

No. 4 /1/2011-FFD

I m m e m d i a t e
12th January, 2011.

Shri Ajay Majerwar,
Assistant Editor,
D.A.V.P,
Soochana Bhavan, Core IV,
CGO Complex, Lodi Road,
New Delhi-110003.

Subject:-Quotation for finalization of hotel for booking of hotel accommodation for various activities of this Directorate during the year 2011-2012.

Sir,

The text of advertisement on the subject noted above subject is enclosed for publication in two Hindi and two English language prominent dailies of New Delhi.

2. A cutting of the text published in the newspapers may please be sent to this Directorate for record. It is requested that it may be publish preferably on 15th /16th January, 2011 but not later than that.

Thanking you,

Yours faithfully,

(Anurag Misra)
Director (Admn)
T.No.26499356

Encl : As above.

**NOTICE INVITING TENDER FOR HOTEL
ACCOMMODATION FOR THE YEAR 2011-12**

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites quotations for hotel accommodation/ dinners for its various activities in Delhi during the year commencing from 1-4-2011 to 31-3-2012. Five Star Hotels situated with-in the radius of 10-12 Kms of both Sirifort Auditorium Complex and Vigyan Bhavan can apply and quote their rates for providing hotel accommodation to the guests of this Directorate.

Terms and conditions and the prescribed format for quoting the rates including Technical bid and Financial bid can be collected from this Directorate free of cost during office hours on all working days up to 28-1-2011 between 10.00 AM to 5.00 PM (except 1.00 to 2.00 PM). Tender will be received up to 2.30 P.M. on 28-1-2011 and opened on the same day at 3.00 P.M. at Directorate of Film Festivals, Sirifort Auditorium Complex, New Delhi-110049. Terms & conditions and the format are also available in Directorate of Film Festival's website: www.dff.nic.in.

**NOTICE INVITING TENDER FOR HOTEL
ACCOMMODATION FOR THE YEAR 2011-12**

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites quotations for hotel accommodation/ dinners for its various activities in Delhi during the year commencing from 1-4-2011 to 31-3-2012. Five Star Hotels situated with-in the radius of 10-12 Kms of both Sirifort Auditorium Complex and Vigyan Bhavan can apply and quote their rates for providing hotel accommodation to the guests of this Directorate.

Terms and conditions and the prescribed format for quoting the rates including Technical bid and Financial bid can be collected from this Directorate free of cost during office hours on all working days up to 28-1-2011 between 10.00 AM to 5.00 PM (except 1.00 to 2.00 PM). Tender will be received up to 2.30 P.M. on 28-1-2011 and opened on the same day at 3.00 P.M. at Directorate of Film Festivals, Sirifort Auditorium Complex, New Delhi-110049. Terms & conditions and the format are also available in Directorate of Film Festival's website: www.dff.nic.in.

No. 4/1/2011-FFD

14th January, 2011.

Subject: - Requirement of hotel accommodation etc. for various activities of this Directorate in Delhi for the year 1-4-2011 to 31-3-2012.

Dear Sir,

The Directorate of Film Festivals, Ministry of Information & Broadcasting organizes the National Film Festival, selection of Indian Panorama and film festivals of various countries under Cultural Exchange Programmes every year. In this connection we are required to arrange Hotel accommodation for our guests from India and the International Film World. In addition, this Directorate also arranges Lunch / Dinner etc. in their honour. A tentative requirement of the hotel accommodation as well as lunch/dinner can be seen at **Annexure –I**.

2. You may quote the rates for all the points mentioned in the Technical bid (Part I) see (Annexure II) and kindly note that Points Nos. I (i) and I(v) will be on complimentary basis.

The bidding process is divided into two parts i.e. Technical and Financial (**Annexure III**) only.

Those meeting the technical criteria would only be considered for Stage II i.e. financial bidding. Both the bids are to be responded together. Room rent may be quoted inclusive of breakfast charges. Applicable taxes may be shown separately.

2/-

3. The period of contract will be from the date of award of work and will be from 1-4-2011 to 31-3-2012. The rate quoted should be inclusive of taxes/charges. The rates will be applicable throughout the year during the existence of contract agreement entered between Directorate of Film Festivals and selected party/hotel.

4. The criteria in deciding the selection of hotel will be the rates of single occupancy. (inclusive of all taxes/charges) with complimentary breakfast.

The other rates asked for like laundry, buffet Lunch/dinner are for the benefit of the guests who will make payment on their own.

5. The schedule given in Annexure I is broad and tentative in nature.

6. The Directorate of Film Festivals reserves the right to reject any or all quotations, in part or full, without assigning any reasons.

You are requested to send the reply in two sealed covers separately super scribed **“Quotation for Technical bid” and “Quotation for Financial bid”**. Both addressed to the Director, Directorate of Film Festivals, Sirifort Cultural Complex, August Kranti Marg, New Delhi-110049 by **28th January, 2011 before 2.30 P.M. positively**. These quotations will be opened at 3.00 PM on the same day in the presence of parties available at the time of opening the quotations.

