

No.3/63/2004-ERPC/1211

Dated the 12<sup>th</sup> March, 2013

To,

**SUBJECT :- BID NOTICE FOR UP-GRADATION OF FINAL CUT PRO NON-LINEAR EDITING MACHINE- ERPC KOLKATA**

Sir,

The Deputy Director General (I/C), Films Division, Ministry of Information and Broadcasting, Government of India, Films Division, ERPC, Doordarshan Bhavan, 6<sup>th</sup> floor, Golf Green, Kolkata-700 095 invites sealed bids from reputed firms/suppliers for **Up-gradation of final cut pro non-linear editing machine**. The detailed existing and required specifications for up-gradation of FCP Editing machine may please be seen at **Annexure**.

**For details please visit our Official Website [www.filmsdivision.org](http://www.filmsdivision.org)**

2. The firms/suppliers/proprietors interested to undertake the up-gradation of the requisite non-linear editing machine as mentioned in Annexure, can visit Films Division, Kolkata for clarification/specification, on any working days viz. Monday to Friday from 11.00 am to 5.00 pm (except holidays) in the office of Films Division, Ministry of Information and Broadcasting, Government of India, ERPC, Doordarshan Bhavan, 6<sup>th</sup> floor, Golf Green, Kolkata-700 095. The details of this bid notice including specifications of the Up-gradation of final cut pro non-linear editing machine are available on the official website of Films Division i.e. [www.filmsdivision.org](http://www.filmsdivision.org)

3. The bid should consist of the following documents:

- i) Profile of the company along with copies of PAN, TIN and VAT Certificates.
- ii) Earnest Money in the specified format

4. All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in a cover superscribed "Bid for Up-gradation of final cut pro non-linear editing machine". The outer cover should bear the bid number and date of closing/opening prominently underlined along with the address of this office but should not bear any information about the bidder or any identifiable mark on the outside.

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5. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with their Technical Bid an Earnest Money ( Bid Security) for Rs.10,000/- in the form either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque ( Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "Accounts Officer, Films Division, Kolkata" valid for a period of 45 days beyond the final bid validity period. The bid which is not accompanied by Earnest Money will not be considered. The validity period/price on acceptance of bid will be remained valid for period of six months.

6. The Earnest Money (Bid Security) shall be forfeited by Films Division in the following events :-

- i) If bid is withdrawn during validity period or any extension thereon.
- ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
- iii) If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.

7. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalisation of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.

8. The taxes/duties i.e. VAT, Service Tax etc. leviable if any may be mentioned separately. If these details are not indicated it will be assumed that the rate is inclusive of all the taxes, Service Tax excluding Octroi.

9. The bidder should mention his PAN/TAN/VAT number in the bid. A copy of the PAN/TAN Card should be attached with the bid.

10. The bidders should not mention their name on the outer cover and the bid, addressed to The Dy. Director General (I/C), Films Division, Kolkata should be dropped in the office of Films Division, ERPC, Doordarshan Bhavan, 6<sup>th</sup> floor, Golf Green, Kolkata-700 095 up to **1.00 p.m.** on **28.03.2013.** All outstations bids, if sent by post, should be sent under registered cover. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders is advised in his own interest to ensure that his/their offer reaches this office well before the closing date and time of the bid as the offers received after the closing date and time of the bid will not be considered. The bids will be opened at **3.00 pm** on the closing date in the presence of the bidders or their representatives who may be present.

11. The successful bidder will furnish a performance Security Deposit at the rate of 10% of the value of the total cost in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favour of "Accounts Officer, Films Division, Kolkata" within 30 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the warranty period of the up-gradation of editing machine is covered.
12. The successful bidder should up-grade the non-linear editing machine immediately as per specifications and carry out the satisfactory **installation** of the machine in the Films Division, Kolkata.
13. The full and final payment will be made/released only after the up-gradation and satisfactory installation of the non-linear editing machine. No advance payment will be made under any circumstances.
14. The supplier should ensure minimum guarantee period for **12 months** for the up-gradation of the non-linear editing machine from the date of its installation.
15. Right to accept, reject, split the entire bid or any part thereof without assigning any reason rests with the Dy. Director General, Films Division, Kolkata and his decision in this regard is final and binding.
16. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
17. Any disputes arising out of the bid notice, process and finalisation of this bid shall be subject to jurisdiction of the High Court of Kolkata.

Yours faithfully,

( Rajiv Kumar )  
Dy. Director General (I/C)  
for Director General

Encls. : As above.

**EXISTING AND REQUIRED SPECIFICATION FOR UPGRADATION OF FCP EDITING MACHINE :-**

<b>Sr.No.</b>	<b>EXISTING SPECIFICATIONS IN FCP EDITING MACHINE</b>	<b>SPECIFICATION REQUIRED FOR UPGRADATION OF FCP EDITING MACHINE</b>	<b>Cost per unit</b>
1.	RAM - 4GB DDR RAM	8GB RAM- 2X4 FBD RAM	
2.	OS- 10.4 TIGER	OS- LION OR LEAPORD	
3.	1TB - HDD	3TB HDD – 750GBX 4 HDD	
4.	DECKLINK CARD- STANDARD (Capture Card)	BLACKMAGIC 3DH+ CARD (Capture Card)	

**NOTE: BASIC MAINTENANCE & CHECKUP OF THE EXISTING MACHINE IS REQUIRED WHILE UPGRADING THE MACHINE**

**Authorised Signatory**