



राष्ट्रीय फिल्म संग्रहालय

NATIONAL FILM ARCHIVE OF INDIA

सूचना और प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

भारत सरकार/ GOVT.OF INDIA

लॉ कॉलेज रोड / LAW COLLEGE ROAD

पुणे / PUNE -411004

No. 302/59/2017

Date: 16/06/2017

Subject: Quotation for Plastic Bobbins for Film Reels

You are requested to kindly forward your lowest quotation for the supply of Plastic Bobbins as per details given below: Please note that the material should be of polypropylene- thick with Air free.

Sr.No.	Description of items	Bobbin Size	Quantity
1	Bobbins	35mm height & 75mm diameter	80,000 Nos
2	Bobbins	16mm height & 75mm diameter	20,000 Nos
3	Master Mould/ Dye (made of Metal preferably Copper)	35mm height & 75mm diameter	1 No.
4	Master Mould/ Dye (made of Metal preferably Copper)	16mm height & 75mm diameter	1 No.

Note: NFAI may like to have the moulds as its property. The bidder is requested to provide a quote for the same. However, the decision will be of NFAI on this matter.

The quotation is to be submitted on the Firm's letter head.

Sr. No	Information	Details
1.	Advertising Date	16 th June 2017
3.	Last Date for submission of queries	20 th June 2017 by 5 pm
4.	Date, Time and Place of Pre-Bid Conference	22 nd June 2017 at 3 pm National Film Archive of India (NFAI) Law College Road, P.O.Box - 810 Pune – 411004
5.	Last Date (deadline) for submission of bids	7 th July 2017 by 3 pm
6.	Bid Opening Date	7 th July 2017 by 4 pm
8.	Opening of Commercial Bids	To be intimated later
9.	Correspondence Details	Mr. Kiran Dhiwar, Film Preservation Officer, National Film Archive of India, Law College Road, Pune – 411004

Quotation should reach **Film Preservation Officer National Film Archive of India, Law College Road, Pune-4 latest by 3 p.m. on before 07/07/2017** in a sealed envelope super scribing on envelope "**Quotation for Bobbins**" along with the terms and conditions of payment and delivery etc.

NOTICE INVITING TENDER

Subject: Quotation for Plastic Bobbins for Film Reels

You are requested to kindly forward Lowest rate quotation for the supply of plastic bobbins as per details given below: **Detail specifications and dimensions of these Bobbin's is enclosed.**

Sr.No.	Description of items	Bobbin Size	Quantity
1	Bobbins	35mm height & 75mm diameter	80,000 Nos
2	Bobbins	16mm height & 75mm diameter	20,000 Nos
3	Master Mould/ Dye (made of Metal preferably Copper)	35mm height & 75mm diameter	1 No.
4	Master Mould/ Dye (made of Metal preferably Copper)	16mm height & 75mm diameter	1 No.

Note: NFAI may like to have the moulds as its property. The bidder is requested to provide a quote for the same. However, the decision will be of NFAI on this matter.

Terms & Conditions:-

- 1) Sealed quotation is to be submitted on the Firm / Company letter head.
- 2) Sealed quotation should reach **Film Preservation Officer, National Film Archive of India, Law College Road, Pune- 411 004.** on or before 07/07/2017 up to 3 p.m
- 3) Sealed envelope super-scribing "**Quotation for Bobbins**" along with the terms and conditions of payment & delivery etc.
- 4) The Bobbins should be made of **High Density Polypropylene thick** material as per detailed specifications and dimensions enclosed. Please refer to Annexures 3 and 4 for diagrammatic representation.
- 5) NFAI may like to have the moulds as its property. The bidder is requested to provide a quote for the same. However, the decision will be of NFAI on this matter. The successful bidder shall handover the mould to NFAI upon delivery of the 1st order lot.
- 6) Decision of right to accept or reject the quotation(s) without specifying any reason, is reserved with the authority of National Film Archive of India, Law College Road, Pune.
- 7) Terms and conditions enclosed with this tender must also be signed –stamped by the Bidder, as an acceptance. Without this, bid will be treated as incomplete & liable for rejection.
- 8) The quantities mentioned in the table above are indicative and the actual procurement may vary.

NOTICE INVITING TENDER: NFAI No. 302/59/2017 dated 16/06/2017

Subject: Quotations for Plastic Bobbins for Film Reels

GENERAL TERMS & CONDITIONS:

- 1) The bid shall be accompanied with the latest available Sales Tax, Service Tax & VAT certificate. PAN number should also be indicated in the Bid.
- 2) Reputed firms who have experience in the similar nature work may send their lowest offer for the same in sealed envelopes super-scribing "**Quotation for Bobbins**", in person / By post / By Courier as to reach the **Film Preservation Officer, National Film Archive of India, Law college Road, Pune on or before 03/07/2017 up to 3.00 PM**. The bids will be opened on the same day at 4.00 PM.
- 3) Pre-qualification criteria: Only the firms satisfying the following pre-qualification criteria would be considered for financial bid opening:
 - a. The bidder should be a Company Registered under Indian Companies Act, 1956 OR a partnership firm registered under Indian Partnership Act, 1932.
 - b. The bidder must have minimum annual turnover of INR 10 lacs (Rupees Ten Lakhs only) in each of the last three financial years i.e. FY 2013-14, FY 2014-15 and FY 2015-16.
 - c. The bidder should have satisfactorily executed at least 1 project of value INR 5 Lakhs for supply of similar bobbins during last 3 years.
- 4) The bidder shall submit all the documents/ work orders/ client certificates necessary as proof to satisfy the pre-qualification criteria as mentioned in clause 3 above.
- 5) The bidder shall submit two envelopes:
 - a. Envelope A: "Pre-qualification documents"
 - b. Envelope B: "Commercial proposal"
- 6) Both Envelope A and B shall be sealed and put into another larger envelope, which shall clearly mention "**Quotations for Plastic Bobbins for Film Reels**". This envelope shall be sealed and addressed to Administrative Officer, NFAI. Envelope A shall not have any details pertaining to the commercial proposal.
- 7) A pre-bid meeting will be held on 22nd June 2017 at NFAI Pune at 4 p.m.
Contact details: **Film Preservation Officer, National Film Archive of India, Law college Road, Pune. Email: film@nfaipune.gov.in**
- 8) The bids/ offers received after the stipulated date and time will not be considered.
- 9) The validity of the quotation will be one year
- 10) The Component Authority reserves the right to accept any offer or reject all of them without assigning any reason thereof. No correspondence will be entertained by NFAI, Pune in this regard.

- 11) The amount of offer should be quoted in Indian Rupees (in figures as well as in words) exclusive of all taxes. In case of discrepancy, the amount quoted in words shall be treated as valid.
- 12) The bidder should clearly mention VAT and all other charges legally applicable on the services/Goods in respect of this work/Supply and NFAI, Pune will not entertain any claim whatsoever on this account.
- 13) If a firm accepts the order and fails to execute the order in given time, in full or part as per terms and conditions stipulated therein, it will be open to the Director, NFAI to recover liquidated damages from the firm at the rate of 5% of the value of the loss per month or part thereof subject to maximum of 10% of the value of the total value of loss. It will also be at the discretion of the Director, NFAI alternatively, to arrange procurement of the required service from any source, at the risk and expenses of the firm accepted and failed to execute the order according to stipulations agreed upon. It will also entail removal of the defaulters name from the approved / registered list of suppliers.
- 14) The successful bidder shall deliver the order as placed by NFAI within 2 weeks of order placement.
- 15) The bidder shall ensure that there is no correction or over writing in their bid.
- 16) The bidder should have studied all terms and conditions of the bid before submitting the bid.
- 17) Disputes or difference of any kind between NFAI and the firm in connection with or arising out of the services work (whether before or after the termination of this work) shall be referred to or settled by arbitration of a person appointed by the Director, NFAI. The award of the Arbitrator shall be final and binding upon the parties.
- 18) No advance payment will be made. 100% Payment will be made on after satisfactory supply of goods in perfect condition.
- 19) The Bidder shall conform to the provision of any Government Acts, which relate to works and to the regulations and byelaws of any local authorities.
- 20) The Bidders shall give all notices required by the said acts or laws etc. Pay all fees payable to such authorities and allow for these contingencies in his tendered rates, and all other fees payable to the local authorities.
- 21) The Bidder shall maintain in good condition all work executed till the completion of entire work.
- 22) NFAI, Pune will evaluate and compare the quotations determined to be substantial response i.e. which are properly signed; and conform to the terms and conditions and specifications.
- 23) All Bidders shall quote their lowest rates taking into account of all liabilities (e.g. Proper Packing – forwarding & Courier / Transportation up to door of NFAI, HQ Pune, Toll Tax, City entries tax etc.), scope of work and the terms and conditions given in the tender document.

