

**Dr. Bhupen Hazarika Regional Government Film and Television Institute
(A Government of Assam Institution)
Sila, Changsari-781101, Assam**

Procurement of Library Items through Tender for Dr. Bhupen Hazarika Regional Government Film and Television Institute

Estimated Tender Value

1. One Lakh Seventy Two Thousand Nine Hundred Fifty Only: (For Library Branch)

To Phone :
Email :
Date :
All the interested vendors Dispatch No:

SUBJECT: NOTICE INVITING QUOTATION FOR SUPPLY & INSTALLATION OF Library Items for Dr. Bhupen Hazarika Regional Government Film and Television Institute

Dear Sir/ Madam,

The Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Government of Assam invites quotations affixing court fees stamp of Rs 8.25 only for **SUPPLY & INSTALLATION OF Library Items for Dr. Bhupen Hazarika Regional Government Film and Television Institute** as per details mentioned herewith.

(1) Terms & Conditions:

- i. The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at ...rgftiassam@gmail.com.

Thanking you.

Yours Sincerely,

Director, DBHRGFTI

INSTRUCTION TO BIDDERS

A. Estimated Tender Value: Rs 1,72,950/- (Rupees One Lakh Seventy Two Thousand Nine Hundred Fifty Only)

B. Important Date and Time :

(i) Last date & Time of receipt of Tender : 29.09.2020, (2.00 P.M.)

(ii) Time of opening Tender : 29.09.2020, (2.30 P.M.)

**(iii) Venue of Bid opening : The Director, Dr. Bhupen Hazarika
Regional Government Film &
Television Institute, Sila
Changsari-781101.**

QUOTATION FOR SUPPLY & INSTALLATION OF LIBRARY ITEMS FOR DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE UNDER THE DEPARTMENT OF CULTURAL AFFAIRS, GOVERNMENT OF ASSAM

LAST DATE OF SUBMISSION:

**To,
DIRECTOR,
DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE**

From: M/s _____

Phone No. : _____

Email ID : _____

TERMS & CONDITIONS:

- 01. Rates:** Rates should be quoted inclusive of all and FOR destination to DBHRGFTI premises at Sila Changsari, Pin-781101.
- 02. Validity of Quotation:** Quoted rates must be valid for **180 days** from the last date of submission of quotation.
- 03. Warranty:** The quoted items and components must be warranted for a minimum period of one year. .
- 04. After Sales Service:** Vendors should clearly state the available nearest after sales service center and detail address in India, without which their offers shall be liable for rejection.
- 05. Earnest Money Deposit:** The bidder should furnish Earnest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand) only along with the tender in the form of Demand Draft (DD)/ Fixed Deposit (FD) / Deposit at Call Receipt (DCR) duly pledged in favour of Director, **DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE**, Sila, Changsari-781101.
- 06. Delivery:**
 - a) Time Limit:** Maximum within 21 (Twenty One) days from the date of issue of purchase order.
 - b) Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at DBHRGFTI, Sila, Changsari at his **own cost**.
 - c) Part Delivery:** Part delivery is not allowed.
 - d) Penalty for Delay delivery:** **The date of delivery should be strictly adhered to, otherwise the Director, DBHRGFTI reserves the right not to accept delivery in part or full.**
- 07. Genuine Pricing:** Vendor is to ensure that quoted price is as per prevailing market rate and not more than the price offered to any other customer in India to whom this particular item has been sold.
- 08. GST Registration Certificate:**

Up-to-date GST Registration Certificate must be accompanied with the quotation along with firm Registration Certificate, Pan Card and a valid ID proof.
- 09. The vendors must produce the experience certificate or work order for similar work.**
- 10. Payment:**

100% Payment on successful delivery, installation and commissioning/ acceptance of goods at DBHRGFTI, Sila, Changsari generally through A/c Payee Cheque or through RTGS/NEFT on receipt of fund from Govt.
- 11. Signing of Bid:** Each and every page of the bid should be serially numbered and sign by the bidder or his authorized representative. Strike off any kind should be duly attached by the bidder else the bid will summarily rejected.
- 12.** The director is not bound to accept the lowest rate and has the right to reject a part or whole of the tender without assigning any reason thereof.
- 13.** In case of any dispute is subject to jurisdiction of the competent court of Guwahati.