items against Sl. No. 01TO 03 after considering the buy back offer of items mentioned against Sl. No. 4 TO 5 of page No. 1 of the quotation form (inclusive of all taxes and charges).

TERMS OF PAYMENT:

1] Full Payment within 30 days against full supply & installation of all items, taking delivery of the buyback machine 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 by us.

Date:

Signature of the authorized signatory with seal