

C-11012/1/2013-FC  
Films Division  
Ministry of Information & Broadcasting  
Government of India

24-Dr.G.Deshmukh Marg, Mumbai-26  
Dated the 18<sup>th</sup> November,2013

To

Subject:- Hiring of Furniture for MIFF-2014

Sir,

The Director(M.i.F.F.2014) & Director General, Films Division, Government of India,24-Dr.G.Deshmukh Marg, Mumbai-400 026 invite sealed bids for hiring of Furniture for Mumbai International Film Festival to be held between 03.2.2014 to 09.02.2014 at NCPA, Mumbai as per details given in Annexure-I

**The Terms and Conditions of the bid are indicated below:-**

1. The rate should be valid for a period of 3 months. No variation in rates will be entertained after finalization of tender.
2. The bidder should note that no advance payment will be made for hiring of furniture. The payment will be made on completion of the festival and on presentation of a pre-receipted tax bill in triplicate by the party with delivery challan etc. The payment will be made through ECS after Certification of bill by the concerned authority appointed for the purpose.
3. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
4. The bidder should mention his PAN/VAT number in the bid. A copy of the PAN card should be attached with the bid.
5. Films Division shall not be responsible for delay, loss or non-receipt of the bid by post.

6. There should not be overwriting and all correction in the rate should be attested by full signature by the Authorized signatory.
7. Films Division being a Government Department, we are exempted from payment of "Octroi Duty" and necessary Octroi exemption certificate will be issued, if necessary, and as such rates should be quoted excluding Octroi Duty.
8. The Furniture are to be supplied at the Venue of Festival at NCPA, Nariman Point as and when required by the Festival Authorities during the period from 01.2.2014 to 09.2.2014. Uploading/down loading of the same from the vehicle should be done by the bidding firm.
9. In case the furniture supplied is found defective or of a substandard quality, then the same are to be replaced by the bidder immediately.
10. The bidder will have to submit Bid Security (EMD) alongwith the bid document for an amount of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt or Bank Guarantee obtained from any commercial Bank drawn in Favour of Accounts Officer, Films Division, Mumbai **failing which the bid will not be considered under any circumstances.** The bid security should be valid for a period of sixty days beyond the date of completion of the process of hiring. The bid security will be returned to the unsuccessful bidder on finalization of bid. The bid security of successful bidder will be returned on receipt of performance security deposit/Bank guarantee.
11. The successful bidder will have to submit a Performance Security Deposit of the amount equal to 5% of the total hiring charges mentioned in the bid or as decided by the Director General. The Performance Security will be retained by the Films Division and will be refunded back/returned after the period of Hiring is completed.
12. The Bid Security(EMD) shall be forfeited by the Films Division in the following events
  - A) If bid is withdrawn during validity period or any extension thereon
  - B) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
  - C) If a bidder whose bid has been accepted but fails to furnish the Performance Security Deposit / performance Bank Guarantee within 07 days of acceptance of tender.
13. The Director General reserves the right to cancel/ reject/split any of the bid with or without assigning any reason.

14. The sealed Tender/Quotation should be dropped in the tender box kept near the entrance near chowki in **1<sup>st</sup> Phase Building of Films Division upto 1.00 pm on 09.12.2013** . The Tender/Quotation received after the prescribed date and time will not be considered. The Tenders/bids will be opened on the same date i.e. **09.12.2013 at 3.00pm** in Films Division, 24-Dr.G.D.Marg, Mumbai-400026 in the presence of the representative of the bidder present if any.
15. The original copy of the bid should be enclosed in a double cover. The inside cover should be sealed . The outer cover also to be sealed and superscribed as “ **Tender for Hiring of Furniture for M.I.F.F.2014**” and should be addressed to the Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-26.
16. Any disputes arising out of the tender notice, process and finalization of this shall be subject to jurisdiction of the High Court of Mumbai.

( A.Subramanian )  
Asstt. Administrative Officer  
For Director General

Encl: Annexure -I

## ANNEXURE-I

Sr.No.	Description	Approximate Requirement
1.	Table Steel ( 4' x 2')	40Nos
2.	Table Steel (54' x 30')	10 Nos
3.	Table Steel ( 8' x 3')	2 Nos
4.	Cupboard with shelves	12 Nos
5.	Chairs ( Can )with Arms	2 Nos
6.	Chairs Dunlop	15Nos
7.	Chairs Plastic Moulded	150 Nos
8.	Sofa three Seater	6 Nos
9.	Sofa Single seater	3Nos
10.	Pedestal Fan 16"	4 Nos
11	Chairs revolving Full Back	3 Nos
12.	Cupboard with lockers	2Nos(36Nos lockers)
13.	Executive Chairs	10 Nos
14.	Executive Sofa	02 Nos