

**Directorate of Film Festivals**  
**M/o Information & Broadcasting**

Ref. No. 04 /07 /2016 –FFD  
Dated: 29th February 2016

**Subject:-** Notice for inviting tender for Hiring of Event Management Agency for  
**63rd National Film Awards Ceremony on 3<sup>rd</sup> May 2016**

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites bids to hire an Event Management Agency in organizing the National Film Awards fixed on 3 May 2016 at Vigyan Bhawan New Delhi.

Interested EMA parties may submit duly signed & stamped sealed bids in two bid system Technical and Financial to the Deputy Director(Admn) Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 latest by **21<sup>st</sup> March 2016 upto 2.00 pm.** The bids will be opened on the same day at 2.30 pm. in the presence of agencies/ Firms who wish to be present. A pre bid meeting will also be held on 10<sup>th</sup> March at 2.30 p.m. in the VIP lounge of this Directorate . The competent authority reserves the right to cancel any item or the entire tender without assigning any reason. The RFP, Technical bid, Financial bid proforma and terms & conditions may be collected from this office during working hours and can also be downloaded from the website [www.dff.nic.in](http://www.dff.nic.in).

**DeputyDirector(Admn.)**

**Directorate of Film Festivals****Ministry of Information & Broadcasting**

**Subject:- Notice for inviting tender for Hiring of Event Management Agency for 63rd National Film Awards Ceremony of 3<sup>rd</sup> May 2016.**

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 3 May 2016 at Vigyan Bhawan, New Delhi 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. The bids are to be submitted in two bid system ie Technical and Financial in separate envelopes. Both the bids should be in a big envelope. The envelope demand draft of EMD must be kept with Technical bid. The Financial bid of those bidders will be opened who will be declared qualified in Technical bid.

**SCOPE OF WORK**

<b><u>S.No.</u></b>	<b><u>Items Requirement</u></b>	<b><u>Work</u></b>	<b><u>Quantity</u></b>	<b><u>No.of days</u></b>
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	2
5.	Book Stand	Equipment for singers	02	2
6.	Help desk/ Baggage counter with two persons at each desk	At Main gate of Vigyan Bhawan & Festival Hotel & at Airport	6	2
7.	Name Plates	For Celebrities and award winners (to be placed in given blocks on 2 <sup>nd</sup> May morning)	500	2
8.	Coordination Desk :- One at Vigyan Bhawan One at Festival Hotel One at Airport (with transport arrangement)	Co-coordinating movement of guests in Delhi. 1 Desk for 2 days (2 <sup>nd</sup> & 3 <sup>rd</sup> May at Vigyan Bhawan) 2 Desks for 4 days (1 <sup>st</sup> to 4 <sup>th</sup> May) Total 3 desk with 2 usher at each desk.	3desk (with 2 usher each)	3

9	RSVP Unit (alongwith telephone, computer/printer/Internet)	For distribution of invitations cards alongwith RSVP (with adequate manpower including personnel for dispatch for 3 <sup>rd</sup> May function- Invitation should reach the guests well in time (atleast 10 days in advance).Invitation will be approximately 3000 in number) (5x15 + 5x20)	5 5	15 20
10	Queue Managers	To manage the flow of guests	8	2
11	Still Photographer (alongwith two Co- ordinator)	<b>A)</b> To cover the event, rehearsal & dinner and to deliver the concerned photos to award winners in hotel on 3 <sup>rd</sup> May night. <b>B)</b> Collection of photograph from Photo Division & delivery to the Award Winners on 3 <sup>rd</sup> May night in the Hotel.	3	2
12	DVD writing	To supply 200 DVDs of the video recording of the ceremony to be sent to the awardees (with NFA logo sticker)	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 & song performance in Vigyan Bhawan	1	2
17.	Presentation Girls	For stage	4	2
18.	Compere (Scriptwriter)	Script Writing (bilingual –Hindi &English) between 25.4.2016 to 3.5.2016 in DFF	1	-
19.	Signage	12 blocks inside hall & 9 for gates	33	1
20.	Stage Supervisor	To supervise all state events	1	2

Note:-While above requirement have been work out taking in to consideration the 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.**

1. 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.(attach attested document in support)
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 3<sup>rd</sup> May and rehearsal on 2<sup>nd</sup> 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 would not be entertained. Bids incomplete in any form or not signed on any page are liable to be rejected.

