

NOTICE INVITING TENDER FOR LOGO OF INTERNATIONAL FILM
FESTIVAL OF INDIA-2010

The Director, Directorate of Film Festivals, Ministry of I & B, Siri Fort Auditorium Complex, August Kranti Marg, New Delhi – 110049, invites sealed tenders for the **LOGO of INTERNATIONAL FILM FESTIVAL OF INDIA-2010** from the experienced and reputed professionals. The Earnest Money is Rs.5000/- (Rs.Five Thousand).

The terms & conditions for the tender can be collected from this Directorate free of cost during office hours on all working days upto 1.00 P.M. 31.08.2010 **The last date for receiving the tender is upto 3.00 P.M. on 31.08.2010. The tenders will be opened on the same day at 4.00 p.m.** The Earnest Money **Rs.5000/-** should be deposited in form of demand draft in favour of **PAO(MS), Ministry of I & B**, New Delhi along with the tender form. The terms & conditions are also available on this Directorate's website <http://www.iffi.nic.in> and <http://www.dff.nic.in> which can also be downloaded .

TENDER NOTICE

No.14/31/2010-FFD

Directorate of Film Festivals
Ministry of Information & Broadcasting
Sirifort Auditorium Complex
August Kranti Marg, New Delhi-110 049
Ph: 0091 11 2649 9356; Fax: 0091 11 2649 9357
Email: ddiffi.dff@nic.in

1. Description of work: To conceptualize and make 3D animation logo film with original music for **International Film Festival of India-2010**.

2. Estimated Cost: Rs. 4.5 Lakhs

3. Tender No: 14/31/Logo-2010

4. Earnest money required: Rs. 5,000/-(Rupees Five thousand only) (Tenderers are advised to go through the earnest money clause attached with this tender enquiry carefully before filling tenders).

5. The Tenderers should submit the Tenders in TWO BID SYSTEM i.e. the technical details in a separate sealed cover supported by Leaflets, Brochure, sample DVD's of your work etc. along with detailed specifications as requested in Form 1- Technical Bid and this cover should be super scribed "Technical Bid". The Price Bid (Form – II - Price Bid) has to be submitted in a separate sealed cover and super scribe "Price Bid". Both the above mentioned covers should be sealed separately and thereafter be kept in a third cover and again sealed. This cover should also be super-scribed "quotation for IFFI-2010 Logo" and date of Tender opening. The composite bid i.e. rates indicated in the Technical Bid openly in Tender is liable to be ignored. Only the first cover i.e. Technical Bid shall be opened on the date of tender opening. Price bids of only those offers, which will be technically acceptable, will be opened for which the firms will be informed separately. The bidders must ensure to follow the above principle of bids. **In case Technical Bid and Price/Financial bids are given in one envelop, such type of bids will be rejected.**

6. Technical bid tenders will be opened on 31.08.2010 at 16.00 hrs at Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110 049.

7. The tender shall remain open for acceptance till: 180 days from the date of opening.

8. Duration of logo film required: The maximum duration of the film will be 45 seconds.

9. Format required: Digital Beta (for making 35 mm film print thro reverse telecine) along with two DVD copies and 15 prints of 35 mm film. **It will be mandatory for successful bidder to deliver Digital Beta and film prints to the Directorate of Film Festivals by 11th October, 2010.**

10. All tender documents including important instructions attached with this invitation to tender are sacrosanct for considering any offer as complete offer. It is therefore important that all tender documents duly completed and signed on each page are to be returned with your offer.

11. Firms submitting tenders by hand should hand over their **sealed** tenders to the office of Director (A) (Anurag Misra), Directorate of Film Festivals, Sirifort Auditoriums, August Kranti Marg, New Delhi-110 049

12. Firm sending tenders by post should address/send the envelop to Director (A) (Anurag Misra), Directorate of Film Festivals, Sirifort Auditoriums, August Kranti Marg, New Delhi-110 049. (Tel: 26499356)

13. Directorate of Film Festivals will not be responsible for **missing/damaged or delayed receipt of the tenders.**

14. **CONDITIONS REGARDING DEPOSIT OF EARNEST MONEY**

- i. A crossed bank draft for Rs.5000/-in favour of Pay and Accounts Officer (MS), Min of I & B, New Delhi, payable at New Delhi.
- ii. The earnest money shall be valid and remain deposited with the Directorate of Film Festivals (DFF) for the period of 180 days from the date of tender opening.
- iii. No interest shall be payable by the DFF on the EM deposited by the tenderer.
- iv. The EM deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.
- v. The EM of the successful tenderer shall be returned after the compilation of the work..
- vi. If the successful tenderer fails to complete the work within the stipulated period, the EM shall be liable to be forfeited.
- vii. EM of all the unsuccessful tenderer shall be returned by DFF as early as possible.
- viii. Any tender not accompanied with earnest money shall be rejected.

