

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

Ref. No. 04/08/2015 –FFD

Dated: 09th March 2015

To

**Subject:-** Notice for inviting tender for Hiring of Event Management Agency for 62nd National Film Awards Ceremony of 3<sup>rd</sup> May 2015 at Vigyan Bhawan New Delhi.

Dear M/s.

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 3 May 2015 at Vigyan Bhawan New Delhi.

Interested EMA parties may send sealed quotations duly signed & stamped addressed to the Deputy Director(Admn) Directorate of Film Festivals, Sirifort Cultural Complex, August Kranti Marg, New Delhi-110049 latest by 31<sup>st</sup> March 2015 upto 2.30 pm which will be opened on the same day at 3.00pm. in the presence of agencies/ Firms who wish to be present. A pre bid meeting will also be held on 19.03.2015 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, Financial bid proforma and terms & conditions may be downloaded from the website [www.dff.nic.in](http://www.dff.nic.in).

DeputyDirector(Admn.)

**Directorate of Film Festivals**  
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**Subject:- Notice for inviting tender for Hiring of Event Management Agency for 62nd National Film Awards Ceremony of 3<sup>rd</sup> May 2015.**

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 2015 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 & at Airport	6	2
7.	Name Plates	For Celebrities and award winners	350	1
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)	--

9	RSVP Unit	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)	8	15
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 (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 in Vigyan Bhawan	1	2
17.	Presentation Girls	For stage	4	2
18.	Compere	Script (bilingual –Hindi &English)	1	1
19.	Signages	12 blocks inside hall & 9 for gates	33	1

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 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 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 Hon. President's 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. 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.
16. 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

FINANCIAL BID

S. No.	Items Requirement	Work	Quantity	No. of days	Rates unit/day	Total Rs.
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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 & at Airport	6	2		
7.	Name Plates	For Celebrities and award winners	350	1		
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)	--		
9	RSVP Unit	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)	8	15		
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 (with NFA logo sticker)	200	---		
13	Switcher	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2		
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17.	Presentation Girls	For stage	4	2		
18.	Compere	Script (bilingual –Hindi &English)	1	1		
19.	Signages	12 blocks inside hall & 9 for gates	33	1		
		TOTAL (Without Tax)				

**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)