

**NATIONAL FILM ARCHIVE OF INDIA**  
**MINISTRY OF INFORMATION AND BROADCASTING**  
**LAW COLLEGE ROAD, PUNE**

**Last date for Submission of Tender : 8 December 2020 up to 03:00 p.m.**

**NOTICE INVITING TENDER FOR SHIFTING OF FILM MATERIAL FROM NFAI OFFICE**  
**SITUATED AT LAW COLLEGE ROAD TO PHASE 2 AT KOTHRUD, BEHIND**  
**DOORDARSHAN OFFICE SITUATED WITHIN RADIUS OF 6 KM**

Sealed tenders are invited from the reputed Movers & Packers for **awarding the contract for shifting of FILM MATERIAL in two types of unbreakable boxes (Hardboard/Plastic/Metal) with minimum measurements of 18'x18'x18 inches and 18'x25'x14' inches, which include packing/unpacking, loading/unloading and transporting film material from Law College Road to NFAI office situated at Phase 2 at Kothrud behind Doordarshan Office and vice versa which is situated within radius of 6 kms** within Pune City as per Proformas enclosed herewith from **Annexure-'A' to 'C'**.

Interested parties, if so desire, may contact Administrative Officer, National Film Archive of India on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone No. 020-29809379.

**A. TENDER**

1. The tender should be sent in Two Sealed Envelope superscribed with (a) "Earnest Money for Shifting of Film Material" and (b) "Financial Bid for contract for shifting of household goods etc" by post or by Hand sufficiently early so as to reach NFAI within date and time or may be delivered to the undersigned.
2. The bidders are expected to examine all the instructions, Proformas, terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the bidder's risk and may result in the rejection of the tender.
3. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day will be treated as due date of Tender.

## **B. TERMS AND CONDITIONS OF TENDER**

1. The bidders are required to quote their lowest rate per trip for **of FILM MATERIAL in boxes with minimum measurements of 18'x18'x18 inches and 18'x25'x14' inches, which include packing/unpacking, loading/unloading and transporting film material from Law College Road to NFAI office situated at Phase 2 at Kothrud behind Doordarshan Office which is situated within radius of 6 kms within Pune City** mentioning rates for all-inclusive in **Annexure-‘C’** enclosed herewith and the rates should be valid for a minimum period of one year from the award of the work. The bidder shall not be entitled during the contractual period of one year to revoke or change the quoted rate or to vary the terms & conditions of tender or any terms thereof.
2. The bidder has to provide two type of unbreakable boxes (Hardboard/Plastic/metal) for transporting the film material with minimum measurement of **18'x18'x18 inches and 18'x25'x14' inches** so as to avoid mixing of film cans with one another. The boxes shall NOT be property of NFAI after the work is completed.
3. The bidder has to provide sufficient manpower/labour (minimum 10 excluding driver) for loading, unloading and shelving of the film material. NFAI staff will help in identifying the location where the bidder has to take out and store the material.
4. The bidders are required to send their tender along with Demand Draft drawn in favour of “Administrative Officer, National Film Archive of India, towards **Earnest Money Deposit of Rs. 5,000/-** for shifting of Film material etc.(Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). No interest will be payable on EMD. Earnest money will be refunded to the unsuccessful bidder on their written request after awarding of the Contract to the successful bidder.
5. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, EMD submitted by bidder may be confiscated and in future the bidder may be debarred to participate in the tender process of NFAI.
6. NFAI, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.
7. Each bidder has to certify that all the terms and conditions are acceptable to him.

### **C.TERMS & CONDITIONS THE SUCCESSFUL BIDDER**

1. NFAI reserves the right to terminate the work at any time, if the services of the bidder are not found satisfactory.
2. The bidder has to carry out the shifting of film material from Phase 1 to Phase 2 as well as from Phase 2 to Phase 1 at the same time. Therefore, two vehicles shall be required and each vehicle may perform two trips both ways and each trip should be able to shift minimum 50 films including loading, unloading and shelving. **The bidder has to complete the entire shifting work within 25 days from the awarding of the work.**
3. The bidder shall give an undertaking (**as per Annexure 'B'**) that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on account of poor performance.
4. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by NFAI.
5. The payment will be made only after the completion of the shifting etc. as per the satisfaction of NFAI and accepted as per approved requirements.

