

	<b>SATYAJIT RAY</b>
<b>FILM &amp; TELEVISION INSTITUTE, KOLKATA</b>	
(An Academic Institution under Min. of Inf. & Broadcasting, Govt. of India)	

Ref: No. 16011/06/18-PUR

Date: 06.08.2018

<b>QUOTATION FOR THE SUPPLY &amp; INSTALLATION OF DIFFERENT TYPES OF FURNITURE</b>
<b>LAST DATE FOR SUBMISSION: 27.08.2018 (within 5 P.M.)</b>
<b>To be submitted to: Director, SRFTI, Kolkata</b>

1.	Name of the Firm/Agency:		
2.	Address of the Firm/Agency:	<b>INTERESTED FIRMS</b>	
	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 & CHARGES)
01.	<b>Revolving Chair:</b> Powder coated framed with 5 legs, special castor wheels, high densic rubber foamed cushioned covered with best quality cloth from Harmony House, with height adjustable hydraulic system PU arm.	10 Nos.			
02.	<b>Study Chair (with attached writing Board):</b> 2 MM - 2.5 MM perforated M.S sheet will be used for seat & back 's' type leg made with 3/4" M.S round pipe fitted with rubber shoe with two arm fitted with P.V.C and 12 mm thickness wooden ply board will be used for writing desk which is duly polished. After anti rust treatment method total unit will be duly powder coated	08 Nos.			
03.	<b>Computer Table:</b> 48" L x 24" W x 30" H consisting of 01 no. drawer, 01 no. sliding Key board, 01 no of CPU shelf and 01 no. of rack for Printer & UPS. This unit will be made of 3/4" laminated particle board with 1.5 MM imported Vynile lamination which is totally damp as wel as bore proof	04 Nos.			
04.	<b>VERTICAL STEEL FILING CABINET (4 DRAWER):</b> High quality cold rolled steel. Size: 1320 x 460 x 620 MM, Knock down and durable, Thickness from 08-2.5 mm, Electrostatic coated finished, heat resistant and antistatic, Acid cleaning, phosphating and rust proofing processed. Drawer can be open 100% H1320* W460* D620 0.6mm/40 Kgs USD 50	03 Nos.			
05.	White Board (3 ft x 4 )ft	07 Nos.			
06.	White Board 3 ft x 4 ft with stand	01 Nos.			

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TERMS & CONDITIONS:	
	Tenders must be submitted by bearer or sent by post so as to reach the office latest by 27.08.2018 within 5.00 PM in a sealed envelope addressed to The Director, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094 duly accompanied by following.
1.	<input type="checkbox"/> Forwarding letter on the Official letterhead of the firm/agency. <input type="checkbox"/> Supporting technical literature/brochure of the items for which rates are quoted. <input type="checkbox"/> Supporting documents of previous supply of similar items at least 03 reputed firms in West Bengal. <input type="checkbox"/> Sketches / Drawings of product quoted
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 all charges including installation charges.
4.	<b>Security Deposit (SD) @ 5% of the total quoted value (including all taxes &amp; charges) in the Banker's cheque / Draft from any schedule Bank, drawn in favour of 'Satyajit Ray Film &amp; 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.</b> <b>b) Third party draft will not be accepted</b>
5.	The warranty should be mentioned in clear terms
6.	The sample of each ordered items should be approved by the Dept. before bulk supply. If the sample of any ordered item (s) is / are not as per the required quality / design and are not approved by the indenting Dept. then the order is liable to be cancelled.
7.	Delivery must be completed in full within 30 (Thirty) days after approval of the sample for each item.
8.	Part / incomplete tender are liable to be rejected
9.	SRFTI Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
10.	Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kolkata City only.
11.	Sealed envelope containing quotations should be super scribed with the words: <b>"TENDER FOR THE SUPPLY &amp; INSTALLATION OF DIFFERENT TYPES OF FURNITURE."</b>
12.	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.
13.	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:- 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."

**TERMS OF PAYMENT:**

1. Full payment on completion of supply & Installation subject to furnishing certificate to this effect by Nodal Officer, TV Wing within one month from the date of submission of bill complete in all respect

**SPECIAL CONDITIONS/REMARKS BY THE FIRM/AGENCY, IF ANY:** (Separate sheet may be attached if required)

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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 sea



Pranesh Mondal  
Purchase Officer