



FILM AND TELEVISION INSTITUTE OF INDIA  
LAW COLLEGE ROAD, PUNE - 411 004

**TENDER DOCUMENT**

Tender No.: D-21013/PN/1366/2017-18

Dated 4<sup>th</sup> April, 2017

**Annual Maintenance Contract of (NLE systems FCP 10 version and Media composer 8.4 version) including Hardware & Software Up gradation**

**Bid Evaluation will be based on Technical and Commercial bid**

[All correspondence ie Postal and e-mail from tenderer shall be made only to the Purchase Authority, who has issued this tender otherwise it will not be accepted]

Price of Tender Document : Rs. 1500/- (Rupees One Thousand and Five Hundred Only)

Telephone } 25431817,  
Exchange } 25430363, 25430017 (Ext.210)  
Purchase Officer : 25431366

Fax No. : 91-020-25430416  
E-mail : [purchase@ftiindia.com](mailto:purchase@ftiindia.com)  
website : <http://www.ftiindia.com>

FILM & TELEVISION INSTITUTE OF INDIA  
LAW COLLEGE ROAD, PUNE 411 004

**INVITATION TO BID**

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, sealed tenders are invited by this Organization in the prescribed Bid forms. The details of the Tender are given in the schedule below :

1	Tender No. & Date	D.21013/PN/1366/2017-18/PS, 04.04.2017
2	Issue of Tender Forms	From 05.04.2017 to 26.04.2017 download from website only
3	Last Date of Receipt of Tender	26.04.2017 before 03.00 p.m.
4	Date of opening of Technical Bid	27.04.2017 at 3.30 p.m.
5	Date of opening of Commercial Bid	28.04.2017 at 3:30 p.m. (tentative)
6	Description of stores and quantity	As per Annexure - I
7	Delivery period	within 48 hours from the date of P.O.
8	Tender Fee	Rs. 1500/- (Non refundable)
9.	Earnest Money Deposit EMD	Rs. 20000/- (Rs. Twenty Thousand) only
10	i) Bid bond Validity	90 days beyond bid validity
	ii) Bid Validity upto	120 days from the date of opening of Technical Bid
11	Warranty	As per Tender Document
12	i) Performance Bank Guarantee / Security Deposit	Rs. 50000/- (Rs. Fifty Thousand ) only
	ii) Validity	90 days from the date of expiry of contract
13	Correspondence Address	Purchase Officer, Film & Television Institute of India, Law College Road, Pune 411 004., Ph. No. (020) 25431366 Fax : (020) 25430416
14	Paying authority	Accounts Officer, FTII, Pune 411 004

## E- TENDER NOTICE

**Comprehensive Annual Maintenance Contract of Avid Media Composer including Hardware & Software Up-gradation, in the Film and Television Institute of India , Pune, for the period of one year which can be extended upto three years with incase services found satisfactory of earlier period.**

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### Terms & Conditions

1. Online e-tenders are invited by the FTII under Two bid system through Central Public Procurement Portal, for Comprehensive Annual Maintenance Contract of Avid Media Composer including Hardware & Software Up-gradation, in the Film and Television Institute of India , Pune, for the period of one year as per the list enclosed at Annexute - I.
2. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> as well as [www.ftiindia.com](http://www.ftiindia.com) from dt. 05.04.2017 to 26.04.2017(upto 3.00 pm).
3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in Two bid system in the prescribed proforma. Tenders are to be submitted online only through e-procurement portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of the eligibility criteria etc are to be scanned and uploaded along with the Tender document. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
4. The bids will be opened online by Tender Evaluation Committee in the FTII on dated 27.04.2017 at time 3.30 p.m., FTII, Pune. Bidding parties or their authorized representatives can also be present at the time of opening of bids. Only one representative on behalf of a tenderer shall be allowed to be present at the occasion. The Tender Evaluation Committee (TEC) , after evaluation of the bids, will give Tender Evaluation Report duly signed by the members of the Committee.
5. The original Tender Fee and Earnest Money Deposit by means of a Demand Draft/ Banker's Cheque for Rs. 20000/- (Rs.Twenty Thousand) in the name of Accounts Officer FTII, Pune, physically must be dropped only in FTII, Pune between 9.30 to 3.00 p.m. on dt. 27.04.2017. In case original Tender Fee and EMD is not submitted during the above date and time , the bids will be rejected summarily. The bidder shall be disqualified and such bid will not be considered. However scanned copy of Bank Draft must be uploaded electronically on Central Public Procurement Portal. Tender Fee is non-refundable. EMD of unsuccessful bidder will be returned to them after the award

of the contract. No interest is payable on this EMD. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract their EMD will be forfeited.

6. Successful bidder will be required to furnish Security of Rs.50000/- (Rs. Fifty Thousand) in the form of Bank Guarantee Receipt/Fixed Deposit Receipt from any Nationalised / Scheduled Bank. These must be drawn in favour of Accounts Officer, FTII, Pune . Performance security would be refundable within one month of successful completion of the contract period, subject to fulfillment of terms & conditions of AMC and any deductions that may be decided by competent authority. EMD of successful bidder will be returned to them after the award of the contract and completion of due formalities. No interest is payable on this deposit.

7. The payment towards Annual Maintenance Contract shall be made in four installments each at the end of three months/ each quarter on presentations of bills and on production of satisfactory reports from the concerned users.

8. Each page of this tender notice & documents including General Terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.

9. The Competent Authority in the FTII, Pune, reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, there for.

10. The company/firm should have achieved a minimum turnover of Rs. 50/- lakhs per annum during last 3 years through executing such contracts.

