

# **Satyajit Ray Film & Television Institute**

## **Tender Notification**

**Tender No: 52011/3/2019-LIB dated: 25/11/2019**

**Subject: Laptop on rent**

Sealed tenders in prescribed form are invited from Manufacturers / Suppliers / Venders / Dealers for supply of laptops, as and when required, on rent basis, for one year

**Last Date of Receipt of Bid: 08-12-2019 till 05:00p.m**

(Tender documents may be downloaded from the website of SRFTI [www.srfti.ac.in](http://www.srfti.ac.in))

Satyajit Ray Film & Television Institute  
E.M. Bypass Road, Panchasayar,  
Kolkata-700094  
<http://www.srfti.ac.in>

## **Tender for Laptop on Rent**

Offers are invited from interested Manufacturers/Suppliers/Venders/Dealers for providing laptop (**tentatively 30-35**) on Rent for its various events/training/workshops as per "Annexure 1: Minimum Technical Specifications for Laptop on Rent".

### **Eligibility Criteria for the bidder:**

The eligibility criteria for bidders are as follows:

- Individual Company should be registered in India under Companies Act 1956. The bidder must attach a copy of certificate of Registration.
- The bidder should have minimum 3 years of experience as on 1<sup>st</sup> November, 2019 in the area of Hardware Supply/on rent. The bidder must attach copies of relevant work orders.
- The bidder should have registered under GST with valid PAN card. The bidders must attach copies of the same.
- The bidder should not have been blacklisted by any government authority in India. A self-declaration from the bidder in the enclosed format is required to be attached.
- The bidder must also furnish a certificate as per the enclosed format accepting the terms & condition of the tender.

Manufacturers/Suppliers/Venders/Dealers should submit their quotes duly filled in indicating rates of different items latest by 08-12-2019 up to 5:00 PM in the following format on their letterheads.

## **General Conditions**

1. The rate contract will be valid **for one year**. The rates quoted for partial validity period would not be considered. As per the requirement, the rate contract can be further extended for one more year on mutual consent.
2. The address for submission of sealed tender/quotations as under.  
**The Library & Information Officer  
Satyajit Ray Film & Television Institute  
E.M Bypass Road, Panchasayar  
Kolkata – 700094.**
3. The filled sealed tender/quotations as described herein should reach SRFTI by the last date and time of submission as indicated above. The tenders/quotations received beyond the stipulated time would not be considered. Further, SRFTI would not be liable for any delay occurred due to courier/messenger/post for submission of the quotations. The onus lies on the bidder to ensure the submission within stipulated date and time.
4. Submit your offer as follows:  
**Envelope – 1 (Technical Bid):** Sealed envelope containing Documents as indicated in eligibility criteria in the tender document.  
**Envelope – 2 (Financial Bid):** Sealed envelope **Containing Financial Offer dully signed and stamped on Company's Letter Head** in the given format (Commercial Bid).  
**Envelope – 3:** Main Sealed envelope containing above 2 Sealed envelopes super scribed as **"Tender for Laptop on Rent"**
5. Selected Manufacturers/Suppliers/Venders/Dealers have to provide therequirednumberoflaptoponRentwithin1weekof issuance of work order. However, any additional items required by SRFTI will be supplied urgently as instructed by Official of SRFTI
6. L1 Party will be decided based on Grand Total Amount per day.
7. The quantities and specifications indicated are only indicative and may vary significantly at the time of final order placed.
8. If the party does not provide the material as per the specification and/or within the stipulated time, the supplier would be treated as defaulter and such parties shall not be considered for any future requirements of SRFTI. In such case, SRFTI will be free to award the work to next lowest parties as per mutual discussion.
9. The hike in price will only be considered to the extent of the rates increased in terms of Govt. levies/taxes declared and/or implemented by Central/State Governments/local municipality (applicable if any) during the currency of the contract. The same will however be considered, only if the party produces the authentic documents.
10. Work order will be placed as and when required during the period of one year (to be considered from the date of issuance of first work order). The materials should be given within the specified time as mentioned in the purchase order.
11. Rates quoted should be inclusive of delivery charges at SRFTI location and

shall include all taxes & levies, octroi, if applicable. The details of locations and computer laptop requirement will be intimated at the time of requirement by SRFTI.

