



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: 14/02/2018

**Subject: Quotations for Transparent/White Leaders**

You are requested to kindly forward your lowest quotation for the supply of Transparent/White Leaders as per details given below. The total quantity required is 4200 reels of 35 mm leaders and 700 reels of 16 mm leaders. The leaders have to be supplied in reels of 1000 ft length each.

The decision to procure white or transparent leaders will be taken based on operational requirement. The table below indicates the quantity required:

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

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

Sr. No	Information	Details
1.	Advertising Date	14 <sup>th</sup> February 2018
2.	Last Date (deadline) for submission of bids	7 <sup>th</sup> March 2018 by 3 pm
3.	Bid Opening Date	7 <sup>th</sup> March 2018 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 07/03/2018** in a sealed envelope super scribing on envelope "**Quotation for Film Leaders**" along with the terms and conditions of payment and delivery etc.

**NOTICE INVITING TENDER****Subject: Quotations for Film leaders**

You are requested to kindly forward Lowest rate quotation for the supply of Transparent/White Film Leaders as per details given below: The leaders have to be supplied in reels of 1000 ft length each. The total quantity required is 4200 reels of 35 mm leaders and 700 reels of 16 mm leaders. The leaders have to be supplied in reels of 1000 ft length each.

The decision to procure white or transparent leaders will be taken based on operational requirement.

Sr.No.	Description of items	Type of Leader	Leader Size	Base	Quantity
1	Film Leaders	White/ Transparent Leader	35mm	Polyester	4200 reels
2	Film Leaders	White/ Transparent 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 07/03/2018 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 must be as per detailed specifications and dimensions enclosed.
- 5) Decision on right 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 – 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 14/02/2018

**Subject: Quotations for Film Leaders**

**GENERAL TERMS & CONDITIONS:**

- 1) The bid shall be accompanied with the latest available GST & Sales Tax 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 07/03/2018 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 2014-15, FY 2015-16 and FY 2016-17.
  - c. The bidder should have satisfactorily supplied similar material (leaders, raw stock, etc.) to any of the film labs, Government organisations, commercial organization, 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 bigger 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) inclusive of all taxes, except GST. In case of discrepancy, the amount quoted in words shall be treated as valid.
- 12) The bidder should clearly mention GST and all other charges legally applicable on the services/Goods in respect of this work/Supply separately. NFAI 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 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 batches as per order.
- 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 expenses (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.
- 28) **Cost of tender:** The detailed tender document can be obtained from the Administrative Officer, NFAI on any working day between 10.00 AM to 4.00 PM on payment of Rs. 100/- (non refundable) in cash till 07/03/2018. Complete tender document can also be downloaded from our web site [www.nfai.gov.in](http://www.nfai.gov.in) and Central Public Procurement Portal. The downloaded tender document can be submitted by paying Rs. 100/- (Rs. One Hundred Only) in the form of Demand Draft/Pay order in favour of Administrative Officer, NFAI to be enclosed with the filled in tender form.
- 29) **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 15 days of receipt

of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of Contract period. The specimen of PBG is given in Annexure 3.

**Technical Specifications :**

**i) 35mm Transparent Film Leaders**

- a. Transparent leaders
- b. Polyester Base
- c. Both side standard perforations (KS)
- d. Reels should be of 1000 ft each

**ii) 16 mm Transparent Film Leaders**

- a. Transparent leaders
- b. Polyester Base
- c. One side standard perforations (KS)
- d. Reels should be of 1000 ft each

**iii) 35mm White Film Leaders**

- a. White leaders
- b. Polyester Base
- c. Both side standard perforations (KS)
- d. Reels should be of 1000 ft each

**iv) 16 mm White Film Leaders**

- a. White leaders
- b. Polyester Base
- c. One side standard perforations (KS)
- d. 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 for each line item shall be declared as the successful bidder for that line item.

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 (Rs. In figure)	Total (Rs. In Words)
1	Film Leaders	Transparent Leader	35mm	Polyester	4200 reels				
2	Film Leaders	Transparent Leader	16mm	Polyester	700 reels				
3	Film Leaders	White Leader	35mm	Polyester	4200 reels				
4	Film Leaders	White Leader	16mm	Polyester	700 reels				

(Please quote rates and amount inclusive of all taxes, except GST)

Note:

1. The quantities mentioned in the NIT are approximate and subject to vary (increase or decrease).
2. The total quantity required is 4200 reels of 35 mm leaders and 700 reels of 16 mm leaders. NFAI will take a decision at an appropriate time whether white or transparent leaders need to be procured.
3. The leaders have to be supplied in reels of 1000 ft length each.
4. NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion
5. The unit rates prescribed above would be applicable in case of any changes in the quantity.
6. 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.
7. The total cost of each line item excluding 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.
8. Rates are being discovered for the above mentioned line items. The work would be awarded for the lowest bidder for each line item individually. The leaders either transparent or white would be procured based on their availability and feasibility for the project.
9. The decision to procure white or transparent leaders will be taken based on operational requirement.
10. 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 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 all taxes, except GST.

### **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, except GST. 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 Covering letter for Commercial Proposal Format**

**Performance Bank Guarantee Format**

**From:**  
**Bank** \_\_\_\_\_

To

The President of India through National Film Archive of India  
Ministry of Information & Broadcasting  
Government of India  
New Delhi.

Dear Sir,

Whereas you have entered into a contract No. .... Dt.....(hereinafter referred to as the said Contract with M/s....., hereinafter referred to as the "Contractor/Supplier" for supply of services as per Part-II of the said contract to the said contractor and whereas the contractor/supplier has undertaken to produce a bank guarantee for 10% of total Contract value amounting to.....to secure its obligations to the President of India. We the.....bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the contractor/supplier that, in the even that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all the any sum up to a maximum of ..... Rupees.....only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Contractor/supplier indulgence to the Contractor/Supplier by you, or by any alterations in the obligations of the Contractor/Supplier or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for 14 months from the effective date of contract according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by a change in the constitution of the bank or in the constitution of M/s.....