



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. 302/66/2017

Date: 03/08/2017

**Subject: Quotations for Film Leaders**

You are requested to kindly forward your lowest quotation for the supply of Film Leaders as per details given below. The leaders have to be supplied in reels of 1000 ft length each:

Sr.No.	Description of items	Type of Leader	Leader Size	Base	Quantity
1	Film Leaders	White Leader	35mm	Polyester	4200 reels
2	Film Leaders	White Leader	16mm	Polyester	700 reels

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

Sr. No	Information	Details
1.	Advertising Date	3 <sup>rd</sup> August 2017
2.	Last Date (deadline) for submission of bids	24 <sup>th</sup> August 2017 by 3 pm
3.	Bid Opening Date	24 <sup>th</sup> August 2017 by 4 pm
4.	Opening of Commercial Bids	To be intimated later
5.	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 or before 24/08/2017** in a sealed envelope super scribing on envelope "**Quotation for Film Leaders**" along with the terms and conditions of payment and delivery etc.

No. 302/66/2017

Date: 03/08/2017

**NOTICE INVITING TENDER**

**Subject: Quotations for Film leaders**

You are requested to kindly forward Lowest rate quotation for the supply of White Film Leaders as per details given below: The leaders have to be supplied in reels of 1000 ft length each.

Sr.No.	Description of items	Type of Leader	Leader Size	Base	Quantity
1	Film Leaders	White Leader	35mm	Polyester	4200 reels
2	Film Leaders	White Leader	16mm	Polyester	700 reels

**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 24/08/2017 up to 3 p.m
- 3) Sealed envelope super-scribing "**Quotation for Leaders**" along with the terms and conditions of payment & delivery etc.
- 4) The Leaders should have **Polyester base** material and must be as per detailed specifications and dimensions enclosed.
- 5) Decision of Rights to Accept or Reject of the quotation(s) without specifying any reason, is reserved with the authority of National Film Archive of India, Law College Road, Pune.
- 6) Terms and conditions enclosed with this tender, may also be signed and stamped by the Bidder, as an acceptance. Without this, Bid will be treated incomplete.
- 7) The quantities mentioned in the table above are indicative and the actual procurement may vary.

**NOTICE INVITING TENDER:** NFAI No. 302/66/2017 dated 03/08/2017

**Subject: Quotations for Film Leaders**

**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 Film Leaders**”, 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 24/08/2017 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 OR a Proprietorship Firm
  - b. The bidder must have minimum annual turnover of INR 5 lacs (Rupees Five 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 supplied similar material (leaders, raw stock, etc.) to any of the film labs, Government organisations, etc. .
- 4) The bidder shall submit all the documents 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 Film Leaders**”. This envelope shall be sealed and addressed to Administrative Officer, NFAI. Envelope A shall not have any details pertaining to the commercial proposal.
- 7) Submission of Samples along with the bids is preferable.
- 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 Competent 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 4 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 appointment 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 leaders, 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 will be 100 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 Film Leaders**

- 1) White leaders
- 2) Polyester Base
- 3) Both side standard perforations (KS)
- 4) Reels should be of 1000 ft each

**The specifications of 16 mm Film Leaders**

**Please refer to image given:**

- 1) White leaders
- 2) Polyester Base
- 3) One side standard perforations (KS)
- 4) Reels should be of 1000 ft each

**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	Type of Leader	Leader Size	Base	Quantity	Unit Rate (Rs in Figure)	Unit Rate (Rs in Words)	Total
1	Film Leaders	White Leader	35mm	Polyester	4200 reels			
2	Film Leaders	White Leader	16mm	Polyester	700 reels			
<b>Total (in Figures)</b>								
<b>Total (in Words)</b>								

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

Note:

1. The quantities mentioned in the NIT are approximate and subject to vary (increase or decrease).
2. NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion
3. The unit rates prescribed above would be applicable in case of any changes in the quantity.
4. 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.
5. 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.
6. 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 Film Leaders

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: \_\_\_\_\_