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SUBJECT :- BID NOTICE FOR HIRING OF SIDE PARTITION, CARPETS, TABLES, CHAIRS, ETC. FOR HOSTING OF DINNERS IN FILMS DIVISION COMPLEX DURING MIFF-2016.

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 decorators/firms for **Hiring of side partition, carpets, tables, chairs, etc. for hosting of dinners in Films Division complex during MIFF-2016.** The details of the materials required for hiring may please be seen at **Annexure-I**. The Partitions (Colour Cloth) is required from 28.01.2016 to 03.02.2016. The Work is to be completed one day in advance. The hiring materials is required for 2 (two) days i.e. on 28th January, 2016 and on 3rd February, 2016.

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

2. The firms/decorators/proprietors interested to carry out the requisite hiring materials 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 details of the materials required for hiring are available on the official website of Films Division i.e. www.filmsdivision.org

3. The bid should consist of the following documents:

- i) Profile of the company along with copies of PAN, TIN, Service Tax and VAT Certificates.
- ii) Earnest Money in the specified format
- iii) A sealed cover superscribed “Technical Bid” containing detailed technical specifications of the product offered in the specified format (Annexure-I) along with any other brochure, catalogues, documents etc. BUT NOT CONTAINING ANY PRICE INFORMATION ABOUT THE PRODUCTS OFFERED.
- iv) A sealed cover superscribed “Financial Bid” containing the price schedule (Annexure-II) duly filled in with all commercial details of the bid along with bid No., bid opening date etc.

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 Hiring of side partition, carpets, tables, chairs, etc. for hosting of dinners in Films Division complex during MIFF-2016**”. 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 bid may be addressed to The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. G.Deshmukh Marg, Mumbai-400026 should be delivered to General-II Section 3rd Floor, Films Division, 1st Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400026 up to **1.00 p.m.** on **28.12.2015**. All outstation 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 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. **Interested firms/decorators/proprietors who need clarifications/other details about the decoration, a pre bid meeting is scheduled on 14.12.2015 at 11.00am. in Films Division, Mumbai.**

6. 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.20,000/- in the form of 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, 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.

7. 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.

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

9. All leviable taxes/duties, including Sales Tax, Value Added Tax and Service Tax etc., 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 excluding Octroi.

10. At the first instance the Technical bids will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. At the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking before awarding the contract.

11. The successful bidder will furnish a performance Security Deposit at the rate of 5% of the total value 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, Govt. of India, Mumbai**" within 14 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the 31.03.2016.

12. The successful bidder will be required to carry out the work as mentioned in the assignment order immediately at site.

13. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.

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14. The full and final payment will be made/released only after the completion of the above entioned work at site satisfactory. No advance payment will be made under any circumstances.

15. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director (MIFF)/Director General, Films Division, Mumbai 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 finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

18. The payment will be made through ECS on submission of mandate form, copy of PAN Card and submission of bill in triplicate.

Yours faithfully,

(P.S.Bodas)
Sr. Administrative Officer
For Director (MIFF)/DG

Encls. : As above.

Copy to Nodal Officer (IT), Films Division, Mumbai for information and necessary action. It is to request that the bid may be uploaded on official website of the Films Division and copy of the same may be sent to this section for records.

(P.S.Bodas)
Sr. Administrative Officer
For Director (MIFF)/DG

Annexure – I

Format for Technical Bid Specification of hiring materials

Sr.No.	Specification of Goods	Quantity (Appr.)	Specification offered by bidder
1.	Counter	5 Nos.	
2.	Buffet Counter	9 Nos.	
3.	Garden Umbrella (Colour cloth)	10 Nos.	
4.	Gate + Floral work	1 No.	
5.	Tables 2.5ft.	125 Nos.	
6.	Round Tables + cloth covers 4x4	25 Nos.	
7.	Passage carpets (synthetic)	350 Ft.	
8.	Side partition with zalar (cloth)	450 Rft.	
9.	Steel cushion chairs with white covers	216 Nos.	
10.	Rasoda Mandap (3 side closed)	900 Ft.	
11.	Net Carpet (color will be intimated at that time)	900 Ft.	
12.	Railing	150 RFT	
13.	Big Pedestal Fans	6 Nos.	

- **Quantity of all the items specified in the bid is subject to change at the discretion of the Director General, Films Division without any notice to the effect.**
- **The quantity of the above said items are approximately. The rate per unit may be mentioned for placing the order and calculating the actual requirement if any.**

Signature of authorized signatory

Annexure-II**Format for Financial Bid**

Name of the company/firm/Individual _____

VAT /Service Tax Registration No. _____

PAN Number _____

Sr. No.	Items	Specification/ Model No.	Per Unit cost	Taxes, if any	Total Cost
1.	Counter				
2.	Buffet Counter				
3.	Garden Umbrella (Colour cloth)				
4.	Gate + Floral work				
5.	Tables 2.5ft.				
6.	Round Tables + cloth covers 4x4				
7.	Passage carpets (synthetic)				
8.	Side partition with zalar (cloth)				
9.	Steel cushion chairs with white covers				
10.	Rasoda Mandap (3 side closed)				
11.	Net Carpet (Color will be intimated at that time)				
12.	Railing				
13.	Big Pedestal Fans				

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

