

## Tender Invitation Letter

SRFTI ,  
Department of cinematography  
E.M. Bypass road  
P.O. Panchasayar  
Kolkata700094

Date:1/8/2017

Ref: Hiring of rental house for supply of lights and adequate manpower for the handling of the same and arrangement for transport for the same.

Dear Sir

Ref: Hiring of rental house for supply of lights and adequate manpower for the handling of the same and arrangement for transport for the same to The Department of cinematography, SRFTI.

On behalf of HoD, Cinematography, SRFTI henceforth referred to as SRFTI to invite you to submit a tender in relation to setting up a panel for supply of lights, accessories and manpower to operate the lights at the SRFTI over a term period of 1 year please refer to parts A.B and C for detailed specifications for equipment and services required.

### PART-A

1. Rate charts for the following is invited to be submitted to SRTFI as per printed requirement list given below

Name of item	Maximum number of requirement	Price per unit per shift(Inclusive of all taxes)
6KW PAR/DINO-12B/ KINO FLO-4'8 BANK/BATTERY PERATED JOKER PAR	1	
4/2.5KW PAR/DINO—9B/KINO FLO-4'4 BANK/ BATTERY OPERATED JOKER PAR/LED 1'X1', OR 8''X4'' OR 6''X6''	1	
4/2.5 KW PAR/1.2 KW PAR/DINO-6B/KINO FLO-4'4 BANK/ LED 1'X1, OR 8''X4'' OR 6''X6''	1	
1.2KW PAR/575W/JOKER PAR 200W/400W/800W/ KINO FLO-2'4BANK/DIDO	1	
575W/JOKER PAR 200W/400W/800W/ KINO FLO-2'2BANK/DIDO	1	
KINO FLO-2'4BANK	2	
PANJA/SOFTY	3	
SOLAR/SPACE LIGHT	4	
M-20 (MULTI-20)/ M-10 (MULTI-10)/PAR CAN	6	
1KW BABY/650W BABY/500W BABY/300W DINKY	8	

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1KW BABY/650W BABY/500W BABY/300W DINKY	8	
DIMMER 5KW/3W	3	
BABY FOCUS SPOT	1	
SKIMMER 12'X12', 10'X10', 8'X8', 6'X6'	ANY 3	
CLOTH –SKIMMER, GRID, CHEMERA, MOLMOL, BLACK, ALL SKIMMER FRAME SIZE	ANY 6	
BOOM	1	
CUTTER STAND WITH CUTTER PC	20	
REFLECTOR 4'X4 OR HAND REFLECTOR	4/2	
MIRROR REFLECTOR-4/3	2	
C-STAND WITH GAG	AS PER REQUIREMENT	
FANTRU FRAME 4'X4'	AS PER REQUIREMENT	
FLOPY-4'X4', 4'X3', 3'X2', 2'X2'	AS PER REQUIREMENT	
EMTRY FRAME 4'X4', 4'X3', 3'X2', 2'X2'	AS PER REQUIREMENT	
CLAMPS-G,C,L & VACUUM	AS PER REQUIREMENT	
EXTENSION ROD, L-ROD	AS PER REQUIREMENT	
MAIN BOARD	2	
MAIN CABLES	AS PER REQUIREMENT	
LIGHT STANDS,SNOOT, NETS, LOW BASE, PIN ETC.	AS PER REQUIREMENT	
Average estimated best quote for one days rental	Is	

**Note**

**A) Only 40 KW to be supplied per day from the total list given above.**

**B)Please indicate actual rates, but quote a best average estimated rate for a per day rental a day being of 12 hours duration given that not more the 20 light units of 40kw wattage is to be supplied on any given day, from within the list given above.**

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C]The amount will be paid as per actual cost of usage or as per quoted rate, whichever is lower.

D]In case of bulbs fusing spare will have to be kept handy for replacement without loss of shift time. Replacing of bulbs and damaged accessories is responsibility of the supplier.

E] As per the financial year 2016-2017 lights were required for 190 days over the same time period.

**PART-B**

Manpower may be supplied for handling of the above mentioned lighting units.

Per person per day	Detailed break up of rate	Amount in rupees

**Note:**

A] Please quote as per shift as per person with a maximum of 08 persons to be hired.

B] Comensurate number of manpower may be sent as per requirement according to order of lights of the day.

C] No. of hands to be decided by SRFTI at the time of order of lights.

D] Please note that the guild rates will be considered as cap for payment per person.

**PART-C**

<u>Type of vehicle</u>	<u>Indicate if 3<sup>rd</sup> party</u>	<u>Rate per trip</u>

**Note:**

A]Quote estimated transport costas per unit trip. 1 small truck or smaller vehicle will be considered as the norm here.

B]This will be paid as per actual on a day to day basis to party concerned.

C]The responsibility to make sure that equipment reaches on time to be borne by the supplier.

D]Any damage during transportation is the liability of the vendor.

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**Terms & Condition**

1. Rates quoted should valid for 1 year.
2. Rates should be inclusive of all taxes but proper breakup should be indicated.
3. SFRTI being an academic Institute, involved in filmmaking of a non-commercial nature only, rate should indicate and reflect academic discount..
4. Acceptance of terms & conditions should be submitted on official letter head of the agency quoting interest.
5. Please supply references of supply of equipment to organizations/projects over the last six months. Please supply list of equipment inventory mentioning make and models of light to be supplied.
6. Do ensure the manpower sent is experienced and has the proper licenses required for working in the capacity of light boys.
7. SRFTI reserves the rights to further negotiate even after the lowest bid.
8. Any failure to comply with the given terms and conditions will invite penalties.
9. Last date for submitting filled in form with all supporting documents is 8<sup>th</sup> September 2017.
10. I / We understand and agree to abide by the terms & condition of the Tender Invitation Letter.

Name \_\_\_\_\_

Signature \_\_\_\_\_

( in the capacity of duly authorized to sign tender for and on behalf of .....)

Company Name \_\_\_\_\_

Registered Address of Firm \_\_\_\_\_

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(Copy of company registration to be attached)

Date \_\_\_\_\_

Seal:

Witness (signature) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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