

## FILMS DIVISION

Ministry of Information & Broadcasting,  
Government of India



फिल्म प्रभाग  
सूचना एवं प्रसारण मंत्रालय  
भारत सरकार

No.D-16016/15/2017-S

Dated the 7<sup>th</sup> December, 2017.

**Subject:- Invitation for e-tender / Online Bids for Comprehensive Annual Maintenance Contract for Air-conditioners (Window/Split/Cassette) available in Films Division, Mumbai**

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E-tender (both technical and commercial) are invited for and on behalf of the President of India by FILMS DIVISION being customer from reputed firms for **Comprehensive Annual Maintenance Contract for Air-conditioners (Window/Split/Cassette) available in Films Division, Mumbai** to Director General, Films Divisions. Detailed tender document can be obtained from the Films Division Office, 24- Dr. G. Deshmukh Marg, Mumbai-400026 on any working day between 10.00 AM to 4.00 PM with free of cost till 27.12.2017 upto 18.00 hrs. Complete tender document can also be downloaded from our website [www.filmsdivision.org](http://www.filmsdivision.org)- and [eprocure.gov.in](http://eprocure.gov.in) (Central Public Procurement Portal).

2. E-Tenders/online bids are invited in two parts i.e. (i) Technical bid (ii) Financial/ price bid. Bidders are required to submit online scanned copy of Earnest Money Deposit (EMD) for an amount of Rs.20,000/- (Rupees Twenty thousand only) OR EMD Exemption Certificate along with their bids. The Hard copy of Account Payee Demand Draft, Bankers Cheque, Bank Guarantee in favour of **Accounts Officer, Films Division, Mumbai** is to be submitted in Stores Section, Films Division, Mumbai in a sealed envelope superscribed **"E-tender/online bids for Comprehensive AMC for Air-conditioners (Window/Split/Cassette) available in Films Division, Mumbai"** during office hours on or before 28.12.2017 up to 1.00 pm. The price bid of only those bidders will be opened whose technical bids would clear the technical evaluation by FILMS DIVISION. The Technical Bid will be opened on 29.12.2017 at 3.00 pm.

3. Director General, Films Division reserves the right to accept or reject any or all tenders in parts or full without any reason. The tenders or their authorized representatives may attend opening of tenders on 29.12.2017 at 3.00 pm

(Ashok A. Shinde)  
Assistant Administrative Officer  
Tel. No. 022-23523470



**Films Division  
Ministry of Information & Broadcasting  
Government of India  
24-Dr. G. Deshmukh Marg, Mumbai-400026**

**REQUEST FOR PROPOSAL/TENDER DOCUMENT**

**Invitation for e-tender/online Bids for Comprehensive Annual Maintenance Contact for Air Conditioners (WINDOW/SPLIT/CASSETTE) available in Films Division, Mumbai.**

**Request for Proposal (RFP) No.D-16016/15/2017-S, Dated 7<sup>th</sup> December, 2017**

1. Online Bids (Technical & Commercial) are invited for and on behalf of President of India for **Comprehensive Annual Maintenance Contact for Air Conditioners (WINDOW/SPLIT/CASSETTE) available in Films Division, Mumbai** listed in **Part II** of this RFP.

2. The address and contact numbers for seeking clarifications regarding this RFP are given below:

a.	Queries to be addressed to	Assistant Administrative Officer (Stores Section), Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026 (E-mail id- storesmum@filmsdivision.org)
b.	Postal address for sending the Queries/ EMD/Bid etc.	Assistant Administrative Officer (Stores Section), Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026 (E-mail id- storesmum@filmsdivision.org)
c.	Name/designation of the contact person/ officer	Shri Ashok A. Shinde, Assistant Administrative Officer, Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026
d.	Telephone number of the contact person/officer	022-23523470
e.	e-mail id of contact person/officer	storesmum@filmsdivision.org
f.	Fax number of the Office	

3. **This RFP is divided into five parts as follows:**

- a. **Part I :-** Contains General Information and instructions for the Bidders about the RFP such as the instructions to the bidders for online bid submission, time, cost of tender document, EMD, place of submission and opening of tenders, modification and withdrawal of bid, clarification regarding contents of the bid/RFP and Validity period of tenders, etc.
- b. **Part II:** - Containing essential details of the services/stores required, such as the Schedule of Requirements (SOR), Quantity, Quality, Scope of work, Technical parameters, Educational Qualifications, Nature of Consultancy, technical details, eligibility criteria, delivery period, delivery terms, consignee details, period of contract etc. alongwith number of documents to be uploaded online in pdf format with technical bid followed by hard copies.
- c. **Part III:** - Contains essential and standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
- d. **Part IV:-** Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- e. **Part V:** Contains Evaluation Criteria and Format for Price Bids.

4. **This RFP is being issued with no financial commitment and the customer /Buyer reserves the right to change or vary any part thereof at any stage. Customer/Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.**

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