

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

Date: 04.10.2016

TENDER NOTICE : Call of bids for Designing work of Catalogues for
47th International Film Festival of India 2016

This Directorate is required to design various items for the 47th International Film Festival of India. The list of items to be printed are enclosed as Annexure-II. You may send your bids for the job as mentioned in the Annexure-II by 13.10.2016 till 2.00 p.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 2.30 p.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 on working days between 10 a.m. to 5 p.m. The Tender Document may be collected from this Directorate's office or may be downloaded from our website www.dff.nic.in. and www.iffi.nic.in.

Dy. Director (Admn)

TERMS & CONDITIONS regarding tender of Designing work of Catalogues for 47th International Film Festival of India 2016

1. The bidders must be empanelled with DAVP as advertising agency engaged in multimedia work.
2. This tender has two bid system i.e. Technical and financial. The technical bids will contain work order & supporting documents and the financial bid will be in separate envelope duly sealed Both the bids will be in exactly same format as mentioned in Annexure-I & II.
3. The financial bids of only those firms will be opened who will be declared qualified on the basis of technical bid and the proof of similar designing work done earlier. Agencies will have to submit proposed design templates for the job as mentioned in Annexure-II.
4. The bidders must have the experience of the design work and should enclosed atleast 2 work order (in last three years).
5. Rate of items should be quoted exclusive of tax. Govt. Tax will be paid on actual bill amount when due on prevailing rates.
6. All the item as per annexure-II at will be bilingual (Hindi & English).
7. . The rates will be compared on Grand Total basis not according to item wise.
8. **.Rate should be quoted for all the items. Any item left out by the bidder will be disqualified.**
9. Quantity mentioned above is tentative.
- 10.. All the documents must be signed & stamped.

_To be signed with stamp by bidder

Annexure – I
Technical Bid

Designing work of Catalogues for
47th International Film Festival of India 2016

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

To be signed with stamp by bidder

ANNEXURE-II**Financial Bid****Designing work of Catalogues for 47th International Film Festival of
India 2016**

<u>Sl.no.</u>	<u>Name of Catalogue</u>	<u>Approx. pages</u>	<u>Rates</u>
1.	Official Catalogue - " International World Cinema 2016" , (English & Hindi) Layout, designing, photo Finish (system work), proof reading & final art work. Size 8.25"x11"	290 (+ - 4)	
2.	Films Hand book World Cinema & Indian Cinema 2016 , (English & Hindi) Layout, designing & photo Finish (system work), proof reading & final art work. Size- 7.25"x7.25"	170-200	
3.	Official Catalogue –"Indian Cinema 2016" (English & Hindi) Layout, designing, photo Finish (system work), proof reading and final art work. Size 8.25"x11"	180-200	
4.	DVD (600 of World Cinema & 600 of Indian cinema)	1200 nos.	
5.		G.TOTAL	

GOVT. Tax will be extra on prevailing rates (must not included in the above quoted rates)

To be signed with stamp by bidder