

Directorate of Film Festivals
M/o Information & Broadcasting
Sirifort Auditorium Complex, Gate No.1
August Kranti Marg, New Delhi-110049.

Ref. No. 4/28/2011-FFD
Dated:12/03/2014

To

Subject:- Notice for inviting tender for Hiring of Event Management Agency for 61st National Film Awards Ceremony of 3rd May 2014 at Vigyan Bhawan New Delhi.

Dear/Mr./Ms.

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites quotations to hire an Event Management Agency in organizing the National Film Awards fixed on 3rd May 2014 at Vigyan Bhawan New Delhi.

Interested parties may send sealed quotations addressed to the Deputy Director(Admn) Directorate of Film Festivals, Sirifort Cultural Complex, August Kranti Marg. New Delhi-110049 latest by 10th April 2014 upto 3.00pm this will be opened on same day at 4.00pm. in the presence of agencies/ Firms who wish to be present. The competent authority reserves the right to cancel any item or the entire tender without assigning any reason.

The terms and conditions and Performa for submitted the tender is enclosed at Annexure-I, Annexure-II and Annexure-III. The terms and conditions and relevant information may be seen at DFF website www.dff.nic.in

(Rizwan Ahamd)
Deputy Director(Admn.)
Ph.011-26499378

Directorate of Film Festivals
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National Film Awards (NFA) is a prestigious event of Directorate of Film Festivals (DFF) wherein best talents of Indian Cinema are awarded by the Hon'ble President of India This year awards are expected to be presented on 3rd May 2014 at Vigyan Bhawan Considering the stature of the NFA event, DFF is planning to hire an event management agency. The requirement along with number of personnel/equipments and number of days is placed below.

Scope of Work

S. No.	Items Requirement	Work	Quantity	No.of days
1.	Ushers(Hindi & English) knowledge of another Indian language is desirable	Ushers for seating arrangements	25	2
2.	Escorts	Security for Film Celebrities	12	2
3.	Supervisors	To co - ordinate with compeers and NFA Cell	4	3
4.	Hall Managers	Management of Guests during high tea/Other Movement in Vigyan Bhawan	14	1
5.	Book Stand	Equipment for singers	02	1
6.	Help desk/ Baggage counter with two persons at each desk	At Main gate of Vigyan Bhawan & Park Hotel	4	2
7.	Name Plates	For Celebrities and award winners	250	1
8.	Coordination Desk	Co-coordinating movement guests in Delhi.	3	3
9	RSVP Unit	For distribution of invitations with adequate manpower (including personnel for dispatch) for 3 rd May function- Invitation should reach the guests well in time. (Invitation will be approximately 3000 in number)	8	7
10	Queue Managers	To manage the flow of guests	8	2

11	Still Photographer	To cover the event and dinner and to dispatch the concerned photos to guests and the Directorate	1	1
12	DVD writing	To supply 200 DVDs of the event to be sent to the awardees	200	---
13	Switcher	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
14	DVD Player	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
15	UPS-3KV	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
16	Mixer, Delay Machine, Reverb and Stage Monitor, Beta Player, cordless Hand Mike	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
17.	Presentation Girls	For stage	4	2

Note:-

1. While above requirement have been work out taking in to consideration award ceremony planed so far, rate should be quoted on pro rata basis & Dte. of Film Festival has right to increase & decrease the No. of items as per requirement.
2. Event Management Agency should be in position a cater to any change in requirement and proposal should be work out accordingly.

Terms and conditions, Stipulations, Eligibility Criteria and Information for Event Management Services.

1. The agency/bidder should be a well established Professional Conference/ Event Organizer and must have experience of minimum 3 years in the same industry and organized a minimum of **5 (Five)** Events/ Conferences/ Award Function of Govt. of India/Public Sector Undertaking out of which two should have been organized in Plenary Hall Vigyan Bhawan New Delhi during the past 3-4 years.
2. The agency/bidders should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the award function in Vigyan Bhawan on 3rd May and rehearsal on 2nd May and the complete work of event management will be awarded to the selected agency/bidder on turnkey basis only.
3. The agency/ bidder should submit the proper list to prove their above said experience like work order, authorization letters or any other documents for the event management in Vigyan Bhawan provided by the organizer, especially from Govt. of India.
4. The agency/ bidder should submit the proper list & details of such conferences/ event /exhibitions carried out in Vigyan Bhawan.
5. The agency/bidder should submit the proper documents in support of the bidder's credentials, past performance, list of clients,/list of events/ conference/award functions conducted/ managed in Vigyan Bhawan performance certificate, appreciation letters, company's registration & statutory tax registrations etc.
6. Bids received after the specified date and time for receipt of bids would not be entertained.
7. Bids incomplete in any form are liable to be rejected out rightly.
8. The bidder would not be allowed to negotiate after submission of bids.
9. Any enquiry after submission of the bids would not be entertained.
10. The rates quoted by the successful bidder shall remain valid for a period of 180 days from the date of opening the bid.

11. The successful bidder shall be required to comply with all the instructions of the Vigyan Bhawan Caretaker/CCW (Civil & Electrical) and would restore the areas to its original form after the event. All security instructions connected with PM security would be observed by the bidder.
12. The competent authority reserves the right to reject any/ all bid(S) without assigning any reason thereof.
13. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.
14. Clicking Photograph with celebrities is strictly prohibited in Vigyan Bhawan Any such incident any EMA staff will invite a penalty of Rs10, 000/- per incident.
15. Tenders have to be accompanied by an Earnest money Deposit of **Rs.10, 000/-** in the form of a bank Draft payable to Pay & Accounts Officer (MS), M/o I&B, New Delhi

Annexure-III

Financial Bid

Sl. no.	Items Requirement	Work	Quantity	No. of days	Rates Quoted/ unit/day	Total Rs.
1.	Ushers(Hindi & English) knowledge of another Indian language is desirable	Ushers for seating arrangements	25	2		
2.	Escorts	Security for Film Celebrities	12	2		
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17.	Presentation Girls	For stage	4	2		
		Total inclusive all taxes				