- 24) All the above-mentioned terms and conditions are mandatory and Bidder shall abide by all the above stated conditions.
- 25) Quoted Rates of the successful bidder will be valid for One year from the date of Opening of Tender. During the year period, NFAI may place subsequent number of orders for supply of quoted goods. Warranty of Supplied good / work must be of One year from the date of supply / receipt.
- 26) NFAI may at its discretion place part or full order or additional order at the rates quoted here. In case, of urgency of bobbins, NFAI reserves the right of placing order to multiple agencies at the lowest rate discovered through this process. In any case, the minimum order placed would be of 1000 nos per lot.
- 27) Director, NFAI may cancel any part of whole of the tender document without assigning any reason thereof.

The specifications of 35mm Bobbins (High Density Polypropylene material).

Please refer to image given (Annexure 3):

- 1) Diameter – 75 mm (a)
- 2) Height – 35 mm (b)
- 3) Left and Right Film Locking Groves – sufficient to hold film (c)
- 4) Internal Diameter – 26mm (d)
- 5) Winding Table Spindle Locking Grove – Height - 4mm(e) , Breadth – 4mm (f)
- 6) Supporting Mechanism should have 8 equal sections and closed centrally.(g)
- 7) Outer Peripheral thickness and Internal Peripheral thickness – 5 mm (h)
- 8) Rib Thickness – 3mm (i)
- 9) Rib Depth on both sides – 15mm (j)
- 10) Weight – not less than 58gms
- 11) Colour – White only

The specifications of 16mm Bobbins (High Density Polypropylene material).

Please refer to image given (Annexure 4):

- 1) Diameter – 75 mm (a)
- 2) Height – 16 mm (b)
- 3) Left and Right Film Locking Groves – sufficient to hold film (c)
- 4) Internal Diameter – 26mm (d)
- 5) Winding Table Spindle Locking Grove – Height - 4mm(e) , Breadth – 4mm (f)
- 6) Supporting Mechanism should have 8 equal sections and closed centrally.(g)
- 7) Outer Peripheral thickness and Internal Peripheral thickness – 3 mm (h)
- 8) Rib Thickness – 3mm (i)
- 9) Rib Depth on both sides – 7mm (j)
- 10) Weight – not less than 22 gms
- 11) Colour – White Only

The successful bidder shall get the sample of the bobbins tested from the below Organization. Your rate should be inclusive of these Tests. NFAI will not pay separately for these tests. For each lot of order / supply, the successful bidder (supplier) has to provide test report from the below mentioned organizations for that lot material.

Test 1:

- 1) Material Identification by DSC with standard ASTM D 3418
- 1) Melt Flow Index @ 230 degree C with standard ASTM D 1258

From Central Institute of Plastics Engineering and Technologies, Ministry of Chemicals & Fertilizers. Government of India. Guindy, Chennai – 600 032

Commercial Proposal

The financial offers shall be evaluated on the basis of total cost offered by the Bidder for the NIT. The lowest total cost offered shall be declared as the successful bidder. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may lead to rejection of the bid. Any deviations will not be accepted and may lead to disqualification of the bid.

