

# FILMS DIVISION

Ministry of Information & Broadcasting  
Government of India



फिल्म प्रभाग  
सूचना एवं प्रसारण मंत्रालय  
भारत सरकार

No. D-15019/2/2022-S

Dated the 8<sup>th</sup> September, 2022

**Subject:** Invitation for Market Survey quotations for purchase of cartridges to various sections in Films Division, Mumbai.

Market Survey quotations are invited for and on behalf of the President of India by FILMS DIVISION being customer from the reputed and experienced firm/Supplier **for purchase of cartridges to various sections in Films Division, Mumbai**, Director General, Films Divisions.

2. Description and essential details of Items for **purchase of cartridges to various sections in Films Division, Mumbai** are as follows:

Sr. No	Cartridge Name	Qty
1	BROTHER TN-2365	10 NOS
2	CANON 045 MULTICOLOR	1 SET
3	EPSON INK 664 MULTICOLOUR	1 SET
4	CANON 925 CARTRIDGE	2 NOS
5	CANON FX9 CARTRIDGE	2 NOS
6	HP 88A	20 NOS
7	HP 905 MULTICOLOR	2 SET
8	XEROX WC3225 CARTRIDGE	10 NOS
9	CANON 2700 INK CARTRIDGE MULTICOLOUR	2 SET
10	HP110A CARTRIDGE	4 NOS
11	EPSON 003 MULTICOLOR	1 SET
12	EPSON INK 673 MULTICOLOUR	1 SET
13	BROTHER TN-B021	2 SET

3. The quotations is to be addressed to the **Director General, Films Division, Mumbai** in a sealed envelope super scribed "**Quotation for purchase of cartridges to various sections in Films Division, Mumbai**" should be dropped in drop box kept in **General-II Section, Films Division, 3<sup>rd</sup> Floor, Phase- I Building, 24-Dr.G. Deshmukh Marg, Mumbai-400026** during office hours on or before **19.09.2022** up to **1.00 p.m.**



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4. 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 quotations will be opened on the same day i.e. **on 19.09.2022 at 3.00 p.m.** in the presence of the bidders or their representatives who may be present. The tenders or their authorized representatives may attend opening of tenders on **19.09.2022**.
5. In case you have queries, kindly contact Smt. Anita Tauro, AAO, Films Division Mumbai on telephone Number:-022-23523454/23551355.
6. The terms/conditions & guidelines is enclosed.
7. Director General, Films Division reserves the right to accept or reject any or all tenders in parts or full without any reason.



(Anita Tauro)

Assistant Administrative Officer  
For Director General  
Tel. No. 022-23523454

**Encl:- As above-**

Copy to Festival & Outreach Section for uploading on Films Division Website.



(Anita Tauro)

Assistant Administrative Officer  
For Director General  
Tel. No. 022-23523454

## Guidelines for Market Survey

- i) Obtain quotations from at least three different suppliers/firms from the market which contain rate, specification with terms and condition of delivery.
- ii) The material should be readily available or probable date/period of supply to be indicated.
- iii) The firm/supplier should supply the material on **credit basis**.
- iv) GST/PAN No. of the firms should be indicated on quotation separately.
- v) The validity period of the rates quoted should be invariably mentioned in quotation.
- vi) Quotation should be on letter head or Printed Book with Sr. No. Ref. No. and signed by responsible person. No Pro-forma Invoice should be obtained at the time of market survey instead of quotation.
- vii) The supplier /firm will be informed about the procedure of Payment by ECS directly in their bank account.