



**SATYAJIT RAY**

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

**Ref: 72054/03/2015/**

**Date: 21.03.2016**

Tender for Procurement of Service pack for Network Switches (Make: Cisco) at SRFTI
<b>LAST DATE FOR SUBMISSION: 04.04.2016 (within 5 P.M.)</b>
To be submitted to: Sr. Manager (IT), SRFTI, Kolkata

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

TENDER					
S.NO	ITEM / SPECIFICATION	Make	TO BE FILLED BY THE FIRM/AGENCY		
			QUANTIT Y REQD.	UNIT RATE (In Rs)	TOTAL RATE WITH ALL TAXES & CHARGES
01	Support Part Code: Cisco CON-SNT-C375X12S  (Product Part No- WS-C3750X-12S-S, Serial No: FD01617Z0EN)	Cisco	01 No		
02	Support Part Code: Cisco CON-SNT-C2960G2C  (Product Part No- WS-C2960G-24TC-L, Serial No: FOC1101Z2YU, FOC1101Z2W6)	Cisco	02 Nos		
<b>TOTAL RATE</b>					

<b>TERMS &amp; CONDITIONS:</b>	
1.	Tenders must be submitted by bearer or sent by post so as to reach the office latest <b>by 5.00 PM on 04.04.2016</b> in a sealed envelope addressed to The Sr. Manager (IT), Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following. a) Forwarding letter on the Official letter head of the firm/agency. b) Supporting documents as per the SL. No 7 of this tender.
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 each item' on FREE DELIVERY & activation of service pack and shall be inclusive of all applicable taxes, charges & installation.
4.	<b>The successful tenderer shall have to deposit 5% of the total value quoted as Security Deposit through banker's cheque /Draft drawn in favor of "Satyajit Ray Film &amp; Television Institute" payable at Kolkata, which will be retained by SRFTI without interest, for one year after delivery of the service packs.</b>
5.	Delivery of the service packs must be completed in full within 07 (Seven) 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.
7.	a) Documentary evidence is to be provided indicating that the tenderer is authorized distributor/ authorized dealer/ authorized sales & service agent of the OEM.(M/s Cisco).  b) Valid Sales Tax Clearance Certificate /VAT Registration No.
8.	Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
9.	Sealed envelope containing quotations should be superscribed with the words: "Procurement of Service pack for Network Switches (Make: Cisco)"
10.	Tendered rate should remain valid for at least 3 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and Incomplete Tender.
11.	After completion of one year of the delivery & OEM authorization of the service packs, the Security Deposit without interest will be refunded to the supplier subject to the following conditions:- a) 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; b) The supplier shall have to apply for the refund of Security Money along with original Money Receipt issued against Security Deposit; c) 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."
12.	Evaluation Criteria: The quotation will be evaluated on the basis of total cost of the items against SI. No. 01 to 02 of page No. 02 of the quotation form (inclusive of all taxes and charges).

**TERMS OF PAYMENT:**

1. Full payment after delivery of the service pack and authorization from OEM (Cisco) within one month from the date of submission of the bill complete in all respect.
2. **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