

**DIRECTORATE OF FILM FESTIVALS**

Ministry of I& B  
Siri Fort Auditorium Complex,  
August Kranti Marg, New Delhi-110049

15/01/2020-FFD  
Dated.17 .09.2021

Subject :Inviting bids for Laptops & Printers on hire basis for 52<sup>nd</sup> IFFI 2021  
at Goa

This Directorate requires some Laptops & Printers etc. on hire basis for the 52nd International Film Festival of India 2021 to be held in the month of November 2021 at Goa. All the items will be required to installed at this Directorate's Camp office Panaji, Goa. The list of items to be hired are mentioned in the Annexure-I for which the bids may be submitted **only in online mode** through CPP Portal . No physical bid will be accepted. The terms & Conditions of the tender and the proforma of Financial bid (Annexure-I) has been uploaded on CPP Portal and on our website dff.gov.in which can be downloaded and can also be collected from this office on all working days before the last date. All the documents in appropriate format viz. terms & conditions, duly signed & stamped must be uploaded on CPP Portal by the bidders without which bid will not be considered. The bids will be opened in the presence of desirous bidders or their representatives in the office of this Directorate's at Delhi. All the documents must be only in online mode by uploading the same on CPP Portal.

The last date of submitting the bids:-- 09.10.2021 upto 18.30 P.M.  
The bids opening date & time : 11.10. 2021 at 2.30P.M.

**(Tanu Rai)**  
Dy. Director (Admn)  
011-26499386

TERMS & CONDITIONS FOR SUPPLY OF LAPTOPS & PRINTERS etc. ON HIRE  
BASIS AT GOA.

1. The bidders must have the experience of the similar supply work.
2. All the computer items must be in good running working condition and reliable brand, preferably new .
3. All the items will require to installed at Camp office of this Directorate in Panaji, Goa. No transportation/cartage or maintenance cost will be paid against the supply.
4. The Rates (per day) should be quoted for every items. If any item is left out then the bid will be rejected. As the rates will be compared on Grand Total basis (not item wise).The Rates should be mentioned on per day basis for each & every item.
5. The payment will be made from the day the item will be installed and start working till the last day of requirement.
6. The Rates of printers should be including ink cartridge/toner/ink tank. No payment will be made for these consumables.
7. One engineer/technician with good related knowledge should be deployed at our Panaji, Goa Camp office for technical support & maintenance of the items during the hiring period from 10.00 A.M. to 8.00 P.M. even on holidays.
8. The requirement of Laptops/printers will be during the month of October-November 2021. The period of hire may vary from 15 to 30 days as per requirement on day to day basis. The quantity of items mentioned is tentative which may be less or more. The payment will be made on the basis of actual supply and period.
9. No advance money shall be paid to the supplier against the supply. The payment will be made as per actual installation days of the items and after submission of invoice. The payment will be made through online mode only.
10. The Competent Authority of Directorate of Film Festivals has right to accept, cancel or reject any of the bid/tender without assigning any reason.
11. All the documents to be uploaded online must be signed and stamped.

Signature of bidder with stamp

Name of Bidder :

Address & Contact detail :

**FINANCIAL BID for Hiring of Laptops/Printers etc.**

<i>S. no.</i>	<i>Items</i>	<i>Rate per day per pc/item(Rs.)</i>
1.	Laptop alongwith its adaptor (with key board & mouse) Core i5; 4 GB RAM, 500 GB HDD	
2.	All in One Printer (scanner, copier) (Color)	
3.	All in One Printer (scanner, copier) (Black& White)	
4.	Laser jet Printer (black& white)	
	TOTAL	
	G.S.T. % (as applicable)	
	GRAND TOTAL	
Grand Total (in words) Rs.		

s.no.	Items	Tentative Quantity
1.	Laptop alongwith its adaptor (with key board & mouse) Core i5; 4 GB RAM, 500 GB HDD	40
2.	All in One Printer (scanner, copier) (Color)	05
3.	All in One Printer (scanner, copier) (Black & white)	06
4.	Laser jet Printer (black& white)	10

