

**Directorate of Film Festivals**  
**(Ministry of I & B)**

**TERMS AND CONDITIONS FOR THE HIRE OF LAPTOPS, COMPUTERS AND  
PERIPHERALS IN CONNECTION WITH 45<sup>TH</sup> IFFI 2014**

1. Tenders are invited by the Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirifort Auditorium complex, August Kranti Marg, New Delhi 110049 from interested agencies to supply and maintenance of computer/laptop/printer/scanner for a period of about one month from the date of its acceptance or till the next tender is floated and finalized, whichever is earlier.

2. The tender in the prescribed format to should be addressed Deputy Director (Admn.), Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirifort Auditorium complex, August Kranti Marg, New Delhi 110049 and hand delivered/in warded in the office or sent by post/courier. Quotations/tenders should reach this Directorate before 11.00 AM on 07.11.2014 positively.

3. The approximate number of computers, laptops & peripherals to be hired shall be 25-30 for an minimum period of 30 days. However the number of laptops, computers & peripherals and number of days may vary according to actual requirements. There will be no obligation to hire less or more particulars on the number of days to hire.

4. The rates quoted must be on per day basis and must be inclusive of all taxes, delivery charges, installation charges, transportation charges, service charges, labour charges, technician charges equipment hiring charges etc. Once the prices are finalised on the basis of tender, the same will not be allowed to be changed under any circumstances.

5. The laptops, computers & peripherals to be supplied will be as per specifications and in good working condition. The selected suppliers should arrange for insurance of the laptops, computers & peripherals. He should provide a minimum of 1 technical personnel 24x7 during the hire period. The selected supplier should repair the laptops, computers & peripherals during the entire period of hiring solely at his own cost and expense. In case he fails to do so, then the Directorate will be at liberty to get the laptops, computers & peripherals repaired at its own cost and the cost will be recovered from payments due to the selected supplier. All the technical faults should be immediately attended to. There should not be delay of more than one hour in attending to the complaints. In case there are major repairs to be

under taken, then the selected supplier should arrange for the replacement of the said laptops, computers & peripherals. A daily backup of all office data must be taken. The supplier should keep sufficient standby equipment in case of failure of existing equipment.

6. In the event of any such question/difference arising under this agreement in connection therewith, the same shall be referred to the sole arbitration of Directorate of Film Festivals or any persons nominated by him. The venue of arbitration proceeding shall be New Delhi. The Director, DFF reserves the right to accept or reject at any time a tender or tenders without assigning any reason.

7. Sealed quotations/tenders duly superscribed on the cover "TENDERS OF HIRING OF LAPTOPS/COMPUTERS & PERIPHERALS FOR IFFI'2014" addressed to the

**Deputy Director (Admn.),**

Directorate of Film Festivals, August Krant Marg,  
Siri Fort Auditorium  
New Delhi 110049.

Quotations/tenders will be opened on the same day at 3.30 PM in the presence of parties available at the time of open up the tenders. The delay in transit shall not be the responsibility of DFF.

**PROFORMA FOR SUBMITTING FINANCIAL OFFERS FOR HIRE OF LAPTOPS, COMPUTERS & PERIPHERALS**

**Items Particulars Cost/day (inclusive of all tax)**

Item	Unit	Configuration	Rate per Unit
<p><b>Desktop Computer including UPS</b></p>	<p><b>1</b></p>	<p>CPU , Motherboard ,Bus Architecture Memory , TFT and UPS Intel Core 2 Duo, 3.2 GHz, 2 GB RAM, Intel Q 965/Nvidia chipset or better on OEM Motherboard. Integrated Graphics, Hard Disk Drive Monitor Keyboard Mouse Bays Ports Cabinet DMI DVD ROM Drive Networking facility Operating System OS Certifications Power Management Window XP/7</p>	

<b>Laptop</b>	1	Processor: Intel Core 2 Duo/ i3 Processor 2.7 GHz/3.2 Ghz, With 4 MB L2 Cache 800 MHz FSB or better. Motherboard & Chipset: Mobile Intel GM 965 or higher Chipset on OEM Motherboard Memory: 2GB DDR2 SD RAM expandable up to 4 GB HDD: 160 GB or higher e. Display: 3 8.1 cm TFT Active Matrix Display (1024x768 XGA Resolution) or 35.5 cm active Matrix wide screen display (1280x800 WXGA Resolution) or 39.1 c, TFT Active Matrix Display ( 1280x800 WXGA Resolution).Video controller: Integrated Graphics with shared memory , Wireless Connectivity CD DVD Combo: Integrated DVD Writer 8 X and integrated stereo speaker Preloaded OS Windows Windows XP/Window 7	
<b>BW Printer with Ink</b>		HP/Canon/Samsung etc Lazer Jet with minimum speed of 6 to 10 page per minutes	
<b>Color Printed with Ink</b>	1	HP/Canon/Samsung etc minimum of printing speed of 6 to 10 page per minutes	
<b>All in one printer with Ink</b>	1	Including Lajerjet BW Printer, Scanner	
<b>Scanner</b>	1	HP/Canon/Samsung etc Colour scanner	

**Note: The cost of Ink will be borne by the agency, DFF will not pay for the Inks.**

Tender should be sealed and super scribed as “Tender for Hiring of Laptops, Computers and peripherals” & submitted in the above format only. Your acceptance to our terms and conditions is acknowledged at the time of submission of tender.

2. All the pages of the tender document should be duly signed & stamped by the tendered with date and seal. Any other specifications must be clearly mentioned in the sealed tender.

3. The above rates should include 1 technician to be placed at DFF, Goa camp office from 8 in the morning to 12 midnight or on 24 hours basis if required, during specified dates/days.

4. In case of requirement of particulars with higher specifications the supplier should be able to meet the necessary demands. Additional items like spike quards and power extension points should be inclusive of the above rates.

5. The particulars which are supplied should be insured by the supplier no dispute regarding missing or damaged goods will be entertained by DFF.

**Deputy Director (Admn.)**