

DIRECTORATE OF FILM FESTIVALS
Ministry of I & B
Siri Fort Auditorium Complex,
August Kranti Marg, Asiad Village, New Delhi-110049

Date 04.03 .2016

**TENDER NOTICE : Call of bids for Printing work for National Film Awards,
3rd May 2016**

This Directorate is required to print various items for the 63rd National Film Award to be held on 3rd May 2016. The list of items to be printed are enclosed as Annexure-II. You are requested to send your bids for the job as mentioned in the Annexure-II by 21.03. 2016 till 11.00 a.m. The Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The bids will be opened in the presence of the representatives of the bidders at 11.30 a.m. on the same day in the office of this Directorate. At the first instance Technical Bids will be opened and evaluated and financial bids of only the technically acceptable offers will be opened for further evaluation before awarding the Contract .

Samples of various job items may be seen in this Directorate office on working days during office hours. The Tender document may be collected from this Directorate's office or may be downloaded from our website www.dff.nic.in.

Dy. Director (Admn)

TERMS & CONDITIONS regarding tender of printing work
of 63rd NFA

1. This tender has two bid system ie Technical and financial. The firms will have to submit bids in two separate envelop . The technical bids will contain work order & supporting documents and the financial bid will be in separate envelope duly sealed.
2. The rate quoted should be inclusive of cost of design also.
3. Paper quality for each item should be exactly same or superior to the sample of the items available in this office.
4. Rate of items should be quoted exclusive of tax. Govt. Tax will be paid on actual bill amount when due on prevailing rates.
5. Except sl.no. 3,4,5,6,7 & 8 all items will be bilingual (Hindi & English).
6. The rates will be compared on Grand Total basis not according to item wise.
7. **Rate should be quoted for all the items . Any item left out by the bidder will be disqualified.**
8. The financial bids of only those firms will be opened who will be declared qualified on the basis of technical bid.
9. The firms who will be declared as L-1 will supply sample papers with printing of the items. In case, the sample is inferior to the desired quality, the bid will be disqualified.
10. Quantity mentioned above is tentative.
11. Technical bid & financial bid duly signed & stamped must be submitted in two separate envelopes in exactly same format as mentioned in Annexure-I & II.
12. All the documents must be signed & stamped.

To be signed with stamp by bidder

Annexure – I
Technical Bid

Subject : Printing of various items for 63rd National Film Award for 2015

<u>S.NO.</u>	<u>Documents detail</u>	<u>YES / NO</u>
1	Copy of work order from Government Deptt. With similar job under taken (Attach atleast two work order in last two years even done for Directorate of Film Festivals)	
2	The bidder should enclose a brief write up about the capabilities/ facilities available .	

To be signed with stamp by bidder

Annexure-II
Financial Bid

Subject : Printing of various items for 63rd National Film Award for 2015

<u>S. No.</u>	<u>Items</u>	<u>Quantity</u>	<u>Rate/ per pc.</u>	<u>Total Amount</u>
1.	Invitation Card (Printing Front & Back with envelope)	3000 no.		
2.	H.MIB Dinner Invitation card with envelope (Printing)	800 no.		
3.	Rosette Golden (with printed sticker of NFA)	60 no.		
4.	Rosette Silver (with printed sticker of NFA)	150 no.		
5.	Rosette (Two color) (with printed sticker of NFA)	150 no.		
6.	Small Rosette (single color) with printed Sticker of NFA for Guest of Award winners	750 no.		
7.	Official Sticker (Car Parking Sticker) (including designing) VIP's 200, General 1500 & Official 1000 (minimum quantity) (Different color)	2700 no.		
8.	NFA Public Screening Schedule Flyers Program Pamphlet. (Printing & designing) A4/b/w	2000 no.		
9.	NFA Public Screening Invitation Cards (Printing & designing)	2000 no.		
10.	Handmade paper Bag with printing (for kit)	200 no.		
11.	Envelope for Demand Draft (Printing)	200 no.		
	GRAND TOTAL			

Note : Govt. Tax will be extra as applicable as on date.

To be signed with stamp by bidder