7. The bidder would not be allowed to negotiate after submission of bids.
8. Any enquiry after submission of the bids would not be entertained.
9. The rates quoted by the successful bidder shall remain valid for a period of 180 days from the date of opening the bid.
10. 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 Hon'ble President's security would be observed by the bidder.
11. The competent authority reserves the right to reject any/ all bid(S) without assigning any reason thereof.
12. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.
13. Clicking Photograph with celebrities is strictly prohibited in Vigyan Bhawan Any such incident any EMA staff will invite a penalty of Rs. 10,000/- per incident.
14. It would be duty of EMA to install the computer with printer & other peripherals for related works like script, name plates & RSVP alongwith telephone/mobile phones at DFF office, Airport and at Vigyan Bhawan.
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.

Signature of EMA with seal  
On each page

**Technical Bid**

For Event Management Agency for 63rd National Film Award for 2015

<b><u>S.NO.</u></b>	<b><u>Documents detail</u></b>	<b><u>YES / NO</u></b>
1.	Service Tax No.	
2.	PAN No.	
3.	Other Statutory Registration No.	
4.	Copy of work order from Government Deptt./PSU With minimum 5 events under taken (Attach atleast two work order in last 3-4 years organized in Plenary Hall, Vigyan Bhawan, Delhi.	
5.	The bidder should submit documents with proper list of work order to prove their experience as EMA in Vigyan Bhawan and at other venue.	
6.	Earnest Money Deposit of Rs. 10,000/- in form of Demand Draft.	

Signature of EMA with seal

## Annexure-IV

## FINANCIAL BID

<u>S. No.</u>	<u>Items Requirement</u>	<u>Work</u>	<u>Quantity</u>	<u>No.of days</u>	<u>Rates unit/day</u>	<u>Total Rs. w/o Tax</u>
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 compers and NFA Cell	4	3		
4.	Hall Managers	Management of Guests during high tea/Other Movement in Vigyan Bhawan	14	2		
5.	Book Stand	Equipment for singers	2	2		
6.	Help desk/ Baggage counter with two persons at each desk	At Main gate of Vigyan Bhawan & Festival Hotel & at Airport	6	2		
7.	Name Plates	For Celebrities and award winners (to be placed in given blocks on 2 <sup>nd</sup> may morning)	500	2		
8.	Coordination Desk :- One at Vigyan Bhawan One at Festival Hotel One at Airport (with transport arrangement)	Co-coordinating movement of guests in Delhi. 1 Desk for 2 days (2 <sup>nd</sup> & 3 <sup>rd</sup> May at Vigyan Bhawan) 2 Desks for 4 days (1 <sup>st</sup> to 4 <sup>th</sup> May)  Total 3 desk with 2 usher at each desk.	3  (with 2 usher on each desk)	3		
9	RSVP Unit (alongwith telephone & computer,printer, Internet)	For distribution of invitations cards alongwith RSVP (with adequate manpower (including personnel for dispatch) for 3 <sup>rd</sup> May function- Invitation should reach the guests well in time (atleast 10 days in advance). (Invitation will be approximately 3000 in number) (5x15 + 5x20)	5 5	15 20		
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		<b>B)</b> Collection of photograph from Photo Division & delivery to the Award Winners on 3 <sup>rd</sup> May night in the Hotel.				
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17.	Presentation Girls	For stage	4	2		
18.	Compere (Scripwriter)	Script Writing (bilingual –Hindi &English) between 25.4.2016 to 3.5.2016 in DFF	1	-		
19.	Signages	12 blocks inside hall & 9 for gates	33	1		
20.	Stage Supervisor	To supervise all stage events	1	2		
		TOTAL (Without govt. Taxes)				

**Note :** The above rates should be quoted exclusive of taxes. Service Tax/VAT/Govt. tax on the actual bill amount will be paid.

Signature of EMA with seal (on each page)