The commercial proposal needs to be submitted as per the Annexures 1 and 2 both.

Annexure 1: Template for Commercial Proposal

Sr.No.	Description of items	Bobbin Size	Quantity	Unit Rate Rs. (in Figures)	Unit Rate Rs. (in Words)	Total Price (Rs.)
1	Bobbins	35mm height & 75mm diameter	80,000 Nos			
2	Bobbins	16mm height & 75mm diameter	20,000 Nos			
3	Master Mould/ Dye of (made of Metal preferably Copper)	35mm height & 75mm diameter	1 No.			
4	Master Mould/ Dye of (made of Metal preferably Copper)	16mm height & 75mm diameter	1 No.			
Total cost in Rs. (figures)						
Total cost in Rs. (Words)						

Please Note : NFAI may like to have the moulds as its property. The bidder is requested to provide a quote for the same. However, the decision will be of NFAI on this matter.

(Please mention exclusive of all taxes applicable like VAT & excise Duty.)

Note:

- The quantities mentioned in the NIT are approximate and subject to vary (increase or decrease).
- NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion
- The unit rates prescribed above would be applicable in case of any changes in the quantity.
- The bidder shall add rows under the respective heads of the commercial proposal for any items that may be deemed necessary for successful execution of the event.
- The total cost including taxes would be considered for bid evaluation. However, item rates provided would be applicable for calculating the final payable amount based on the actual items procured by NFAI.
- NFAI may like to have the moulds as its property. The bidder is requested to provide a quote for the same. However, the decision will be of NFAI on this matter. The successful bidder shall handover the mould to NFAI upon delivery of the 1st order lot.
- All material needs to be of superior and durable quality as specified in this NIT. In case any item is found to be of sub-standard quality, it will be the responsibility of the vendor to replace with superior quality at the vendors expense.

Annexure 2 Covering letter for Commercial Proposal Format

Date: _____ , _____

Film Preservation Officer,
National Film Archive of India,
Law College Road,
Pune – 411 004.

Subject: Submission of the Commercial bid for Plastic Bobbins

Dear Sir,

We, the undersigned, offer to provide the services for <<Title of Implementation Services>> in accordance with your Notice Inviting Tender dated <<Date>> and our Proposal (Technical and Commercial Proposals). Our attached Commercial Proposal is for the sum of <<Rs..... , Amount in words and figures>>. This amount is inclusive of the all taxes.

a. PRICE AND VALIDITY

All the prices mentioned in our bid response are in accordance with the terms as specified in the NIT documents. We hereby confirm that our prices include all taxes. We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

b. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates and total amount for the purpose of account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

c. COMPLIANCE

We declare that all the material shall be provided strictly in accordance with the bid documents, irrespective of whatever has been stated to the contrary anywhere else in our bid. We accept NFAI can delete any line item of the commercial proposal.

Further we agree that additional conditions, if any, found in the bid documents, other than those stated in deviation schedule, shall not be given effect to.

d. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your
Scope of Work included in NIT documents

e. QUALIFYING DATA

We confirm having submitted the information as required by you in your bid document. In case you require any other further information/documentary proof in this regard before evaluation of our bid response, we agree to furnish the same in time to your satisfaction.

f. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated in Commercial Bid attached with our Tender as part of the Tender.

Our Commercial Proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the contract period.

We hereby declare that our bid response is made in good faith, without collusion or fraud and the information contained in the bid response is true and correct to the best of our knowledge and belief.

We understand that our bid response is binding on us and that you are not bound to accept bids you receive.

