

GOVT. OF INDIA
DIRECTORATE OF FILM FESTIVALS
Ministry of Information & Broadcasting

Tender Inquiry No.36/11/2014-FFD

HIRING OF INTERNATIONAL COURIER SERVICE

Sealed Tenders are invited for hiring of Courier Service for providing Door to door Delivery Service on International Sectors to the Directorate of Film Festivals at Delhi and IFFI Camp Office in GOA or any other place in India for incoming and out going shipments containing of Film Prints in 35mm/DCP/Digital Beta/ MDVC/ DVC/Blu Ray/DVD or any other available formats publicity Material etc (Temporary Import against Ad-hoc Exemption-Re-Export/ Temporary Export Re-import etc.) for a period of one year (extendable upto two years) . Those who have experience in clearance and dispatch of exhibition goods will be given preference.

Tender Form along with Terms & Conditions for the tender can be collected from the Directorate's office at Sirifort Cultural Complex, Gate No.1, August Kranti Marg, New Delhi-110049 during office hours on all working days till 29 July 2015 . Tender form along with rules & regulation can also be downloaded from the Directorate's website **www.dff.nic.in**.

Complete forms with terms & conditions duly signature & stamped with desired signed documents should be submitted to Directorate of Film Festivals upto **2.30 P.M. on 30th July 2015** alongwith two separate Bank Drafts one for **Rs. 2,000/-** (Rs. Two Thousand only) towards cost of tender form (non refundable) and another for **Rs. 50,000/- as EMD (refundable)** in favor of **"Pay & Accounts Officer [MS], M/o I & B"**. The tender cover should be super scribed "tender for **"HIRING OF INTERNATIONAL COURIER SERVICE"**". The tender will be opened on 30th July 2015 at 3.00 pm in presence of desirous parties & their representatives.

Dy. Director (Admn)
Dte. Of Film Festivals

Terms & conditions for hiring of door to door Courier Service for International Sectors.

1. The courier service will provide door to door service, i. e. for in & outwards, (Import and Re-export/Re-import and Export) picking up of cargo from the Clearance place/Airport to/from our Office at Sirifort Auditorium complex, August Kranti Marg New Delhi.) or International Film Festival of India IFFI camp office in Goa or any other place in India, and same system will be applied for Temporary Export or Re-Import/Re-export or Re-Import/Export. The courier service should have at least **5 years** experience in the desired field.
2. Directorate of Film Festival is liable to pay to the nominated Courier Service agency only after awarding the contract on the lowest quoted rates basis and no other payment on any account will be paid to the Courier.
3. Rates quoted should be inclusive of all charges like freight customs clearance, special handling fees, transportation or any other fees etc. and the taxes shall be as applicable.
4. After the Export or Re-export of the shipment all the endorsements/verification on the body of the Export Promotion Copy of the Shipping Bill etc. from the Customs/Airlines etc & cancellation of Bond/Undertaking would be the part of the Job of the Courier Service without additional payment.
5. Courier Service Agency/Company will depute one supervisor/coordinator who will co-ordinate with the In-charge Film Print Unit/Print Coordinator, for speedy clearance & Dispatch etc, through out the period of contract & shall be posted at our office as & when required.
6. Courier Service Agency/Company will be held responsible for delay caused in clearance after the submission of relevant information or required documents of shipment and no demurrage or local transportation/freight charges will be paid for that specific shipment. The concern agency will be liable to pay such payments.
7. Courier Service will be responsible for any emergency clearance/delivery of shipment/ consignment etc., and will also be responsible for Export/Re-export all the film prints by Air Freight mode and cancellation of undertaking bond etc. thereof, if any.
8. After dispatch/Export or Re-export Courier Service will keep track of the shipment (s) till it reaches its destination on priority basis without fail and will up date the In charge Print Unit, Directorate of Film Festivals accordingly.
9. Only those firms, who can provide service for both (Export/Import) shipments on international sector, may quote the rates who have valid license for the same.
10. The rates may be quoted for shipments weighing up to 0.5kg. to 100Kgs.
11. Under no circumstances, advance money shall be paid to the Courier Service/ Agency/ Company.
12. Courier Agency should have operation in all countries including Iran, Iraq, Syria, Cuba, Afghanistan, Libya & if not then Agency should be able to ship films from these countries.

13. All the payments will be made through cheque or Electronic Fund Transfer in favor of concerned Courier Agency/ Company and they will also provide 60days credit facility to this Office for all payments. ECS mandate form to be submitted along with crossed cancelled cheque during signing of agreement.
14. The Director, Directorate of Film Festivals/International Film Festival of India, Ministry of Information & Broadcasting's decision will be final and binding on the Courier Service/Agency/ Company. However all disputes arising from the fulfillment of this contract shall be settled between Directorate and the Courier Service/Agency/Company in Delhi only.
15. The Contract/awarded work will be for a period of one year from date of signing the award letter/agreement which can be extended upto **two years** subject to satisfactory completion of the assigned job & approval of the competent Authority.
16. The Directorate of Film Festivals reserves the right to reject any tender without assigning any reason.
17. The Directorate of Film Festivals reserves the right to terminate the contract any time without assigning any reason.
18. The tender form in sealed condition should be submitted with all relevant documents and a Demand Draft for Rs.50,000/- (Rs. Fifty thousand only) towards E.M.D. in favor of "**Pay & Accounts Officer (MS), Ministry of I & B**" payable at New Delhi.
19. EMD amount of awarded agency shall be transferred towards security deposit which shall return after satisfactory accomplishment of the assigned Job failing which EMD will be forfeited.
20. If shortlisted agency fails to enter the agreement as per the terms & conditions the EMD amount shall be forfeited.
21. The Tenders are to be submitted in sealed covers. The first sealed cover will contain Technical Bid having all details and signed/stamped documents/DDs. This cover will clearly be super-scribed with "**Technical Bid**" (as mentioned at annexure –A) . The second sealed cover will contain only the price bid duly filled in and signed and will be super-scribed with "**Financial Bid**" (as mentioned at annexure –B) . All these should be fully sealed and put into a large envelope. The large envelope should be sealed and super scribed with "**Tender for International Courier Service**" The Envelope Containing the complete tender should be addressed to:

Dy. Director (Admn)

Directorate of Film Festival
Ministry of I & B, Siri Fort Auditorium,
August Kranti Marg, New Delhi - 110049

Signature with seal (Bidder)

Annexure - A

Technical Bid

Following documents proof should be submitted along with Technical bid

<u>S.No.</u>	<u>Name of document/ requisites to qualify for bid.</u>	<u>Yes/No</u>	<u>Deviation if any</u>
1.	DD of Rs. 2000/-[Rupees Two thousand] only for cost of Tender documents (Non-refundable)		
2.	EMD price Rs.50,000/- [Rupees Fifty Thousand] only. (Refundable)		
3.	Int'l Courier Service provider should have own import & Export License.		
4.	Int'l Courier Service provider should be member of international Air Transportation Association (IATA)		
5.	Permanent Account Number[PAN] [Income Tax]		
6.	Own Service Tax registration		
7.	Full profile & details of your Branch offices in India and abroad own network etc.		
8.	Courier Agency should have own Customs House Agent		
9.	Courier Agency should have direct offices in 200 countries		

[Documentary Proof for items no. 3 to 7 above should be attached.]

Signature with seal (bidder)

PRICE BID**LIST OF COUNTRIES – ZONE WISE**

ZONE 'A'	
S. no.	COUNTRY
1.	AFGHANISTAN
2.	BANGLADESH
3.	NEPAL
4.	SRILANKA
ZONE 'B'	
S. No.	COUNTRY
5.	HONGKONG
6.	IRAN, ISLAMIC REPUBLIC OF
7.	PAKISTAN
8.	SINGAPORE
9.	SYRIA
ZONE 'C'	
S. No.	COUNTRY
10.	AUSTRALIA
11.	CHINA, PEOPLE'S REPUBLIC

12.	INDONESIA
13.	KOREA
14.	MALAYASIA
15.	NEW ZEALAND
16.	PHILLIPPINES
17.	TAIWAN
18.	THAILAND
19.	VIETNAM
ZONE 'D'	
S. No.	COUNTRY
20.	BELGIUM
21.	DENMARK
22.	FRANCE
23.	GERMANY
24.	ITALY
25.	NETHERLANDS
26.	SWITZERLAND
27.	UNITED KINGDOM
ZONE 'E'	
S. No.	COUNTRY
28.	CANADA
29.	UNITED STATES OF AMERICA
ZONE 'F'	
S. No.	COUNTRY
30.	JAPAN

ZONE 'G'	
S. No.	COUNTRY
31.	AUSTRIA
32.	BULGARIA
33.	CZECH REPUBLIC
34.	HUNGARY
35.	NORWAY
36.	POLAND
37.	PORTUGAL
38.	ROMANIA
39.	SOUTH AFRICA
40.	SPAIN
41.	SWEDEN
42.	TURKEY
ZONE 'H'	
S. No.	COUNTRY
43.	ARGENTINA
44.	BRAZIL
45.	CROATIA
46.	KAZAKHSTAN
47.	MAURITIUS
48.	PERU
49.	RUSSIAN FEDERATION
50.	VENEZUELA