

**F. No. 3-27/2015-16/S&S
(S&S Section)**

Sub:- Quotation letter for making of launch video film on Kala Utsav of NCERT – reg.

The NCERT, an autonomous organization under Ministry of Human Resource and Development, Govt. of India, intends to **Quotation letter for making of launch video film on Kala Utsav of NCERT**, for which sealed quotations are invited from the firms dealing in the field.

The terms and conditions as indicated below may be noted carefully and complied with, while submitting the quotation with reference to this enquiry. The party who agrees to the said terms and conditions, are requested to quote their lowest rates. Non adherence of terms and conditions may result in rejection of the quotation.

1	The quotation shall be submitted strictly in accordance with Proforma enclosed at Annexure-“A” .
2	The quotation should be signed by the authorized person and his full name and status should be indicated below his signature. All pages of quotation be signed with office seal. Offers from tenderer, if found incomplete will be rejected.
3	Overwriting, cutting/erasing, if any, should clearly be indicated and should be authenticated/attested by the tenderer. You are required to furnish a certificate to the effect that “ no cutting/overwriting in the rates etc. have been made.” along with the quotation
4	Quotation will not be accepted if they are received after the due date and time as specified in the quotation i.e. 2:30 P.M. on 02nd September, 2015 NCERT will not be responsible for any postal delay.
5	All quotation must be accompanied by earnest money deposit (EMD) of Rs.10,000/- in the shape of Demand Draft/Bankers Cheque which should be drawn in favour of Secretary, NCERT and payable at SBI, NCERT Branch New Delhi. The EMD is liable to be forfeited, if the tenderer withdraw, amend, <i>impair</i> the quotation in any respect. No interest will be paid on EMD . EMD will be refunded to the tenderers as soon as decision is taken in the matter.
6	The successful tenderer shall not sublet/transfer/assign the Contract further.
7	The tender should be addressed to Sr. Stores Officer, Central Store of S&S Section, Workshop Building, NCERT Sri Aurobindo Marg, New Delhi-110016 and may be submitted either by way of speed post or e-mail ipbhulania@gmail.com or in person within the specified period as stated in clause no.4.
8	The right of acceptance of quotation will rest with the Council. NCERT is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons
9	The rates should be quoted in figures as well as in words and should be inclusive of all taxes/levies. Extra charges, if any, shall be borne by the tenderer.

10	The time period for the making of launch video of Kala Utsav of NCERT should be completed latest by 03rd September, 2015 positively and the same may be handed over to Prof. Pawan Sudhir, Head DEAA, NCERT.
11	The guarantee period of the launch video will have to be specified in the quotation.
12	No advance payment will be made. Those who don't accept the above terms and conditions need not quote their rates. The tenderer demanding advance payment in full or part are liable to be rejected without any notice
13	Full payment will be made against the duly-stamped pre-receipted bill (in triplicate) after successful installation and operation of the launch video of Kala Utsav of NCERT.
14	In case the last day of receipt of quotation is declared a holiday on any account, the tenders will be received on the following working day.
15	The tenderer must be available at his postal address furnished in the tender. Any change in the address must be communicated to the NCERT well in time.
16	The firm will not lodge any claim with regard to interest for delay in settlement of his dues due to any administrative reasons

In case of any query in the matter, please contact Prof. Pawan Sudhir, DEAA NCERT (Mob: 09868141690).

Yours faithfully

(J.P. Bhulania)
Sr. Store officer

ANNEXURE- A

(This should be typed on your Firms Letter head)

To

The Sr. Stores Officer,
Central Store of S&S Section,
Workshop Building, Sri Aurobindo Marg,
New Delhi – 110016.

Sub:- Quotation for making of launch video film on Kala Utsav of NCERT – reg.

Sir,

With reference to your quotation number.....dated.....
on the subject cited above, we are submitting our most competitive rates for **making of launch video film on Kala Utsav of NCERT.**

S. No.	Description of Job	Qty	Total Price in rupees inclusive of taxes.
1.	Making of video film on Kala Utsav of NCERT (i) Making of video (ii) Concept of visualization (iii)Story Board – shooting - - Animation- Editing - Music sound.	One complete set of video film	

We also undertake that all the terms and conditions of the tender documents are acceptable to us. We are also enclosing a DD/BC for an amount of Rs.....
...as EMD vide DD/BC No.....dated.....drawn on the Branchin favour of Secretary, NCERT, payable at New Delhi.

Yours faithfully

Signature.....
Name of Firm and
with Rubber Stamp &
Date.....

