

TERMS AND CONDITIONS

1. TENDERS :

- a) Must be submitted in (i) Sealed envelopes and (ii) superscribed with TENDER NUMBER and DUE DATE so as to reach this office on or before date specified on reverse. Late tenders will not be considered.
- b) Should be inclusive of 'free delivery' at our Stores at the above address.
- c) Must be OPEN of acceptance for a minimum period of Sixteen (16) weeks from the date of opening of the tender.

2. TENDERERS :

- a) Should specifically state Sales Tax and General Tax and other levies, if any, applicable as extra and the rate at which the same are chargeable failing which the prices quoted will be deemed to be inclusive of such levies.
- b) Name of the manufacturer must be clearly specified while indicating the name of the product.
- c) Sample must accompany the quotation when so specified.

2. THE INSTITUTE RESERVES THE RIGHT :

- a) To accept or reject in part or whole, any or all the tenders received without assigning any reasons, nor is it bound to accept the lowest tender.
 - b) To reject any supplies should they not conform to the required standard at its sole description and such decision of the institute shall be final and binding on the tenderer.
4. The supplier shall be liable to and responsible for any defect in the material and shall make good by free replacement any rejected part thereof or the whole quantity supplied as the case may be.
 5. It shall normally be presumed the material (s) are available ex-stock and shall be supplied immediately. In case of any likely delay in effecting supplies, the delivery period shall be specifically mentioned in the quotation.
 6. CANVASSING IN ANY FORM IS NOT ALLOWED AND WILL ENTAIL CANCELLATION OF THE OFFER.

सत्यजित रे फिल्म एवं टेलिविजन संस्थान
SATYAJIT RAY FILM & TELEVISION INSTITUTE

E. M. BYE PASS ROAD, P.O. PANCHASAYAR
KOLKATA - 700 094

Phone : 2432-8355, 2432-8356, 2432-9300, Fax : (033) 24322072 / 2432 1040

ENQUIRY

To, _____
M/S. INTERESTED FIRMS

ENQUIRY NO. : 16011/16/25-PUR/3806

Date : 18.02.26

Due Date : 05.03.26

Dear Sir,

We are interested in the purchase / services, as per details mentioned below. Please quote your lowest prices giving full particulars of make or brand and delivery time and supported by illustrated leaflet or catalogue and sample where necessary. Sales Tax and other charges where leviable and intended to be claimed in addition to the rates quoted should be specified in the quotation.

Terms and conditions as mentioned at overleaf may be carefully noted.

Sl. No.	Description of material / services	Quantity required
01	PRTOOLS ULTIMATE FOR AN EDU INSTITUTION LICENCE SUSCRPTION FOR ONE YEAR (EXSISTING LICENSE WILL BE EXPIRY ON 16.07.26)	05 NOS
02	AVID MEDIA COMPOSER LICENSE SUBSCRIPTION FOR ONE YEAR (EXSISTING LICENSE WILL BE EXPIRY ON 07.03.26)	19 NOS.
03	PROTOOLS STUDIO 1-YEAR SUBSCRIPTION SOFTWARE LICENCE (EXSISTING LICENSE WILL BE EXPIRY ON APRIL'26)	07 NOS

(Order will be placed to the I-1 firm before expiry of existing license)

NOTE:

1. The rate should be inclusive of all taxes & other charges, (if any).
2. Delivery to be made within 15 days from the date of formal Purchase Order.
3. Payment is to be released within 30 days after complete delivery & testing of the materials.
4. GST Registration Certificate should be attached along with the offer
5. OEM Authorization certificate must be submitted along with the tender


SATYAJIT RAY FILM & TELEVISION INSTITUTE

प्राणेश मंडल
सत्यजित रे फिल्म एवं टेलिविजन संस्थान
भारत सरकार के सूचना और प्रसारण विभाग की एक शैक्षणिक संस्था,
भारत सरकार, ई. एम. बायपास रोड - 700094 का एक शैक्षणिक संस्थान
PRANESH MONDAL
Sr. Manager (Materials & Resources)
Satyajit Ray Film & Television Institute
An Academic Institution of Ministry of I & B, Govt. of India
An Academic Institute Kolkata - 700094 B. G.