

To,

BID - NOTICE

SUBJECT: - HIRING OF DG BETA PLAYER or Recorder.

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites sealed bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from suppliers for **hiring of DG BETA PLAYER OR RECORDER** as per details given in **Annexure-I**.

2. The firms/suppliers/proprietors interested for hiring of DG BETA PLAYER OR RECORDER as mentioned in Annexure-I, can visit Films Division for clarification/specification, on any working day 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, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026. The details of this bid notice including specifications are available on the official website of Films Division i.e. www.filmsdivision.org. The bid notice is invited on the following terms and conditions:

- 1) The Bid should be in two bid system i.e. Technical Bid (Qualifying Bid) and Financial Bid.
- 2) The rate should be valid for a period of 6 months. No variation in rates once finalised will be entertained.
- 3) The quantity indicated is approximate which may increase or decrease and as per the need basis.
- 4) The Bid should be on LETTER HEAD of the bidder.

5. There should not be overwriting and all corrections, in the rates should be attested by full signature by the bidders.

6. The bidder should have CST/MST/VAT and PAN, TIN No and same must be indicated while submitting the quotation. The quotations which are received without indicating the CST/MST/VAT and PAN no. will not be considered.

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7. The bidder has to quote separate rate for each item indicating therein the details i.e. percentage of taxes, if any. If the taxes are not indicated, it will be assumed that the rates quoted are inclusive of all taxes/levies.

8. The bidder should note that no advance payment will be made under any circumstances. The payment will be arranged through E.C.S. on submission of the pre-receipted tax invoice in triplicate along with service reports/ attendant sheets etc.

9. The equipment is to be brought and installed at Films Division, 24, Peddar Road, Mumbai-26, The rate will be operative for a period of six months tentatively and depending on the requirement, the period may be increased.

10. The interested firms/bidders may send their bid indicating "Technical Bid" and "Financial Bid" in two separate covers duly sealed. The sealed cover containing the Technical Bid should be having bidders' profile, copies of relevant documents i.e. PAN, Service Tax, and Registration etc. There will be no mention of price anywhere in the Technical Bid. The Technical Bid will clearly be super-scribed with "**Technical Bid for Hiring of DG BETA PLAYER**" and same is to be submitted in the separate sealed cover. **The Bid security should be put inside the Technical Bid Cover.** The financial Bid will contain the price schedule duly filled in and signed with name & designation of the authorized signatory. Also it should contain all the commercial details of the Bid along with tender number, date of opening etc. Both these covers shall be put into an outer cover and sealed. The outer cover containing Technical Bid and Financial Bid should duly bear the Tender number and date of closing/opening prominently underlined and should be addressed to "Director General, Films Division, Mumbai with the address of this office. **Financial Bid will be opened only if Technical Bid is found meeting our requirements** and qualifies in conformity with specifications and other terms and conditions mentioned above. **The bidder should not mention their name and address on the common outer cover.**

11. 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 of either crossed Demand Draft, Fixed Deposit Receipt, Banker's Cheque (Pay Order) or Bank Guarantee obtained from any of the Commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" 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.

12. The Earnest Money (Bid Security) may 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.

13. 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, Mumbai” within 7 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the warranty period of the DG BETA PLAYER is covered.

14. The bid addressed to The Director General, Films Division, Mumbai **should be dropped in drop box kept near the entrance of 1st Phase Building**, Films Division, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 P.M.** on **02/02/2015**. This Organization will not be responsible for the loss/ non-receipt of the bid or for delay in postal transit. Bidders are advised in their own interest to ensure that 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 (Technical Bids) will be opened at **3.00 P.M.** on the closing date in the presence of the bidders or their representatives who may be present.

15. The bidder should have experience of making arrangement/renting sophisticated and branded audio/video equipment for events.

16. The right to accept, reject or split the entire bid or any part thereof with or without any reason rests with the Director General, Films Division, Mumbai and his decision in this regard will be final and binding.

17. Payment will be made on monthly basis only after the supply and satisfactory report of the DG BETA PLAYER at site. No advance payment will be made under any circumstances.

18. If the successful bidder fails to execute the order within specified period mentioned in the order the Performance Security will be forfeited.

19. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

(A. Subramanian)
Assistant Administrative Officer
For Director General

Encl: Annexure I & II.

Format for Technical Bid
Specification of DG BETA PLAYER

Sr. No.	Specification of Equipment	Quantity	Specification offered by bidder
1.	<u>DG BETA player –</u> Reputed Brand or equivalent (for hiring of 90 days)	1 No.	
2.	DG BETA RECORDER (*) DG BETA PLAYER which can play DG BETA & SP BETA TAPES with jog button. SD1 out and XLR out for audio. (*) Supplier should provide replacement of equipment in case of breakdown within 24 hours.	1 No.	

(*) (Quantity of the item specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect).

Signature of authorized signatory

Format for Financial Bid

Name of the company/firm/Individual _____

VAT /Service Tax Registration No. _____

PAN Number _____

Sr.No.	Item	Specification/Model No.	Cost of per Unit for per Month	Any other Charges including Taxes etc.	Total Cost
1.	<u>DG BETA Recorder - Reputed Brand or equivalent</u>				
2.	<u>DG BETA Player - Reputed Brand or equivalent</u>				

Films Division is exempted from payment of Octroi Duty and necessary certificate will be issued, if required.

Company Rubber Stamp/Seal
Of the firm/Company with date

Signature of authorized signatory