#### **D. PENALTIES**

1. If the work/shifting is not done satisfactorily, NFAI shall required to make work/shifting from outside at higher rates, the loss, if any, sustained by the NFAI would be recovered from the bidder.
2. Irrespective of the fact as to whether or not the NFAI get the work done from outside, NFAI may impose penalty up to **1% per day subject to maximum of 10%** of total cost of delayed shifting (in every case), if the delay in services is due to wilful laches or negligence on the part of the bidder irrespective of inconvenience caused to NFAI.
3. The EMD shall stand forfeited in case of breach of any of the conditions mentioned herein or if the service is found unsatisfactory/not as per specifications.

#### **F. INVITATION OF TENDER**

Interested parties may send their Tenders in two sealed envelopes super scribing (a) "Earnest Money for Shifting of Film Material" and (b) "Financial Bid for Shifting of Film Material." addressed by name to the undersigned so as to reach on or before **8 December 2020 up to 03:00 p.m. which will be opened on the same day at 4.00 P.M.** in NFAI by a Committee of Officers in the presence of the bidders or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, envelopes containing Earnest Money may be opened and thereafter the envelopes containing Financial Bids (**Annexure-'C'**) will be opened.

Sd/-  
(D.K. Sharma)  
Administrative Officer

**Encl : Annexure – A to C**

**National Film Archive of India**  
**Ministry of Information and Broadcasting**  
**Law College Road, Pune**

**ANNEXURE-'A'**

**Last date for Submission**  
**of Tender : 8 December 2020 up to 03:00 p.m.**

**NOTICE INVITING TENDER FOR SHIFTING OF FILM MATERIAL**  
**(Proforma to be filled by the bidder)**

1. Name of the Bidder : \_\_\_\_\_  
And address
2. Name of the Contact  
Person with  
Telephone/Mobile No./  
Fax No./E-Mail ID : \_\_\_\_\_
3. PAN No. : \_\_\_\_\_(Attach Proof)
4. GST Registration No. : \_\_\_\_\_(Attach Proof)
5. Whether all the terms & conditions  
of NIT are acceptable : Yes/No : \_\_\_\_\_
6. Whether Undertaking of Non-blacklisting attached: \_\_\_\_\_
7. Delivery Schedule : \_\_\_\_\_
8. Name & address of the Govt. Offices  
etc. of which the bidder is having the  
contract with name of contact person  
and  
his telephone/mobile number: \_\_\_\_\_
9. Details of previous experience  
in the field & infrastructure of the Company: \_\_\_\_\_
10. Whether EMD is submitted or  
Certificate for its exemption is enclosed: \_\_\_\_\_

Dated:  
Place:

Signature  
(Name of firm with stamp)

**ANNEXURE-'B'**

**National Film Archive of India**  
**Ministry of Information and Broadcasting**  
**Law College Road, Pune**

**Last date for Submission**  
**of Tender : 8 December 2020 up to 03:00 p.m.**

**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

Signature of the authorised  
signatory of the firm/company/  
organisation/Official Stamp/Seal.

Date:  
Place:

**National Film Archive of India**  
**Ministry of Information and Broadcasting**  
**Law College Road, Pune**

**ANNEXURE-‘C’**

**Last date for Submission of Tender : 8 December 2020 up to 03:00 p.m.**

**NOTICE INVITING TENDER FOR SHIFTING OF FILM MATERIAL**  
**(Proforma to be filled by the bidder)**

**Financial Bid**

<b>S.No.</b>	<b>Name of work/contract</b>	<b>Price per trip</b>	<b>GST % as applicable</b>	<b>Total price inclusive of GST</b>
1	Shifting of FILM MATERIAL in two type of boxes with minimum measurements of 18'x18'x18 inches and 18'x25'x14' inches, which include packing/unpacking, loading/unloading and transporting film material from Law College Road to NFAI office situated at Phase 2 at Kothrud behind Doordarshan Office and vice versa which is situated within radius of 6 kms within Pune City.			

Signature  
(Name of firm with stamp)

Date:  
Place: