



सत्यजित रे फिल्म एवं टेलीविजन संस्थान  
**Satyajit Ray Film & Television Institute**  
भारत सरकार के सूचना एवं प्रसारण मंत्रालय का एक शैक्षणिक संस्थान  
An Academic Institution under Ministry of I & B, Govt. of India



**International Year  
of Cooperatives**  
2025  
Cooperatives Build  
a Better World

**Tender for Empanelment of Publishers/ Distributors/ Agencies/ Firms/ Vendors for procurement of Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];/Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign) to SRFTI Library, Kolkata.**

**Tender Enquiry No. 24011/1/2025-LIB-Part(3) / 898**

**Dated 08.07.2025**

**Satyajit Ray Film & Television Institute Kolkata**

E.M.Byepass Road, P.O.

Panchasayar, Kolkata-700094

Phone-(033)2432

8355/8356/9300Fax –

(033)2432-0723/9436

**E-mail:srfti@cal.vsnl.net.in Website: <http://srfti.ac.in/>**

Sub: Empanelment of Publishers/ Distributors/ Agencies/ Firms/ Vendors for procurement of Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];/Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign) for SRFTI Library, Kolkata.

### **General Terms and Conditions (A)**

1. Sealed tenders are invited from reputed, experienced and financially sound Publishers/Distributors/Agencies/Firms for supplying Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];/Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign).

2. The bidding firms should be presently in the business of providing Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];/Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign) to Libraries/Institutions at least for the past three years and should have a minimum average turnover of Rs. 20 Lakh per Annum during the last three years.

3. **Tender Fee:**

A Tender Fee of Rs.500/- (non-refundable) will be charged. The fee in the form of Bank Draft/Pay Order in favour of “Satyajit Ray Film and Television Institute” payable at Kolkata should be enclosed in a separate cover along with the Technical Bid. On the cover “Tender Fee” be neatly written;

4. **Tender Period:**

The tender period will be valid for a period of **three years** from the date of award of first purchase order which may be extended by the Director, Satyajit Ray Film and Television Institute, Kolkata as per existing terms and conditions.

5. **Submission of Tender Documents:**

(i) Tenders are invited under Two Bid system as detailed below.

(a) Envelope A should contain DD/pay order of Rs 500/- payable to “**Satyajit Ray Film and Television Institute**” towards cost of tender documents. This envelope is to be super scribed as **Envelope A “Tender Fee”**.

(b) Envelop (B) should contain Technical Bid along with Earnest Money Deposit of Rs 15,000/- in the form of DD (demand draft) drawn in favour of “Satyajit Ray Film and Television Institute” payable at Kolkata. Terms and conditions are duly signed should be attached with Technical Bid. The envelope should be sealed and super scribed **Envelope B “Technical Bid”**.

- (ii) All the envelopes i.e. Envelope A and Envelope B are to be placed in the main sealed envelope superscribed as **“TENDER FOR SUPPLY OF Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.); Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign) FOR LIBRARY – Due on 30.07.2025 at 03:00 pm.**
- (iii) The main envelope duly sealed shall be addressed as under:  
  

“The Director, Satyajit Ray Film & Television Institute Kolkata E.M.Byepass Road, P.O. Panchasayar, Kolkata-700094.”
- (iv) The Tenders may be dropped in the Tender Box kept in the Administrative office of the Satyajit Ray Film & Television Institute Kolkata E.M. Byepass Road, P.O. Panchasayar, Kolkata-700094 or sent through Speed/Registered post to “The Director, Satyajit Ray Film & Television Institute Kolkata E. M. Byepass Road, P.O. Panchasayar, Kolkata-700094” as to reach by the on **30.07.2025 at 03:00 pm.**
- (v) The Tenders will be allowed to be dropped in the Tender Box during working hours on working days up to **30.07.2025 at 03:00 pm.** The last time & date of receipt of the Tender documents including those received by post or courier will be up to **30.07.2025 at 03:00 pm.**
- (vi) Tenders received after the last date and time will not be accepted. Director, SRFTI will not be responsible for any Postal delay or delay on the part of courier service etc.

## 6. Opening of Tenders and Evaluation:

- (i) Tenders (technical bids) will be opened on **04.08.2025 at 03:00 pm.** at the Conference Room, Animation Department (Ground Floor), Satyajit Ray Film & Television Institute, Kolkata in the presence of authorized representatives of bidders who may wish to be present.
- (ii) Tenders not accompanied by Tender Fee of Rs 500/- will not be considered for evaluation.
- (iii) Primarily, the Technical bid may be sought for Empanelment of Publishers/ Distributors/ Agencies/ Firms/ Vendors for procurement of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.); Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.
- (iv) Secondly, only those bidders who will qualify as Successful bidders on the basis of Technical bids would be communicated for submission of Financial Bids along with the list of resources to be procured.

- (v) The competent authority of the Institute reserves the right to accept or reject any/all tenders without assigning any reason, thereof.
- (vi) The Bidders should not have been blacklisted by any Government authority/ Institute and should provide an under taking on non-judicial stamp paper attested by a Notary in this regard.
- (vii) Bidders should ensure that all the pages of bid document are properly numbered in continuous order and that an Index is provided to the bid document for quick reference to the requisite documents.
- (viii) Bidders are requested to read the terms and conditions as laid down in Bid Documents, before offering their bids.

The detailed Tender document is available on the Institute website: [www.srfti.ac.in](http://www.srfti.ac.in).

**Prospective Bidders may visit the website.**

Last date of submission of Tender:

**Date: 30.07.2025 at 03:00 pm.**

The date and time for opening of Tender:

**Date: 04.08.2025 at 03:00 pm.**

**Library and Information Officer**

## General Terms and Conditions (B)

### Instructions:

The Institute proposes to empanel interested Publishers/Distributors/Agencies/Firms etc., for supplying the latest Editions of Books/e-books (e-Books as per pick & choose model with Print & download facility (English/Hindi etc.) /Journals/Periodicals/e-journals (e-journals as per pick & choose model with Print & download facility (English/Hindi etc.)/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. Accordingly Bids are invited from interested Firms/Agencies fulfilling the eligibility criteria and other terms and conditions given below:

1. Tenders are invited under Two Bid system as detailed below.
  - i. Envelope (A) should contain DD/Pay Order of Rs 500/- payable to “Satyajit Ray Film and Television Institute” towards cost of tender documents. This sealed envelope is to be superscribed as Envelope A” Tender Fee”.
  - ii. Envelop (B) should contain Technical Bid as per along with Earnest Money Deposit of Rs 15,000/- in the form of DD (demand draft) drawn in favour of Satyajit Ray Film and Television Institute, payable at Kolkata. Terms and conditions are duly signed should be attached with Technical Bid. The envelope should be sealed and superscribed Envelope B “Technical Bid”.
  - iii. All the envelopes i.e. Envelope A and Envelope B are to be placed in the main sealed envelope superscribed as **“TENDER FOR SUPPLY OF Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign) FOR LIBRARY– Due on 30.07.2025 at 03:00 pm.**
2. Primarily, the Technical bid may be sought for Empanelment of Publishers/ Distributors/ Agencies/ Firms/ Vendors for procurement of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.
3. Secondly, only those bidders who will qualify as Successful bidders on the basis of Technical bids would be communicated for submission of Financial Bids along with the list of resources to be procured.
4. The Earnest Money Deposit would be Rs 15,000/-.
5. The bidding firms should be presently in the business having a minimum average turnover of Rs. 20 Lakh per Annum during the last three years.
6. The period for empanelment of Publishers/ Distributors/ Agencies/ Firms/ Vendors will be valid for a period of **three years** from the date of award of first purchase order.
7. Last date of submission of tender will be 14 days from publication of tender.

8. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
9. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.
10. At any point of time any of the document furnished by the Firms/ Vendors/Suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
11. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the Security Deposit / EMD of the concerned firm will be forfeited.
12. The purchase order may be issued only to the vendors who have
- a) The firm who have quoted at least 25% of YES out of total number of titles for which quotation has been invited, be selected after evaluation of Technical bid and financial bid;
  - b) The firm who have quoted / submitted the most competitive offer, maximum quantity / amount of discount (thereby offering the lowest effective rate) be considered for issuing purchase order.
13. Vendors should have registered with Federation of Publishers and Book sellers Association of India (FPBSA) and Delhi State Booksellers & Publishers Association. Proof of Certificates is to be attached.
14. The rates should be quoted by the vendors in Indian Rupees, both in figures and words. Foreign currency conversion will be at GOC (Good Office Committee) rate of conversion on the date of Invoice and the quoted rate / price will be valid for 06 months.
15. The Book seller/Vendor/Publisher/Distributor shall submit the copy of their **(3) three current years IT** return and PAN/TAN/GSTIN/UIN number in the prescribed application form along with the valid address proof.
16. Affidavit by vendors for not having been **blacklisted / debarred** by any public organization/universities/national level institutions in the last five years is to be attached.

17. At any point of time any of the document furnished by the vendors/suppliers/publishers found to be false, it would be treated as a breach of terms of vendorship making the firm concerned liable for legal action besides termination of vendorship.
18. Tenders should be addressed to the “**The Director, Satyajit Ray Film &Television Institute Kolkata E. M. Byepass Road, P.O. Panchasayar, Kolkata-700094**” and must reach him on or **30.07.2025 at 03:00 pm**. All the Tenders should be sent by Registered Post/Courier. Tenders may also be hand delivered by dropping them in the ‘TENDER BOX’ kept adjacent to Reception Counter of the SRFTI, at E.M.By Pass Road, Panchasayar, Kolkata-700094.
19. Any tender received late after due date and time will be rejected.
20. The Firms/Vendor(s)/Supplier(s) sort listed for Vendor Empanelment are required to strictly agree to supply as per the Institute set “Books/ e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)];Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)]/ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. (Indian and Foreign). Purchase Terms and Conditions” as stipulated hereunder.
21. The prequalified identity Bid (i.e. Technical Bid) of the tender shall be opened at **04.08.2025 at 03:00 pm** in the Conference Room, Ground Floor of Animation Department, in the presence of the authorized representatives of the bidders, who wish to be present at that time.
22. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities which have issued such documents for the purpose of this tender.
23. Exhibitions: SRFTI can ask to arrange for books etc. exhibitions through publisher or their representatives and or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space and basic furniture by the concerned Institute.
24. Empanelment means just eligibility of a vendor to receive order to provide perpetual access of e-books and e-journals. All the e- books and e-journals will be purchased on need basis: pick and

choose model. These will not be purchased as a part of package. The e- books and e-journals will be purchased on perpetual access basis and will be activated on IP range of the SRFTI, Kolkata.

25. SRFTI, Kolkata may empanel more than one Supplier/Publisher and shall be free to purchase Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. Advance/Annual Reviews/Monographs etc. from any one more of them. However, the act of empanelment shall not deprive the SRFTI, Kolkata of its right to purchase Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. / Advances/ Annual Reviews/Monographs etc. directly without routing them through the empanelled agencies.
26. Discount rates offered by the firm shall not be linked with the quantum of the purchase order flat rate of discount.



**SRFTI, Kolkata Special Terms and Conditions for Purchasing Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.**

Enquiry on availability Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.:

At the first instance all the empanelled Vendors/Suppliers will be sent an email query with list Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. in their ready stock have to respond within stipulated time quoting titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. **Unless otherwise mentioned, only latest Indian / foreign edition of publication / original version will be quoted.**

**i) Supply against purchase order and billing:**

In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The Supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility

(English/Hindi etc.)) /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. on approval will be in person by hand delivery at the SRFTI Library.

However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. at SRFTI Library, as per approval order is the responsibility of the supplier/vendor alone. ***In the event the Vendor fails to deliver the*** Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. ***within the stipulated date, the order is liable to be cancelled.*** Supplier also send a scan copy of the Invoice/Bill to the Library & Information Officer, so that advance processing of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. at our end can be done and Invoice/Bill should be sent to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PAVCHASAYAR, KOLKATA - 700094, WEST BENGAL”.