15. **Payment Terms:** 100% payment (minus of 2% as TDS) will be made within 30 days, only on receipt of completed work as per the requirement of DFF. The efforts of Directorate of Film Festivals will be to clear all payments on time. However, there may be delay on account of reasons beyond the control of Directorate of Film Festivals.

16. **Work completion period:**

- i. On approval of the tender, the approved tenderer will be asked to submit three concepts with story board details to DFF. DFF will approve one concept and the tenderer will have to complete the logo film in the required format in time.
- ii. For forwarding the concepts: 10 days from the date of approval of the tender.(10th Sep. 2010)
- iii. **For completing the work & Delivery of Digital Beta and films prints: 30 days from the date of approval of the concept.(by 11th Oct. 2010)**

17. Last date and time of receipt of tender: up to 15.00 hrs by 31.08. 2010.

18. Each bidder will be required to give an undertaking on the following on a **Stamp Paper of Rs. 100/-** as a part of technical bid. This is must and the absence of such an undertaking with technical bid shall disqualify the bidder.

- a. You will abide by the Directorate of Film Festivals selection.
- b. If you are selected you will fulfill all the terms and meet timelines and deadlines.
- c. After agreeing to undertake the assignment & failing to deliver or withdrawing your name without completing the work will make you liable to pay damages to Directorate of Film Festivals. The damages will be Rs. 4.5 Lakh equivalent to the amount of this tender.

19. IFFI Logo is an assignment that has strict time-line. The festival hosts various National and International dignitaries. The Production of IFF-2010 Logo is a creative work. Concept and to what extent the concept encapsulates the vision and philosophy of IFFI will be the guiding factor for selection and not the quoted budget alone. If the concept of a bidder is good but the quoted budget is high, Directorate of Film Festivals reserve the right to negotiate the price with the bidder. Directorate of Film Festivals selection will be final and binding to all the bidders.

20. The right to reject any or all quotations without assigning any reasons is reserved with Director, DFF

Form 1- Technical Bid

The following Technical information/documents should accompany the quotation:-

S No.	Detail	Remarks
1	Profile of your company along with awards won for animation.(if you have a brochure, pl enclose otherwise attach a detailed profile)	Enclosed / not enclosed
2	List of outstanding works done by you/your company	Enclosed / Not enclosed
3	Income Tax Clearance certificate or the Income Tax Assessment Order or Acknowledgement of ITR for the past 2 years.	Enclosed / Not enclosed
4	List of Govt. Departments/reputed firms to whom you have done animation work	Enclosed / Not enclosed
5	Sample DVD of your company's work (while sending the DVD pl do ensure that a good quality DVD in a DVD Cover with plastic bubble envelope is used)	Enclosed / Not enclosed
6	Total number of Animators working in your company	
7	Total number of worktable positioned in your company	
8	EM for Rs. 5,000/- in favour of PAO (MS), Min of I & B, payable at New Delhi	Enclosed / Not enclosed

I read the terms and conditions and agreed to abide the same.

Date:

(Signature)
Complete address of the company:

Form – II - Price Bid

S No.	Detail	Price quoted per second
1	To concept, make 3D animation logo film with music for Intl Film Festival of India-2010 and supply one Digital Beta (for making 35 mm film print thro reverse telecine) along with two DVD copies and 15 prints of 35 mm films.	
2	Terms & conditions by the party quoting the bid	Enclosed / Not enclosed

Date:

(Signature)

Complete address of the company

ANNEXURE

1. To work out the financial bid, it is essential to have a concept of Logo. On the basis of the concept/concepts, the agency/producer will work out the cost and include in the Financial /Price Bid.
2. **In view of the above, you are requested to send concept and treatment note in a third envelope. In all, there will be three envelopes namely, one envelope containing “Technical Bid”, Second envelope “Concept and Treatment Note” , and the Third envelope “Financial Bid”. All three envelopes will be separate. (Clause No. 5 of the Tender Document) You may send one concept and treatment note or a maximum of three. To this extent Clause No.16 gets amended.**
3. All other conditions of the Tender Document remain the same.