Yours faithfully,

(**Anurag Misra**)
Director (Admn)
T.No.26499356

ANNEXURE – I

The tentative Accommodation / Banquets requirements 1-4-2011 to 31-3-2012

S.No.	Purpose	Tentative requirement of rooms	Period (tentative only)	Days
1.	Feature Film Jury – 58 th NFA	21 single rooms	April – May, 2011	20 days
2.	Non-Feature Film Jury – 58 th NFA	6 single rooms	April – May, 2011	10 days
3.	Best Writing on Cinema – 58 th NFA (Ist sitting)	3 single rooms	April, 2011	2 days 3 days
4.	Best Writing on Cinema – 58 th NFA (IInd sitting)	3 single rooms	May, 2011	2 days 3 days
5.	National Film Awards – * 58 th NFA (Award function)	120 single rooms 1 Suite	July, 2011	2 days
6.	Minister for Information & Broadcasting's Dinner for Award Winners – 58 th NFA	500 – 600 Guests	July, 2011	Banquet
7.	Indian Panorama Feature Film Jury screenings	9 single rooms	September-October, 2011	25 days
8.	Indian Panorama Non-Feature Film Jury screenings	4 Single rooms	October, 2011	10 days
9.	Arranging hotel accommodation to members of various countries for film festivals and film celebrities and Indian and IPs .	3-4 single rooms		3-4 days per CEP festival

* The National Film Awards are likely to be held in July, 2011. It is only a tentative schedule.

ANNEXURE – II

Directorate of Film Festivals

Technical bid – Part I

Only those parties who qualify on technical grounds would be eligible to advance to financial bid stage i.e. the financial bids of only successful parties would be opened and considered.

Point No.	Details	(to be filled by the Hotel) Mention your option and information
I(I)	<u>Conference Rooms :</u> 2 Separate Conference rooms on Complimentary basis (one large & other of medium size) will be required for deliberation of respective Juries for one day tentatively during April – May, 2011. Lunch and Dinner (Paid) are also to be served during deliberation meeting. Conference rooms must have an anteroom. Conference Rooms (with tea/coffee & snacks –Paid) along with one Back up Room will be on complimentary basis.	
I(ii)	<u>Lunch/Dinner :</u> Lunch/Dinner to be hosted by the Hon'ble Minister of I&B for about 100 guests in honour of the Jury Members tentatively during May, 2011 afternoon/night. Before lunch we will also require a conference room nearby where the three Juries can present their Reports.	
I(iii) (a)	<u>Buffet Dinner :</u> A reasonably discounted rate (Rs.500/- (inclusive of taxes) for a simple buffet dinner for 15-20 Jury Members (Film Actors, Directors etc.) for a period of 20 days during their stay may also be quoted.	
(b)	<u>Laundry:</u> A discounted rate (Rs.75/- per item of clothing) (inclusive of taxes) for the guests during their stay may also be quoted.	
I(iv) (a)	<u>Award Function of N.F.A. :</u> Rooms: 120 Single Rooms for two (2) days for Winners of National Film Awards. Atleast 4-6 upgrades from Standard Rooms to Suites should be agreed to by the Hotel for any two nights	

	during National Award Function in July, 2011. One room on complimentary basis for office/secretariat work of Directorate.	
(b)	<u>Buffet Lunch</u> A discounted rate (Rs.500/- inclusive of taxes) for a simple buffet lunch for approx 100-120 award winners on the Award function day may also be quoted.	

I(v)	VIP Suite - One suite for two nights – on complimentary basis for Dada Saheb Phalke Award Winner (Noise free atmosphere near the hotel). For the Award Function of 58 th NFA in July, 2011.	
I(vi)	Dinner: Dinner for about 500 persons in honour of the Award Winners. The hotel must have banquet facility for Dinner in honour of delegates for around 500-600 number of guests. Sufficient space for frequent movement of guests is essentially required to avoid any inconvenience to the guests. For the 58 th Award Function of NFA in July, 2011. The hotel must have sufficient parking space for 3-5 shuttle coaches and 50 other vehicles of this Directorate to be parked simultaneously.	
II (I)	Total number of rooms available in your Hotel	
II (ii)	Lobby, Size, Parking space and Banquets	
II (iii)	Banquets Hall size, space and other facilities.	
II (iv)	Location and approach to Hotel including the distance from Sirifort Auditorium	
II (v)	Distance from Vigyan Bhavan	
II (vi)	Availability of 120-130 rooms at a short notice of 7 days	YES/NO
II (vii)	Availability of Dinner Hall which can accommodate 500 persons at a short notice of 7 days	YES/NO
II (viii)	Whether the Hotel agrees to sign a contract on award of the work	YES/NO

(Signature of the Hotel Authority)
Name of Hotel (with stamp)

ANNEXURE – III

**Directorate of Film Festivals
Financial bid - Part II**

Hotel Accommodation:

S.No.	Room Rent (Single occupancy)	TAX	TOTAL RENT (all inclusive)
1.	*Rs. _____ (Single Room rent per day (with complimentary breakfast)	Rs.	Rs.

S.No.	Room Rent (double occupancy)	TAX	TOTAL RENT (all inclusive)
2.	*Rs. _____ (Double Room per day (with complimentary breakfast)	Rs.	Rs.

* Rates should be quoted preferably applicable for whole year.

Lunch /Dinner

S.NO.	MENU	RATES/PER HEAD	TAX	TOTAL RENT (all inclusive)
1.	Vegetarian menu	Rs.	Rs.	Rs.
2.	Non-Vegetarian menu	Rs.	Rs.	Rs.

**Signature of the Hotel Authority
Name of Hotel (with stamp)**