After receipt of the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. as requested in the purchase order, the physical condition of the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. will be checked and for Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. not having printed price, price proof (i.e. publisher’s catalogue price)/certificate from publisher’s authorised distributor/publisher’s Indian Office/Publisher’s Invoice, as the case may be, will be matched with the cost of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print &

download facility (English/Hindi etc.)) /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. ***Foreign currency conversion will be at GOC (Good Office Committee) rate of conversion on the date of Invoice.*** While placing Purchase order if any of the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back the return books will be the responsibility of the supplier. The vendor must attach a list of publishers/societies for which IP Range Based single campus / all campuses e-books, e-journals and other e-resources etc. perpetual access of e-books, e-journals and other e-resources etc. they can provide. The vendor must attach authorization letters of respective publishers. The major publishers are Springer, Elsevier, Taylor and Francis, CABI, SAGE, Wiley-Blackwell, Oxford University Press, Cambridge University Press etc. The vendor must be Certified/Authorized by the Government of India to supply Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. The vendor must be provided relevant documents along with the tender document (to be enclosed with the technical bid). Terms and conditions for providing perpetual books /journals access of e- books e-journals and other e-resources in SRFTI, Kolkata duly signed has to be enclosed.

**ii) Delivery of Books/e-books** [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.

**a)** Only new Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. must be delivered.

**b)** The Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic

materials etc. **should be original copy of the publisher /supplier** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.

c) The delivery period is as under:

i) Indian Publications: maximum 45 days from the **date of issue of “Purchase Order”**

ii) Foreign Publications: maximum 90 days from the **date of issue of “Purchase Order”**

The delivery date may be extended by SRFTI at its discretion, if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be ***at GOC (Good Office Committee) rate of the conversion on the date of Invoice.*** (i.e. hand delivery of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. at SRFTI Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on GOC (Good Office Committee) rate of conversion on the date of invoicing favouring SRFTI Library and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of GOC conversion rate on the date of consignment booked and consignment booking receipt as email attachment to Library & Information Officer, SRFTI Kolkata (*All documents sent must bear the signature and seal with date of the supplier/Vendor concerned*).

e) The discount fixed upon would be a maximum on the publishers/printed price. The exceptions would be Government Publications /Institutional Publications/Society publications and Nil discounted publications.

f) In some exceptional cases the vendor may claim the handling charges at the time of submitting the bills with prior approval of the competent authority of SRFTI.

g) Latest edition of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. should be supplied even if older edition is noted in our order unless otherwise specified.

- h) Certificate of the Publications supplied are the lowest rate in Indian Rupees to be attached.
- i) Defective copy, if supplied, will be returned even stamped, accessioned after any length of time when detected.

**iii) Consignee and Mode of Dispatch**

All supply of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. should be consigned to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA - 700094, WEST BENGAL” by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at SRFTI Library.

**iv) Dispatch Documents**

Intimation relating to the mode of dispatch should be emailed/courier/speed post to “THE LIBRARY & INFORMATION OFFICER, SATYAJIT RAY FILM & TELEVISION INSTITUTE, E.M.BY PASS ROAD, PANCHASAYAR, KOLKATA - 700094, WEST BENGAL”. Original dispatch documents are to be forwarded to the Library by way of recorded delivery ie. Registered Post / Speed post in the above mentioned address only.

**v) Preparation of Bill**

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

**vi) Submission of Bill**

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy of the publishers original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per SRFTI book purchase rule.

**vii) Price Certificate**

A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's/Authorised distributor's price. The books supplied are not remaindered titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

#### **viii) Exchange Rate**

Conversion rate in case of prices quoted in foreign currencies, **GOC rate of conversion is applicable on the date of Invoice**

#### **ix) Income Tax Related Papers**

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e Permanent Account Number) and photo copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

#### **x) Bank A/C Details**

The supplier is required to provide the Bank details as per the attached format at **MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER** *with one cancelled cheque with necessary instruction.*

**Latest Edition and Low-Price Edition** of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. should be supplied, with an intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of Text books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. wherever available.

#### **xi) Discount**

Empanelment of vendors for supply of different types of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick &

choose model with Print & download facility (English/Hindi etc.)) /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. will be linked to maximum rate of discount offered by the vendors and the institute reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the price bid.

#### **xii) Processing of Bills**

If the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. are supplied in good condition as per the Purchase Order complying with the terms and conditions, SRFTI Library will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing.

#### **xiii) Return of defective Books**

If a supplied Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. if not taken back and replaced within the stipulated time period.

