



**Government of West Bengal
Nandan, West Bengal Film Centre
1/1 A.J.C Bose road, Kolkata-20**

Memo. No. 152 – ICA (KIFF)

Date:22/12/2021

Quotation Notice

In connection with the “Kolkata International Film Festival - 2022”, scheduled to be held from 7th January 2022 to 14th January 2022, sealed quotations are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience for execution of Supply and installation of dehumidifier as mentioned in the annexure. Interested bidders may be submitted their quotation papers as per annexure.

The Quotation Forms, quotation documents containing detailed specifications, terms & conditions etc. shall be obtained from the following address on the basis of the applications of the interested bidders.

Nandan. Information & Cultural Affairs Department, Government of West Bengal, 1/1, A.J.C Bose Road, Kolkata -700020

The quotation documents will be available between 12.00 noon. to 4.00 P.M. from 24/12/2021 to 30/12/2022 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up quotation papers is on 30/12/2022 up to 5.00 pm and duly filled up quotation paper shall be submitted at the quotation box kept in the above mentioned address. Quotation will be opened on 30/12/2022 at 5.30 pm at Nandan, Information & Cultural Affairs Department, Government of West Bengal, 1/1, A.J.C Bose Road, Kolkata -700020.

**Sd/-
Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: The Director, 27th KIFF,
Department of Information & Cultural Affairs,
Nandan,
1/1, AJC Bose Road,
Kolkata-700020.

Sir / Madam,

Having examined the quotation documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your **'Notice inviting Quotation vide your memo no.152 - ICA(KIFF) dated:22/12/2021**

For Supply and installation of dehumidifier relating to the Kolkata International Film Festival - 2022

If our Bid is accepted, we undertake to:

1. Implement the prescribed work as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document.
2. Earnest Money of Rs. **1000/- (Rupees one Thousand)** only by Demand Draft drawn in favor of Treasurer "**Kolkata Chalachitra Utsav**", payable at Kolkata shall be deposited along with the offer letter.
3. Execute all contractual documents as required in the bid document.
4. Abide by all the terms & condition as mentioned in the Quotation Documents.
5. Maintain validity of the contract until completion of the programme from the date of opening of the quotation as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
6. All quotation papers duly signed by the authorized person are enclosed herewith.

Dated this _____ day of _____.

Witness:

Signature:

Address: (in the capacity of Duly Authorized to sign bid for and on behalf of).



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A. General Terms and Conditions for Annexure

The quotation papers should be submitted in the following manner:

1. The rates should be quoted in gross including all taxes and duties etc. The rate should also include the carrying cost, delivering cost and installation cost.
2. The rate should be quoted both in figure and words. All correction to rates and amounts in the quotation shall be initiated by the contractor. Every page including the blank pages of the quotation shall be signed by the contractor.
3. The rate quoted by the quotationer shall be fixed for the entire period of completion and till handling over the items. No revision to rates or any escalation shall be allowed on account of any increase in price of materials, labour etc.
4. Nandan authority reserves the right to accept or reject any quotation including the lowest one without assigning any reason whatsoever.
5. The selected bidder will supply the equipment as per requirement of the Nandan authority.
6. Equipment will be supplied within three working days after receiving the work order.
7. E.M D. Amounting to Rs.-1000/- by demand draft in favour of Treasurer, Kolkata Chalachitra Utsav to be enclosed along with the quotation paper.
8. The last date and time for submission of quotation is on 30/12/2022 **up to 5 pm**. The quotation will be opened on 30/12/2022 **at 5.30 pm**. The bidders or his authorized person may like to present at the time of opening of the quotation.
9. Estimated cost of one dehumidifier for projection room one is Rs.-40,000/-(Excluding GST)



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10. The Quotation needs to be submitted in favor of **The Director, 27th KIFF, Nandan, Department of Information & Cultural Affairs, 1/1, AJC Bose Road, Kolkata-20.**
11. Bidders having experience in similar kind of work shall be given preference.

Sd/-

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

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Copy forwarded for kind information and for publicity through the notice board:-

1. The Administrative Officer, Rabindra Sadan 1/1, A.J.C Bose Road .Kolkata-700020
2. The Secretary, Paschim Banga Bangla Academy, 1/1, A.J.C Bose Road .Kolkata-700020.
3. The Asst. Director of Information, Kolkata Information Centre, 1/1, A.J.C Bose Road .Kolkata-700020.
4. Administrative Officer, Paschim Banga Natya academy, 1/1, A.J.C Bose Road .Kolkata-700020.
5. The Executive Officer, Rajya Charukala Parshad, 1/1, A.J.C Bose Road .Kolkata-700020.
6. Notice Board of Nandan.

Sd/-

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

Qualifying Requirements (QR):

The Bidder shall provide:

(a)	Valid trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate (if any)
(d)	PAN Card
(e)	Testimonial from at least two clients
(f)	P Tax Registration Certificate
(g)	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions
(h)	Latest income tax return
(i)	Last one year audit report
(j)	Work experience certificate.
(k)	Earnest Money of Rs. 1000/- (Rupees one Thousand) only by Demand Draft drawn in favor of Treasurer “ Kolkata Chalachitra Utsav ”, payable at Kolkata shall be deposited along with the offer.

Dated this _____ day of _____.

Signature

Address:

(in the capacity of Duly Authorized to sign bid for and on behalf of).

(Price to be quoted including all Applicable Govt. Taxes)

Quotation for dehumidifier for projection room no.-one at Nandan

Sl. no.	Name of Equipments required	Specification		Quantity	Rate in Rs. (Excluding GST)	Amount in Rs. (Excluding GST)
1.	Dehumidifier	Air Purification & Dehumidification System	The only Dehumidifier with Plasma cluster Ion Generator with True HEPA, Active Charcoal Filter & Pre Filter for superior	One		
		De-humidifier	De-humidifier (20 liters/day @ 30°C & 80% RH)			
		Coverage Area (Sq Ft)	550			
		Water Tank Capacity	Approx. 4.6 L or Continuous Drainage, Anti-bacterial Self Cleaning System and Water Level Indicator			

Date :

Signature of the Bidder

Stamp: