

Films Division
Ministry of Information & Broadcasting
Government of India

24-Dr.G.Deshmukh Marg, Mumbai 400 026

No. R-11013/3/2015-RS&P

Dated – 28/08/2015

To,

Subject: Tender Notice for annual supply of embossed DVD-R etc. to Films Division.

Sir/Madam,

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24, Dr. G. Deshmukh Marg, Mumbai-400026 invites sealed bids from well established and reputed firms for annual supply of following items for the period of one year or quantity exhausted whichever is earlier:

Sr. No.	Description of item	Quantity (Nos.) *(Approximate)
1.	DVD-R Moser Baer White 4.7 GB (Embossed with monogram 'FILMS DIVISION, GOVT. OF INDIA' on inner circle of Disc)	10,000
2.	Printing on DVD i)Offset ii)Digital Sticker	10,000
3.	1 DVD Case Transparent Cover-Small size	4,000
4.	1 DVD Case- Black - Small size	1,000
5.	1 DVD Case- Black- Big size	4,000
6.	2 DVD Case-Black - Big size	500
7.	3 DVD Case Black- Big size	300
8.	4 DVD Case Black- Big size	100
9.	5 DVD Case Black- Big size	100
10.	Printed Inlay Card with FD Film's Design	5,000
11.	M-Disk BD-R 25GB	150

*** The quantity specified in the bid notice is subject to change at the discretion of Director General, Films Division, Mumbai without any notice to the effect.**

Terms and conditions are indicated below :-

1. "FILMS DIVISION, GOVT. OF INDIA" monogram must be printed/embossed on the inner circle of the Disc.
- 2 The sample of DVD and printed card of Films Division's Film Design to be printed on DVD will be available for inspection with Shri M.S. Bisht, ME (Video) & Shri Ashish kumar Das, Officer-in-charge CFU &, Films Division, Mumbai respectively during the office hours between 10.30 am to 4.30 pm except Saturday/Sunday & closed holidays.

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3. Before quoting the rates, you are requested to consult the above officers and the rates should be quoted for each item 1 to 11 separately as per annexure-I. The VAT and other duties livable may be mentioned separately. The rate finalized and accepted will be final and will be operative for a period of one year from the date of acceptance of bid. The ordered quantity of the stock is required to be delivered to this office at the address mentioned above free of charge.

4. The stock will be purchased in piecemeal basis as per requirement.

5. The bid is not transferable. The minimum validity of the bid should be 90 days from the date of opening.

6. Being Central Govt. organization Films Division is exempted from paying Octroi Exemption certificate will be issue for claiming exemption of Octroi Duty, if necessary.

7. The order for supply of the DVD-R should be executed within a week from the date of receipt of the supply order. However, the bidder may indicate the time required for delivery of the DVD-R.

8. If any of the material is found to be defective or of a low standard while in use, the same will have to be replaced by the supplier free of cost immediately.

9. The bidder should mention his PAN number and also submit a copy of PAN card along with the bid failing which the bid will be liable for rejection.

10. The bidder should also indicate VAT Registration number in the bid failing, which the bid will be liable for rejection.

11. Any corrections made in the bid should be attested by the bidder who has signed the bid.

12. The tender should be accompanied by Bid Security i.e. Earnest money Deposit of **Rs.10,000/-** in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the commercial banks drawn in favor 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 with the Bid Security will not be considered. If any bidder is exempted from paying Bid Security, a copy of relevant Government orders may be sent along with the bid. The bid security shall be forfeited by Films Division in the following events.

- i) If bid is withdrawn during the validity period or any extension thereon.
- ii) If bid is varied or modified in a manner not acceptable to this Division 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 14 days of acceptance of bid.

13. The Bid security of unsuccessful Bidder will be returned on finalization of bid. The bid security of successful Bidder will be returned on receipt of Performance Security Deposit.

14. The successful bidder will have to give a Performance Security Deposit @5% to 10% of the total value of the contract as may be decided by the Director General, Films Division, in the form of Account Payee Demand Draft or Fixed Deposit Receipt or a Bank Guarantee of a Commercial Bank drawn in favor of Accounts Officer, Films Division, Mumbai. The Performance Security Deposit should be valid for a period of sixty days beyond the date of completion of the contract period. The Performance Security Deposit will be returned after successful completion of the contract period. In case the successful bidder fails to accept the contract with in the stipulated time, the Bid Security will be forfeited.

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15. The successful bidder will have to enter into an agreement in the prescribed form with the Films Division of the contract for one year as per the terms and conditions to be prescribed by this Division. However the contract could be cancelled under Indian Laws if the successful bidder fails to execute the orders with in the stipulated time and/or the quality of the material is found to be inferior.

16. The payment for the goods supplied will be made through ECS and the supplier has to submit a Mandatory form duly filled to Films Division. The form is available in the concerned section (Accounts).

17. The bid should be on LETTER HEAD of the bidder and should be in double cover. The outer cover should be in a SEALED COVER (Waxing seal etc.) and marked as, **“BID FOR ANNUAL SUPPLY OF EMBOSSED “DVD-R”** to Films Division and should be addressed to the Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai – 400 026. The bid should be deposited in Tender Box kept near the Main Gate of Films Division, Mumbai by **22.09.2015 on or before 1.00 pm.** The bids received after the stipulated date and time will not be considered.

18. The bids will be opened at 3.00 p.m. on same day in the presence of the representatives of bidders who may be present.

19. The Director General, Films Division reserves the right to accept, reject and split entire bid or any part thereof without, assigning any reason and his decision in this regard is final and binding.

20. Income Tax or any other taxes will be deducted from the bill at source as per Govt. orders.

21. Any dispute arising out of the bid process and finalization of this bid shall be subject to jurisdiction of the High Court of Bombay, Mumbai.

For details please visit our Official Website www.filmsdivision.org

Yours faithfully,

(Ashok A. Shinde)
Assistant Administrative Officer
For Director General (Addl. Charge)

Encl.:- As above.

Annexure-I

Name of the company/firm/Individual _____

VAT/Service Tax Registration No. _____

PAN Number _____

Sr. No.	Name of Items	Rate (Rs.) per unit	Taxes, if any	Total Cost
1.	DVD-R Moser Baer White 4.7 GB (Embossed with monogram 'FILMS DIVISION, GOVT. OF INDIA' on inner circle of Disc)			
2.	Printing on DVD i)Offset ii)Digital Sticker			
3.	1 DVD Case Transparent Cover-Small size			
4.	1 DVD Case- Black - Small size			
5.	1 DVD Case- Black- Big size			
6.	2 DVD Case-Black - Big size			
7.	3 DVD Case Black- Big size			
8.	4 DVD Case Black- Big size			
9.	5 DVD Case Black- Big size			
10.	Printed Inlay Card with FD Film's Design			
11.	M-Disk BD-R 25GB			

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