#### **xiv) Cancellation of an Order**

- a) The order is liable to be cancelled if the delivery is not made within the stipulated time period as follows (unless due extension has been allowed) :
  - 1. Indian Publications: maximum 45 days from the date of issue of "Purchase Order"
  - 2. Foreign Publications: maximum 90 days from the date of issue of "Purchase Order"
- b) Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi

etc.)); Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. not conforming to specifications and not in good condition should be replaced within one month otherwise order for those Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. will be cancelled.

**xv) Delisting of Suppliers**

A Supplier who frequently supplies Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

**xvi) The Library reserves the right to:**

- a) Cancel an order at any time without assigning any reason thereof.
- b) Change or modify or amend or substitute any clause in the terms and conditions listed above
- c) Procure the Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. *from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc.*

**xvii) Legal dispute Settlement:**

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Kolkata, West Bengal. The resultant contract will be interpreted under Indian Laws.

ई. एम बाईपास रोड, पोस्ट: पंचशायर, कोलकाता - 700 094  
दूरभाष (सीधा) : 91-33-2432 8355, 2432-8356, 2432-9300  
E.M. Bypass Road, P.O.- Panchasayar, Kolkata - 700 094  
Phone : 91-33-2432 8355, 2432-8356, 2432-9300  
E-mail:contact@srfti.ac.in □ Website : www.srfti.ac.in





सत्यजित रे फिल्म एवं टेलीविजन संस्थान  
Satyajit Ray Film & Television Institute  
भारत सरकार के सूचना एवं प्रसारण मंत्रालय का एक शैक्षणिक संस्थान  
An Academic Institution under Ministry of I & B, Govt. of India



### **Pre-identified Identity Bid (i.e. Technical Bid)**

**Empanelment of Firms/ Vendors/ Suppliers for Supply of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. to SRFTI Library, Kolkata**

### **Format of Application**

**(to be submitted in a separately marked as Technical Bid)**

**1. Name of the Firm:**

**2. Complete Postal Address: (Head Office Address :Branches:)**

Telephone No:

FAX No: /

Email:

**3. Kind of proprietorship**

(i) If Limited concern, name and address of  
of Directors and Managing Directors.

(ii) If single owner, name and address of the proprietor and Manager

(iii) If partnership, name and addresses of partners

**4. Are you a member of Good Office Committee (G.O.C)?**

Yes/No. If Yes, attach a copy of the Membership  
Certificate.

**5. Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)?**

Yes/No. If Yes, attach copy of the valid Membership

**6. Are you a distributor/dealer/stockiest/exclusive/preferred Agent?**

If so tick mark the appropriate one's and attach the authority letter(s) issued by the publishers in support of your claim

**7. Year of starting of the Firm with Registration Number/date:**

(Attach attested copies)

**8. PAN/TAN No.:**

**9. VAT Sales Tax Registration No. (Attach: copies of GST,CST Certificate)**

**10. Annual Business Turnover: last three years**

(Attach IT returns certified copies showing turnover for the last three financial years. The firm should have minimum Turnover of Rs. 20 Lakhs per annum for last three years)

**11. Number of Important University/National Autonomous Academic Institutions of higher learning in Film & Television and related disciplines served as supplier of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. to Libraries (Attach at least three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)**

**12. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.**

**13. Name Major subject area with number of Text Books/Teachers Reference Books/General Reference Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc., on which your firm handle maximum supply of Books/e-books [e-Books: pick & choose model with Print & download facility (English/Hindi etc.)]; Journals/Periodicals/ e-journals [e-journals: pick & choose model with Print & download facility (English/Hindi etc.)] /ACD/DVD/Blu-Ray and other Audio Visual Materials and electronic materials etc. during last three years.**

**14. Affidavit by Vendors for not having been black listed/debarred by any public organization/University/National Level institution**

a) All entries in the tender form should be legible and filled in clearly. If the space for furnishing

information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

- b) Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.**

### **DECLARATIONS**

- (i) I/We..... (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to SRFTI, Kolkata shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.
- (iii) Mr..... Whose Signature are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

**Date:**

**Authorised Signatory & Seal of the Firm**

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E-mail: contact@srfti.ac.in □ Website : www.srfti.ac.in