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 falling which the prices quoted will be deemed to the inclusive of such levies.

   b) Name of the manufacturer must be clearly specified while indicating the name fo 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. : 27051/02/2025 –Cine Hans

Date : 04.11.26

Due Date : 25.11.26

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.	सिने हंस पत्रिका की छपाई और आपूर्ति (त्रिभाषी पत्रिका "सिने हंस" पत्रिका (हिंदी, बांग्ला और अंग्रेजी) সিনে হংস পত্রিকার মুদ্রণ ও সরবরাহ (ত্রিভাষিক পত্রিকা "সিনে হংস" হিন্দি, বাংলা ও ইংরেজি) **Hindi 60%+Bengali 20% + English 20%** **PRINTING & SUPPLY OF Cine Hans Patrika (Trilangual Patricia "Cine Hans" (Hindi, Bengali & English)** कागज़ का आकार: F4 / কাগজের আকার:F4 / **Paper Size:F4** मुद्रण:. ऑफसेट / মুদ্রণ:. অফসেট/ **Printing:. Offset** कागज़ का प्रकार: आर्ट पेपर 80 GSM / কাগজের ধরন: আর্ট পেপার 80 জি.এস.এম/ **Paper Type: Art Paper 80 GSM** बाइंडिंग: सेंटर स्टिच / বাঁধাই: কেন্দ্র সেলাই / **Binding: Centre Stitch** रंगीन फोटो: कुल 25 / রঙিন ছবি: মোট ২৫টি / **Colour Photo: total 25** रंग: बहु रंग / রঙ: মাল্টি কালার / **Colour: Multi Colour** कुल पृष्ठ : 44+4 =48 / মোট পৃষ্ঠা: 44+4=48 / **Total Pages: 44+4 =48** **NB: For further any clarification regarding printed related matter, may be contact on (Mob -No.9433025615 & 9831924883) on any working day from 11 A.M to 4.00 P.M** **NOTE:** **a. The rate should be inclusive of all taxes & other charges, (if any).** **b. Delivery to be made within 01 / 02 week after approval of the sample copy** **c. Payment is to be released within 30 days after complete delivery of the materials.** **d.GST Registration Certificate should be enclosed along with your offer** **e. After delivery of the material, soft copy must be submitted (word & PDF file) to the Institute.** **f .Pls submit your best offer with sealed envelop in the tender box located at Purchase Section latest by 18.10.26 within 05 P.M** **g. The above "Cine Hans Patrika" may be printed quarterly in a year** **h. A sample book should be approved before bulk supply by the concern department** **i. Proof / correction should be done by the printer** **j. Press will be responsible for any kind of error**	quote for 150 Pcs/ 200 Pcs/ 300Pcs To be provided separately

SATYAJIT RAY FILM & TELEVISION INSTITUTE
प्राणेश मंडल
वरिष्ठ प्रबंधक (सामग्री एवं संसाधन)
सत्यजित रे फिल्म एवं टेलिविजन संस्थान
भारत सरकार के सूचना और प्रसारण मंत्रालय का एक शैक्षणिक संस्थान
कोलकाता - 700094
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