# NOTICE INVITING TENDER FOR HOTEL ACCOMMODATION FOR THE YEAR 2010-11

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 1-4-2010 to 31-3-2011. 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 14-6-2010 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 14<sup>th</sup> June, 2010 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.

## Subject: - Requirement of hotel accommodation etc. for various activities of this Directorate in Delhi for the year 1-4-2010 to 31-3-2011.

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.** 

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.

The period of contract will be from the date of award of work and will be from 1-4-2010 to 31-3-2011.

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 14<sup>th</sup> June, 2010 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.

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

Yours faithfully,

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

ANNEXURE – I

The tentative Accommodation / Banquets requirements 1-4-2010 to 31-3-2011

S.No.	Purpose	Tentative requirement of rooms	Period (tentative only)	Days
1.	Feature Film Jury – 57 <sup>th</sup> NFA	15 single rooms	July-August, 2010	20 days
2.	Non-Feature Film Jury – 57 <sup>th</sup> NFA	6 single rooms	July-August, 2010	10 days
3.	Best Writing on Cinema – 57 <sup>th</sup> NFA (Ist sitting)	3 single rooms	July-August, 2010	2 days 3 days
4.	Best Writing on Cinema – 57 <sup>th</sup> NFA ( IInd sitting)	3 single rooms	July-August, 2010	2 days 3 days
5.	National Film Awards – 57 <sup>h</sup> NFA (Award function)	120 single rooms 1 Suite	SeptOctober,2010	2 days
6.	Minister for Information & Broadcasting's Dinner for Award Winners – 57 <sup>th</sup> NFA	500 – 600 Guests	SeptOctober,2010	Banquet
7.	Indian Panorama Feature Film Jury screenings	6 single rooms	Sept. – Oct., 2010	25 days
8.	Indian Panorama Non-Feature Film Jury screenings	4 Single rooms	Sept. – Oct., 2010	10 days
9.	Feature Film Jury – 58 <sup>th</sup> NFA	15 single rooms	March., 2011	20 days
10.	Non-Feature Film Jury – 58 <sup>th</sup> NFA	6 single rooms	March, 2011	10 days
11.	Best Writing on Cinema – 58 <sup>th</sup> NFA (Ist sitting)	3 single rooms	February, 2011	2 days 3 days
12.	Best Writing on Cinema – 58 <sup>th</sup> NFA (IInd sitting)	3 single rooms	March, 2011	2 days 3 days
13	Minister for Information & Broadcasting's Dinner for Award Winners of 58 <sup>th</sup> NFA	500 Guests	April., 2011 (end)	Banquets
14.	National Film Awards – 58 <sup>th</sup> NFA (Award function)	120 single rooms	April, 2011 (end)	2 days
15.	Arranging hotel accommodation to members of various countries for C.E.P. delegations	3-4 single rooms	On different occasions during the year	3-4 days per CEP festival

### 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.

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Point	Details	(to be filled by the Hotel) Mention
No.		your option and information
I(I)	Conference Rooms:  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 August, 2010. Lunch and Dinner (Paid) are also to be served during deliberation meeting. Conference rooms must have an anteroom. Conference Rooms (with	
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	tea/coffee & snacks – Paid) along with one	
I(ii)	Back up Room will be on complimentary basis.  Lunch/Dinner:	
, ,	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 August, 2010 afternoon/night. Before lunch we will also require a conference room nearby where the three Juries can present their Reports.	
I(iii)	Buffet Dinner: A reasonably discounted rate (Rs.175/-including 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.	
I(iv)	Award Function of N.F.A.: 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 AugSept., 2010 and in April, 2011.	

I(v)	<b>VIP Suite -</b> 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 57 <sup>th</sup> NFA and 58 <sup>th</sup> NFA in Aug Sept.,2010 and April, 2011 respectively.	
I(vi)	<b>Dinner:</b> 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 57 <sup>th</sup> Award Function of NFA in AugSept.,2010 and Award Function of 58 <sup>th</sup> NFA in March, 2010 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 contact on award of the work	YES/NO

(Signature of the Hotel Authority)

### Directorate of Film Festivals <u>Financial bid - Part II</u>

### **Hotel Accommodation:**

S.No.	Room Rent (Single	TAX	TOTAL RENT (all
	occupancy)		inclusive)
1.	*Rs	Rs.	Rs.
	Room Rent per day		
	(Single occupancy)		
2.	*Rs	Rs.	Rs.
	(Room with complime, ntary		
	breakfast		

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

# ${}^*$ 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)