

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. : ACAD-11035/3/2025-Sound-EDM

Date : 21.09.2026

Due Date : 30.09.2026

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	Scope of work (ANEXURE – 1 attached herewith) NOTE: 1. The rate should be inclusive of all taxes & other charges, (if any). 2. Delivery and installation to be made within 30 days from the date of formal Purchase Order. 3. Payment is to be released within 30 days after complete The job. 4. GST Registration Certificate should be attached along with the offer	

Partha Dass

SATYAJIT RAY FILM & TELEVISION INSTITUTE

पार्थ दास / PARTHA DASS

अनुरक्षण अभियंता / Maintenance Engineer

सत्यजित रे फिल्म एवं टेलिविजन संस्थान

Satyajit Ray Film & Television Institute

भारत सरकार के सूचना और प्रसारण मंत्रालय का एक शैक्षणिक संस्थान
An Academic Institution under Ministry of Information & Broadcasting, Govt. of India

ई.एम.बाइपास रोड, पोस्ट-पंचसायर, कोलकाता-700094
E.M. Bypass Road, P.O. Panchasayar, Kolkata-700094 (INDIA)

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.

ANEXURE -1

The scope of work is expected to include, but is not limited to, the following:

1. DAW-1

- Supply and installation of a suitable metal frame on the wall for mounting a 10 ft × 6 ft projection screen.

1. DAW-2 (Repair and Restoration)

2.

- Drying and Damp-proofing treatment of the affected interior walls, including removal of damaged plaster, application of suitable waterproofing chemicals, replastering, and finishing.
- Removal and safe disposal of mould-damaged acoustic panels.
- Supply and installation of new moisture-resistant acoustic panels with appropriate acoustic performance.

1. DAW-3

2.

- Inspection of water seepage and moisture-related damage.
- Necessary repair and acoustic restoration, wherever required, to prevent further deterioration.

1. Room No. 201 (Proposed New DAW Studio)

- Complete acoustic treatment of the room to convert it into a functional DAW studio, including wall and ceiling treatment, acoustic panels, and other necessary acoustic installations.

You are requested to visit the site, assess the existing conditions, and submit the following:

- Detailed quotation with specifications.
- Estimated time required for completion of the work.
- Warranty details for materials and workmanship.
- Any additional recommendations for long-term protection against dampness and improvement of acoustic performance.



पार्थ दास / PARTHA DASS
अनुरक्षण अभियंता / Maintenance Engineer
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