Thanking you,

Yours sincerely,

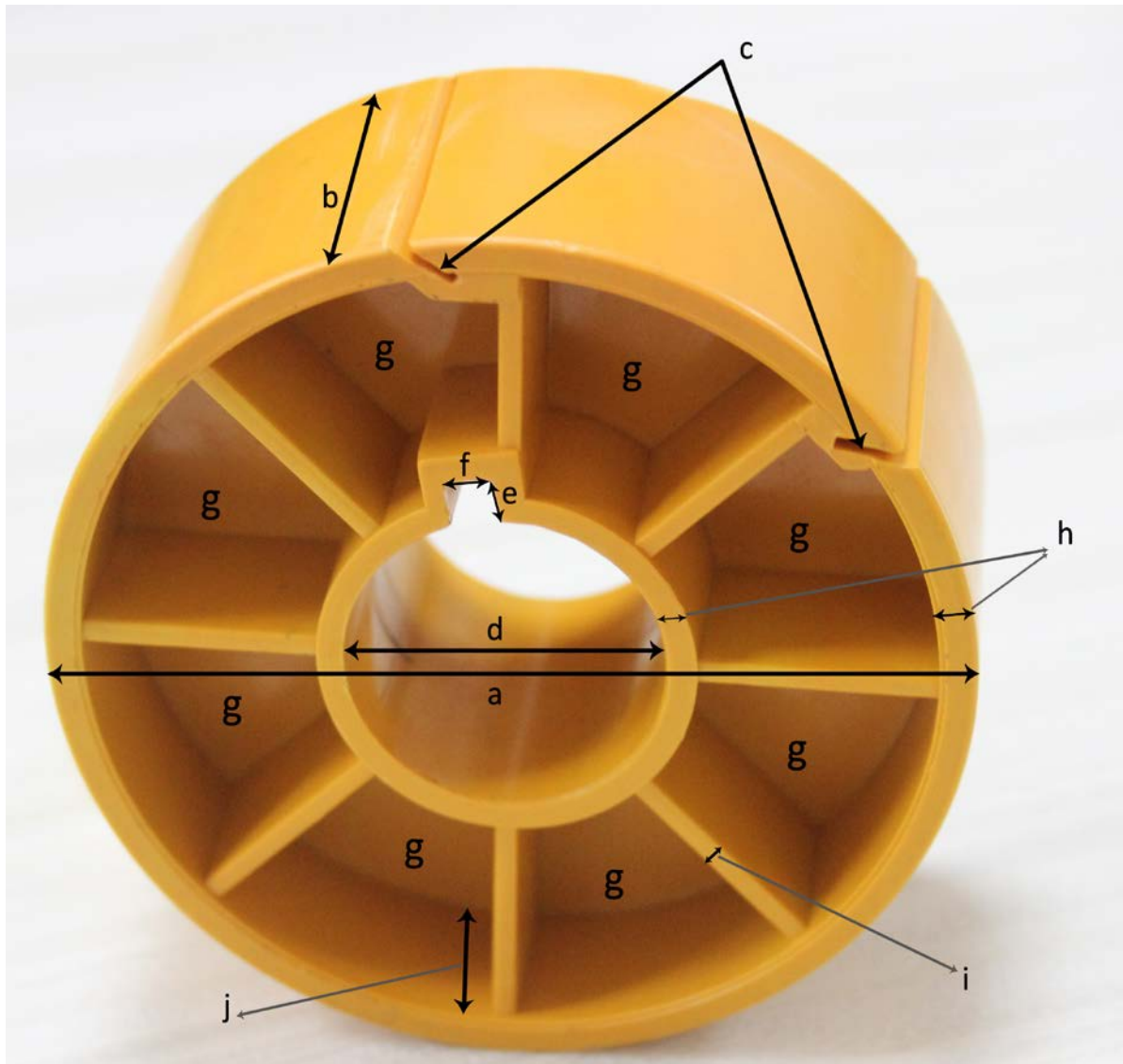
Authorized Signature:

Name and Title of Signatory:

