

**E-PROCUREMENT TENDER NOTICE
DIRECTOR GENERAL, FILMS DIVISION
24 G. DESHMUKH MARG, MUMBAI- 400 026
TELE NO. 022- 23551355/23523437**

File No. R-11013/7/2015-RS&P

Dated:11.02.2016.

On behalf of the DIRECTOR GENERAL, FILMS DIVISION invites e-procurement tenders under Two Bids System i.e. Technical Bid & Financial Bid for :

“Procurement of External Hard Disk for Films Division, Mumbai.”

The details given in the schedule and appendices of this Tender Enquiry:-

Earnest Money: Rs. 32,000/-

CRITICAL DATE SHEET:

Published Date	11.02.2016	16.00 Hrs
Bid Document download Start Date	11.02.2016	16.00 Hrs
Bid submission Start date	11.02.2016	16.00 Hrs
Bid submission End date	10.03.2016	13.00 Hrs
Bid opening date	11.03.2016	15.00 Hrs

NOTE:-

1. The complete bid Document can be downloaded from Films Division website www.filmsdivision.org and <http://eprocure.gov.in/eprocure/app>. Any Change/ modification in the bid enquiry will be intimated through above websites only.
2. Bidder are therefore, requested to visit our websites regularly to keep themselves updated.
3. Bidders must submit their bids online through <http://eprocure.gov.in> portal.
4. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app> in website along with class II/class-III digital signature certificates issued by CCA under IT Act-2003.
5. All documents (except BOQ) submitted by the bidders should be legible and in PDF format, otherwise, it shall be liable to be rejected.
6. The bidder should meet all the requirements as mentioned in the bid document floated in <http://eprocure.gov.in>

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No. R-11013/7/2015-RS&P

Dated 11th February, 2016

Bid Notice

For procurement of External Hard Disk for films Division, Mumbai

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24, Dr. G. Deshmukh Marg, Mumbai-400026 invites e-bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from agencies/firms for supply of External Hard Disk. The rates which is to be finalized and accepted should be operative up to One year from the date of acceptance of tender, You may therefore, quote your rates as fixed for One year. No variation of date will be accepted at a later date. The detailed specifications of the External Hard Disk may please be seen at Annexure-I. For details please visit our Official Website www.filmsdivision.org.

Chapter-I- Instructions to bidder

1) The firms/suppliers/proprietors interested to supply the requisite External Hard Disks as mentioned in Annexure-I, can visit Shri Akhilesh Srivastav, Asstt. Administrative Officer, 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. Deshmukh Marg, Mumbai-400026. Bidders must submit their bids online through <http://eprocure.gov.in> portal.

2) Possession of valid Digital Signature Certificate (DSC) of the bidders is prerequisite for e-tendering. DSC (applicable to Class-II / Class-III with signing key usage) issued by sify/ TCS/ nCode / eMudra or any others certifying authority recognized by controller of certifying authority (CCA) India on e-Token/Smartcard are valid to e-Tendering.

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3) The bidder has to upload the following documents in PDF format

- I) Scanned copy of VAT registration certificate
- II) Scanned copy of TIN, TAN registration
- III) Scanned copy of Certificate of Authorization issued by the manufacturer
- IV) Scanned copy of Pamphlets/Brochure/Company profile/credentials.

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 super scribed “**Purchase of Hard Disk for Films Division, Mumbai**”.

4) The bidder except those who are registered with the Central purchasing Organization, National Small Industries Corporation (NSIC) must enclose with their Technical Bid (Hard copy) an Earnest Money (Bid Security) for **Rs.32,000/- (Rs. Thirty Two Thousand Only)** in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Banker’s Cheque or Bank Guarantee from any commercial Bank drawn in favour of “**Accounts Officer, Films Division, Mumbai**” valid for 45 days beyond the final bid validity period. The original DD of the EMD should reach Director General, Films Division Mumbai before bid opening date otherwise the bid will be summarily rejected. The final bid validity period is 90 days.

5) The Bid which is not accompanied by Earnest Money will not be considered. The Bidders who are exempted from submission of bid security must produce the Exemption Certificate issued by the concerned authority like NSIC.

6) The Earnest Money shall be forfeited by Films Division in the following events:

- i) if tender is withdrawn during validity period or any extension thereon
- ii) if tender 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 tender has been accepted but fails to furnish the Performance Security deposit, performance bank guarantee within 14 days of acceptance of Tender.

7) The period of the tender should remain valid for a period of 90 days.

8) The Earnest Money/ Bank Guarantee of unsuccessful bidder will be returned on finalization of tender. The Earnest Money of successful bidder will be returned on receipt of performance Security Deposit/ Bank Guarantee.

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- 9) The tenderer have to quote rates with their specification in the format BOQ (Bill of quantity).
- 10) Prices should be indicated in words and figures.
- 11) VAT and other taxes/duties levible 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.
- 12) Any correction made in the tender should be attested by the authorized signatory.
- 13) No Octroi Duty is liable to be paid by Films Division. Octroi Exemption Certificate will be made available to the supplier. Rates quoted should not be inclusive of Octroi Duty.
- 14) 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. The bidder may be required to arrange a demonstration/presentation of the products offered. At the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking before awarding the contract.
- 15) Rate which is to be finalized and accepted, should be operative up to One year from the date of acceptance of tender. You may therefore quote your rates as fixed for a period of 1 year. No variation of rate will be accepted at a later date.
- 16) The successful Bidder will have to furnish performance Security @ 5% to 10% of the value of the contract in the form of Fixed Deposit Receipt or Account Payee Demand Draft or a Bank Guarantee from any Commercial Bank drawn in favour of “**Accounts Officer, Films Division, Mumbai**”. The performance security should remain valid for a period of 60 days beyond the date of completion of Contract period. The Performance Security will be returned after the Contract period is over.
- 17) The last date for uploading the tender in the NIC portal is 10.03.2016 **upto 13.00 Hrs.**
- 18) The tenders will be opened at Films Division Complex Phase-1 Building, 5th floor at 15.00 **Hrs on 11.03.2016** in the presence of the representatives of the tenderer who may be present.

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Chapter-II-Terms and conditions

1. The successful bidder will be required to supply the material within one week of the placement of purchase order. Failure to deliver in given timelines may attract a penalty of 2% per week of the order value.
2. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder as suggested by the bid evaluation committee for their report.
3. The successful bidder will have to enter in to an Agreement with the Films Division for the contract for one year from the date of finalization awarding of contract and as per the terms and conditions prescribed by this office. However, the contract should be cancelled under Indian Laws if the successful bidder fails to execute the orders within stipulated time and the quality of material is found to be inferior. The contract can be extended by the Films Division if agreed upon by the successful bidder.
4. No advance payment will be made under any circumstances. The Hard Disk has to be delivered at Films Division, Mumbai.
5. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.
6. 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,

(Akhilesh S. Srivastav)
Assistant Administrative Officer
For Director General

Copy to Publicity Section/Nodal Officer (IT), Films Division, Mumbai for information and necessary action. It is requested 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.

(Akhilesh S. Srivastav)
Assistant Administrative Officer
For Director General

Annexure –I

Sr.No.	Specification/capacity of External Hard Discs (Quote the brand) (* If the vendor is willing to supply different brands, each brand may be specified along with respective rate.	Approximate Quantity (Nos.)	Specification offered by bidder
1	500 GB Portable External Hard Disc bus powered (Portable back up plus USB 3.0, 5400 RPM.)	80	
2	1 TB External Hard Disc, bus powered (Portable back up plus USB 3.0, 5400 RPM.)	50	
3	2 TB External Hard Disc with firewire 800/Thunderbolt 2 and power adaptor	20	
4	3 TB External Hard Disc with Thunderbolt 2 & USB ports and power adaptor 7200 rpm	20	
5	4 TB External Hard Disc with thunderbold2 and USB ports and power adaptor 7200 rpm	20	

The above External hard disk should be compatible for both operating system Mac and Windows.

(*) 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.

Signature of authorized signatory