12. The competent authority reserves the right to accept or reject any or all tenders in full or part without assigning any reasons thereof.
13. Change(s) in any of the terms and conditions by bidder stipulated in the tender shall not be acceptable to SRFTI.
14. In case of any dispute arising in relation to interpretation of any of the terms and conditions of the contract in tender in part/full, the decision of Director, SRFTI shall be final and binding to all.
15. The competent authority reserves the right to terminate the contract at any point of time during the currency of the contract, if any of the above terms and conditions is found to have been violated.
16. Conditional acceptance would not be considered as an acceptance.
17. The party will submit bill at the end of the period along with the signature of Official deputed at various locations for the items placed at that location.
18. Any corrections/alterations in the offer must be signed by authorised signatory.
19. The successful bidder shall keep sufficient spares and repairing equipment's to provide prompt services at any defined location/s.
20. The bidder must provide technical support staff during the program/event.

## Annexure-I

### Minimum Technical Specifications for Laptop on Rent

#### 1. Laptop

- Processor : Intel Core i3 4<sup>th</sup> generation.
- RAM : 4 GB DDR3 SDRAM 1600 MHz OR Higher
- HardDisk : 500 GB OR Higher
- Screen : 15.6" LED B/L Display with 1366x768 resolution(WXGA)Display OR Higher.
- Graphic Card : Dedicated
- Optical Drive : DVD +/-RW
- Ports : 2 USB, 1RJ-45
- Battery : having at least 1 hour backup.
- Operating System : Pre Loaded Microsoft Windows 7/10  
Or Centos 7.0/Ubuntu 16.04.
- LAN & Wireless: Integrated 10/100/1000 Mbps Ethernet card &  
Integrated 802.11 a/b/g/n Wireless and Bluetooth

Other Necessary Hardware & Software Drivers.

(To be provided on the company's letterhead)

**Annexure-II**

**DECLARATION OF NOT BLACKLISTED**

**Date :** <<dd-mm-yyyy>>

To,  
The Director  
Satyajit Ray Film & Television Institute  
E.M Bypass Road, Kolkata – 700094.

**Reference :** <<Tender Name>>, <<Tender Date>>.

Dear Sir,

With reference to the tender "<<Tender Name>>", I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>> certify that, our Company <<Name of the bidder>> is not blacklisted by any Government Authority/Institution of India.

**Signature** : \_\_\_\_\_  
**Name** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Name of the Company** : \_\_\_\_\_

(Affix Seal)

**Date** : \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Place** : \_\_\_\_\_.

(To be provided on the company's letterhead)

**Annexure-III**

**Date :** <<dd-mm-yyyy>>

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**C E R T I F I C A T E**

I/We, \_\_\_\_\_the undersigned of M/s  
\_\_\_\_\_Designated as Director/Proprietor/  
Partner/Agent/Officer/Representative(s) has/have carefully gone through  
the terms and conditions of Tender for Laptop on Rent and with the best of  
my/our knowledge, I/we have quoted the price for providing laptop on  
Rent. The above terms and conditions are acceptable to me/us and shall be  
binding on me/us during the currency of the contract, in case the contract  
is awarded to me/us.

**Signature** : \_\_\_\_\_

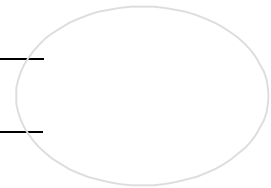
**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Name of the Company :**

**Date** : \_\_\_\_/\_\_\_\_/\_\_\_\_

**Place** : .



(To be provided on the company's letterhead)

**Commercial Bid** (Physical submission)

<b>Sr. No.</b>	<b>Item</b>	<b>Rate per Unit per Day (Rs.)</b>	<b>Tax/ Levy per Unit Day(Rs.)</b>	<b>Total Amount per Day(Rs.)</b>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>
1.	Laptop			
2.	Manpower (per day)			
	<b>Total</b>			