Name of Firm: _____

Address: _____

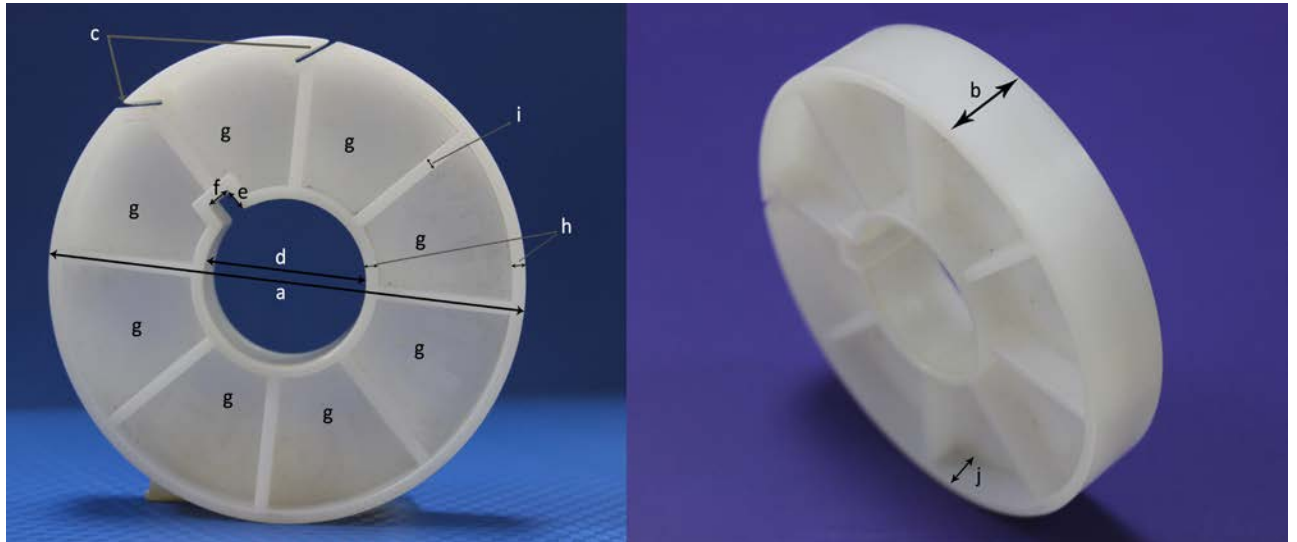
Annexure 3 : Reference Image for Dimension Specification of 35mm Bobbin



Specifications:

- 1) a - Diameter – 75 mm
- 2) b - Height – 35 mm
- 3) c - Left and Right Film Locking Groves – sufficient to hold film
- 4) d - Internal Diameter – 26mm
- 5) e - Winding Table Spindle Locking Grove – Height - 4mm
- 6) f - Winding Table Spindle Locking Grove – Breadth - 4mm
- 7) g - Supporting Mechanism should have 8 equal sections and closed centrally
- 8) h - Outer Peripheral thickness and Internal Peripheral thickness – 5 mm
- 9) i - Rib Thickness – 3mm
- 10) j - Rib Depth on both sides – 15mm
- 11) Weight – not less than 58gms
- 12) Colour – White only

Annexure 4 : Reference Image for Dimension Specification of 16 mm Bobbin



Specifications:

- 1) a - Diameter – 75 mm
- 2) b - Height – 16 mm
- 3) c - Left and Right Film Locking Groves – sufficient to hold film
- 4) d - Internal Diameter – 26mm
- 5) e - Winding Table Spindle Locking Groove – Height - 4mm
- 6) f - Winding Table Spindle Locking Groove – Breadth - 4mm
- 7) g - Supporting Mechanism should have 8 equal sections and closed centrally
- 8) h - Outer Peripheral thickness and Internal Peripheral thickness – 3 mm
- 9) i - Rib Thickness – 3mm
- 10) j - Rib Depth on both sides – 7mm
- 11) Weight – not less than 22 gms
- 12) Colour – White Only