11. The company/ firm must have similar contracts in at least two Govt. Offices / PSU / Autonomous Bodies / Private Sectors

12. The company/firm must have an experience of 3 years or more in this field.

13. The company/firm should submit its profile and bid on their letter head bearing full address, TIN ,PAN, Service Tax Number, telephone number, mobile number indication past experience, technical capability , details of Service Technician (S), financial position, copies of existing contracts and contracts during last 3 years in Govt. Offices along with documentary proof.

14. The firm should have not been blacklisted by any Govt. Department and no legal suit/ criminal case pending against it. Its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. An undertaking to this effect duly signed by concerned person should be submitted along with tender documents. This statement. If found to be incorrect in any manner or part there of, at any stage including after award of contract, shall result in for future of EMD or Security Deposit and the contract will also be cancelled immediately.
15. Xerox copy of Valid Sales Tax Clearance Certificate / VAT Registration Number / Service Tax / PAN Card / Documents relating to the financial position i.e. balance sheet, profit and loss account of last three years and IT returns should be submitted with Tender Document.
16. The number of machines mentioned in Annexure I may increase or decrease during the period of contract.
17. The initial upgradation / maintenance of the machines will have to be completed within 15 days from the date of commencement of contract and a report should be submitted to the FTII.
18. During the period of contract, the Company will be responsible for proper and consistent functioning of all machines being used by this Institute.
19. The Company will depute required number of qualified Engineers for attending complaints. The details of Engineers are required to be submitted to FTII, Pune on the letter head of the company along with copy of any identity Card issued to them. The Engineers should have mobile phones and phone numbers should be communicated to the HOD concerned and Tender Inviting Authority for immediate contact. They may also be called on Holidays or required to work after working hours for urgent maintenance to work after working hours for urgent repairs etc. If it is considered necessary.
20. The Engineers deputed by the Company will be required to submit TASK REPORT every day or periodically as decided by this Office.
21. The Company has to use all genuine products/ material of specifications.
22. The Engineers /staff deputed by the Company will not attend to any job directly unless directed by Authorized person of this office.

23. In case any machine goes out of order, the complaint should be attended within 48 hours and repair should be carried out by the Company in the premises of this FTII, Pune. Only such work which cannot be executed in the premises of this FTII, Pune. Will be allowed to be done in the Lab of Company with prior permission of this FTII, Pune for which no extra charges will be payable. In any circumstances the machine should be put in order within same day, failing which a penalty can be imposed with prior approval of Competent Authority.
24. If the FTII, Pune feels that any of the machines, under the contract was not properly maintained/ serviced by the Company or does not function for reasonable period after repair, a reasonable deduction from the bills will be final and binding on the Company.
25. This PERFORMANCE SECURITY is liable to be forfeited, if the services of the company are found to be unsatisfactory in any respect and / or if any or the conditions of tcontract is contravened / breached. And/ or towards any damage is caused to Govt. Property due to the negligence or otherwise of the firm or its employees. This FTII, Pune will be at liberty to entrust the same to any other firm/company at the risk and expense of the defaulting company/firm. The decision of this FTII in the regard shall be final.
26. The payment will be made to the supplier / vendor on quarterly basis on presentation of bill(s) in triplicate as per Purchase Order.
27. In all matters of dispute relating to this contract, the decision of this Institute will be final and binding upon the Company/firm.
28. This office reserves the right to reject or to accept any tenders, in whole or in part, without assigning any reason therefore. It also reserves the right to reject the tender without assigning any reason thereof or to renew the contract for such period as it may deem necessary taking into account the services rendered during the contract period.
29. While submitting the tender documents, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and no change. Whatsoever desired, will be entertained by this FTII, Pune.
30. The period of contract may be extended for a further period of three years on same rates and Terms and conditions subject to satisfactory performance rendered by the firm during the current year.
31. The Vendor will provide the invoice/ bill of all the items replaced and the rates charged for the spares should be reasonable and at par with the market price.

32. BOQ should indicate the 'rate per unit item' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES, as well as INSTALLATION COST and COMMISSIONING at the User Department.

33. BOQ / Price Bid should be submitted only through Central Public Procurement Portal.

Place :

Signature of Owner/Proprietor/Authorized  
Signatory of Agency/firm with company seal)

Date :

**Undertaking to be signed by the contractor/tenderer on behalf of his/her firm.**

I/We ----- do hereby undertake that I/We have clearly and precisely understood the terms and conditions of the tender, that I/We will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government. Issued from time to time in letter and spirit, that any breach and/or violation of any terms and conditions and /or my work being found unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Film and Television Institute of India, Pune, and also I will liable to make all extra cost(s) borne by the FTII, Pune for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the FTII, Pune owing to the unsatisfactory/failure to work on my part.

I/We ----- also undertake that the decision of the FTII,Pune shall be final and binding in all cases, whatsoever may be , pertaining to this contract.

Place :

Date :

(Signature of Owner/Proprietor/Authorized  
Signatory of Agency/firm with company seal)



**Annexure - I**

**Subject : Annual Maintenance Contract of (NLE systems FCP 10 version and Media composer 8.4 version) including Hardware & Software Up gradation**

**Apple (MAC)**

S.No.	Model/NLE	Units
1	Mac-Pro Desktop Model Intel Xenon Processor Apple Display 23 inch	6
2	Imac-2.8 GHz, 24 inch Intel Core duo/ 2 GB 800MHz DDR2 SDRAM	10
3	Imac-27 inch 3.4 GHz / 8 GB	15
4	Mac Pro (Cylinder) Core Xenon E5/16/256 Fire Pro MD878HN/A Thunder Bolt Display 27 inch	8

