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**MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF FILM FESTIVALS
AUGUST KRANTI MARG,
SIRIFORT AUDITORIUM COMPLEX
NEW DELHI-1100049**

**NOTICE INVITING TENDER FOR HOTEL ACCOMMODATION FOR THE
YEAR 2014-15**

The Directorate invites quotations for hotel accommodation/ dinners for its various activities in Delhi during the year commencing from 1- 4-2014 to 31-3-2015.

Only Five Star Hotels with 200 plus room inventory situated within a **distance 7- 8 Kms from Vigyan Bhavan need 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 at a cost of Rs.5000/-(Rupees five thousand only)during office hours on all working days up to 23 -2-2014 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 **24-2-2014** and technical bids will be 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. Downloaded application should be accompanied by a DD/Pay Order of Rs.5000/-(Rupees five thousands) in favour of Pay & Accounts Officer (MS), Ministry of I&B, New Delhi.

The Tenderers should submit the Tenders along with EMD of Rs. 150000/ (Rupees one **lakhs** fifty thousands only) in form of DD/Pay order in favour of Pay & Accounts Officer (MS), Ministry of I&B, New Delhi.

**GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF FILM FESTIVALS**

The Directorate of Film Festivals, Ministry of Information & Broadcasting organizes the National Film Awards and Festival, selection of Indian Panorama and film festivals of various countries and retrospective of eminent film personalities 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 –IV**).

The conditions & guidelines for the application and hotel tendering are as follows:-

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

2. You may quote the rates for all the points mentioned in the Technical bid (See Annexure I).

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

3. The period of contract will be one year from the date of award of work. 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, and complimentary services (Annexure III).

The rates of vegetarian/non-vegetarian menu per head will only be for reference purpose.

5. Those hotels who offer a written commitment to provide **atleast 140 rooms** for National Film Awards presentation ceremony, scheduled tentatively for **2nd and 3rd May, 2014** will only be considered.
6. The schedule given in Annexure I is broad and tentative in nature. The activities of this Directorate involve persons who are VIPs, film stars, renowned personalities from the world of Art, Films, and Literature etc. Functions of the Directorate are also attended by Senior Officers of Union Government and State Governments. In view of this, hotels bidding will be required to take steps for comfortable stay of jury members/award winners/celebrities and extra care will be required to avoid any inconvenience to the distinguished guests.
7. Bidders are also required to send two undertakings for complimentary services (Annexure III) and for tentative Accommodation/Banquet requirement (Annexure IV).
8. The Directorate of Film Festivals reserves the right to reject any or all quotations, in part or full, without assigning any reasons.
9. Although the Hotel would be selected for one year, subject to the provision of satisfactory services DFF may extend the contract/assignment for one more year.
10. The Directorate reserves the right to inspect the hotel site/rooms as well as other facilities to cross check the information provided by the bidders.
11. Mere award of tender does not guarantee the assignment of job. The right to assigning the job to hotel is reserved to Directorate of Film festivals

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 24th February, 2014 before 2.30 P.M. positively. The technical bids will be opened at 3.00 PM on the same day in the presence of parties available at the time of opening the quotations. The date/time of opening financial bids shall be intimated to the parties later.

Yours faithfully,

(Rizwan Ahmad)
Deputy Director (A)

T.No.26499356

Directorate of Film Festivals**TECHNICAL BID**

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.

S. No.	Details	(to be filled by the Hotel) Mention your option and information
1	Name of Hotel	
2.	Address	
3.	a) Total number of rooms available in your Hotel: b)Type –wise details: (Minimum 200 plus number of rooms must be	
4.	Lobby size	
5.	Parking space (The hotel must have sufficient parking space for 3-5 shuttle coaches and 50 other vehicles of this Directorate to be parked simultaneously)	
6.	Banquet Hall size, space and other facilities	
7.	Location and approach to Hotel including the distance from Sirifort Auditorium	
8.	Distance from Vigyan Bhavan	
9.	Availability of 140 rooms on 2 nd and 3 rd May 2014	Yes/No
10.	Availability of dinner Hall which can accommodate 500 persons at a short notice of 7 days	Yes/No
11.	Whether the Hotel agrees to sign a contract on award of work.	Yes/No
12	EMD of Rs. 150000/	Yes/No
13	Cost of Tender Rs 5000/-	Yes/No
14	Signed Undertakings Annexure III and IV	Yes/No

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

ANNEXURE – II

Directorate of Film Festivals
FINANCIAL BID

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 applicable for whole year.

Lunch /Dinner (Banquets) – Rates only for reference purpose)
(without liquor)

S.NO.	MENU	RATES/PER HEAD	TAX	TOTAL (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)

ANNEXURE III

COMPLIMENTARY SERVICES

S.No.	Details of requirement
1.	One upgradation to VIP Suite for two nights for DSPA Award Winner and companion (separate room, single occupancy) on complimentary basis.
2.	Complimentary pick up and dropping of VVIPs from Airport to Hotel and Hotel to Airport (Approximate 20 during the year).
3.	Three rooms to establish Control Room during NFA ceremony from 1-5-2014 to 4-5-2014
4.	Up gradation to suite of Chairpersons of Juries for Maximum 60 nights.
5.	The Jury Members/Award Winners/Guests will be given a formal welcome with following complimentary services:- a) Welcome drink on arrival. b) Comp. Internet service (wi-fi) in all rooms. c) Tea/coffee maker in all rooms & suites. d) Use of GYM and Swimming pool. e) Iron in room, Safe in Room. f) All guests booked will be accorded VIP courtesies include fresh fruits, soft drinks, bottle water, and flowers & welcome bouquet.
6	Exclusive Welcome Desk with round the clock facility during the stay of Jury Members/Award winners and other guests from 1 st to 4 th May 2014

ANNEXURE – IV

The tentative Accommodation / Banquets requirements 1-4-2014 to 31-3-2015

S.No.	Period (tentative only)	Days	Room Nights
1.	February –March, 2014	47 days	394 nights
2.	May, 2014	9 days	302 nights
3.	May, 2014	Banquet (Dinner)	
4.	September - October, 2014	35 days	265 nights
5.	Rest of the year		As per requirement.
		Total	961 nights

NOTE: The above mentioned requirement is only tentative and number of room nights & days may vary as per the requirement of various festivals

UNDERTAKING

(To be furnished by the Hotel on their Letter head, duly signed by the authorized signatory)

The Hotel is furnishing the undertaking that 140 rooms will be provided to D.F.F. during the period 2nd and 3rd May, 2014 and other accommodation/Banquets requirements from 1-4-2014 to 31-3-2015 will be fulfilled by the hotel at the rates quoted by us.

Name:

Designation:

Authorized signatory of Hotel:

(Seal of the Hotel)

UNDERTAKING

(To be furnished by the Hotel on their Letter head, duly signed by the authorized signatory)

The Hotel is furnishing the undertaking that the complimentary services mentioned at Annexure III will be fulfilled by the hotel.

Name:

Designation:

Authorized signatory of Hotel:

(Seal of the Hotel)

Check List

- 1. Formal letter from the Hotel on their letter head**
- 2. Technical Bid**
- 3. Financial Bid**
- 4. Undertakings for Complimentary services**
- 5. Undertaking for (Annexure IV)**