

**NOTICE INVITING QUOTATIONS FOR HIRING OF PROJECTOR, SOUND SYSTEM, COMPUTER AND MICROPHONE FOR
ORIENTATION PROGRAM IN CONNECTION WITH ADMISSION OF STUDENTS
IN 2023-25 ACADEMIC SESSION OF ROOPKALA KENDRO**

NIQ NO: RKK/Aca(9)/Admsn/NIQ/ 03/2023

DATE: 15.09.2023

Roopkala Kendro, Film and Social Communication Institute, under Information & Cultural Affairs Department, Govt. of West Bengal, invites sealed quotations from reputed, bonafide and resourceful agencies for **Hiring of Projector, Sound System, Computer and Microphone for Orientation Program in connection with Admission of Students in 2023-25 academic session of Roopkala Kendro.**

'A'

Technical Specifications/ requirements:

Sl. No.	Item	Specifications/ Requirements	Requisite Quantity
1	Projector	Epson 630 Laser Projector (along with Projectionist)	01(One)
2	Sound System	Sound System LCR with Sub along with mixer	01(One)
3	Computer	Playback Computer with Graphics Card	01(One)
4	Microphone	Cordless Mic	01(One)

- **Address for supply and installation:** Rabindra Okakura Bhavan DD- 27/A/1, DD Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700064
- **Purpose of hiring:** Film screening for Orientation Program in connection with Admission of Students
- **Period of hiring:** 02(two) days i.e. on 3rd and 4th October,2023, Supply and installation has to be completed by 2nd October,2023.
- **Price:** Price should be quoted by the bidder in all inclusive. Roopkala Kendro will not bear any extra cost, above the quoted price. Roopkala Kendro will not bear any transport cost in this regard.
- **Operation & maintenance:** The entire responsibility for operation and maintenance of the Projector, Sound System, Computer and Microphone will rest with the agency. The office shall not have any indemnification liability. The projectionist should be present at the scheduled time. If any film screening is interrupted due to any malfunction of the projector, this office is not obliged to pay the rent for that day.
- **Payment term:** Online NEFT payment will be made, to the Bank Account of the agency, against proper tax invoice, duly certified by the concerned official of Roopkala Kendro. Tax will be deducted, on the bill amount, at the applicable rate.
- **Validity:** The Bids should remain valid for 60 days from the date of quotation opening. Prices and rate quoted shall be firm and fixed for the entire period and no escalation of rate on any ground whatsoever shall be applicable. However Roopkala Kendro reserves the right to terminate the contract any time with one week prior notice.
- **Rejection & modification:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional quotations will be rejected. Non-compliance of applicable General Information and Instruction and Criteria will disqualify the Bid.
- The authorities of the Roopkala Kendro reserves the right to amend, alter or modify the terms & condition mentioned above if necessary from time to time.
- The authorities of Roopkala Kendro does not bind themselves to accept the lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever or split the order
- **Quotation submission & important Dates:** Interested agencies are requested to submit sealed quotation in proforma 'B' (in page 2), duly filled in, between 11 a.m. to 4 p.m. on any working day at Accounts Department, Roopkala Kendro, Block-GM, Sector-V, Salt Lake, Kolkata-91. Last date of submission of quotations is 4p.m. on 27.09.2023. The qualified quotations will be opened in the office of the Director & C.E.O. at 4:30 p.m. on 27.09.2023, in presence of bidders. Interested bidders/ authorized representative may be present at the time of quotation opening. For any query please contact at (Tel) 033-40012110

Sd/-

Director & C.E.O,
Roopkala Kendro

'B'

Requisite General Information and Criteria for submission of quotation:

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DATE:15.09.2023

Note: **ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.**

Sl.No.	Particulars	
1	Name & Address of the Agency/Bidder	
2	Back ground details of the Bidder Proprietorship/Partnership/Private Limited/Public Limited Co.	
3	Contact Details :	
	Telephone - Office	
	Mobile	
	Email ID	
	Contact Person's name, mobile number and Email ID	
4	Offer price for all the items in table 'A' (inclusive of taxes and all):	
5	Name of the Banker and details of account such as Account Number, IFSC Code etc. of the Bidder to <u>make online payment.</u>	
6	Whether capable to supply the requisite items strictly as per enclosed technical specification. (Please mention 'YES' or 'NO')	
7	Mention GST Registration Number and attach copy of current valid GST Registration Certificate.	
8	Mention PAN Number and attach copy of PAN Card	

I/We hereby declare that the above statements are true. I/We also declare that the decision of Roopkala Kendro regarding selection of eligible agency for opening of quotation shall be final and binding on me/us.

Dated Official Seal

Signature of the Bidder/Constituted Attorney