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Subject:- Bid notice for procurement of Graphic Pen tablets with buy back option for Films Division, Mumbai.

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Sir,

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai on behalf of the President of India intend to replace an existing Wacom Pen Tablets with a new and better version. Sealed Bids are invited from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from suppliers/firms for procurement of Graphic Pen Tablets under Buy Back Option by exchanging Wacom Pen Tablet available with Films Division, Mumbai. The details specification of the Graphic Pen Tablet may please be seen at Annexure-I.

2. The firms/suppliers interested to supply the requisite Graphic Tablet as mentioned in **Annexure-I** under buy back option can consult **Shri Ashish Kumar Das, Officer-in-Charge (CFU) (022-23525236)** for clarification/specification on any working days 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. G. Deshmukh Marg, Mumbai – 400026. The details of this bid notice including specifications of the Graphic Tablet etc. are available on the official website of Films Division i.e. www.filmsdivision.org

3. **TECHNICAL BID**

A sealed cover superscribed “**Technical Bid**” consist of the following documents and any other brochure, catalogues, documents etc., **BUT NOT CONTAINING ANY PRICE INFORMATION ABOUT THE PRODUCTS OFFERED:**

1. Original DD/Pay Order/Bank Guarantee/FDR as EMD or EMD exemption Certificate.
2. Copy of Company Profile.
3. Copy of Central Sales Tax Registration.
4. Copy of VAT registration.
5. Copy of PAN Card
6. Copy of Annexure-I

4. **FINANCIAL BID**

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.

5. 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 procurement of Graphic tablets with buy back option for Film Division, Mumbai**”. 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 cover.

6. The bid addressed to The Director General, Films Division, Mumbai should be dropped in drop box kept in General-II Section, Films Division, 3rd Floor, Phase-I Building, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **03.01.2017**. All outstations 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 pm** on the same day in the presence of the bidders or their representatives who may be present.

7. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC)/MSME must enclose with their Technical Bid an Earnest Money (Bid Security) of Rs.10000/- in the form of either cross Demand Draft, Pay Order, Fixed Deposit Receipt 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.

8. 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.

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

10. 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.

11. 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.

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12. The successful bidder will furnish a performance Security Deposit at the rate of 10% of the value 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, Mumbai**” within 15 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the warranty period of the Graphic Tablet is covered.
13. The successful bidder will be required to supply the Graphic Tablet to this office within 15 days of the placement of order.
14. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
15. The full and final payment will be made / released only after supply of Graphic Tablet with satisfactory report from user section. No advance payment will be made under any circumstances.
16. The Supplier should offer a minimum warranty period for 12 months for the Graphic Tablet from the date of its supply or manufactures warranty whichever is more.
17. Any defects noticed in Graphic Tablet within the warranty period, the firm should arrange for rectification/replacement/modification of the defective graphic tablet without any cost to the Films Division.
18. 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.
19. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
20. Any disputes arising out of the bid notice, process and finalisation of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

(Ashok A. Shinde)
Assistant Administrative Officer
for Director of Administration

Encls. : As above.

Copy to the 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 record.

(Ashok A. Shinde)
Assistant Administrative Officer
for Director of Administration

Format for Technical Bid

| Sr. No | Particulars | Qty. | Specification offered by bidder |
|--------|--|------|---------------------------------|
| 1. | Procurement of medium pen tablet in exchange of Wacom Intous 9 x 12 tablet under buy back Intous 3 Model –PTZ-930 1. S/N – 4HUM27773, 2. S/N - 4HUM27781, 3. S/N - 4HUM27783 | 3 | |
| | Note:- The firm can visit office for inspection of old Wacom Pen Tablet. | | |

Signature of authorized signatory

Format for Financial Bid**Name of the company/firm/Individual** _____**VAT Registration No.** _____**Service Tax Registration No.** _____**PAN Number** _____

| Sr. No | Particulars | Qty. | Cost | Discount under Buy Back Option | Cost after Buy Back Option | Tax, if any | Total cost incl. tax |
|--------|--------------------|------|------|--------------------------------|----------------------------|-------------|----------------------|
| 1. | Graphic Pen Tablet | 3 | | | | | |

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

