

DIRECTORATE OF FILM FESTIVALS
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA

REQUEST FOR PROPOSAL (RFP) FOR **E-TENDER** FOR HIRING OF HOTEL FOR HOSTING DINNER BY MIB AND DIRECTOR/DFP ON 20TH AND 25TH NOVEMBER, 2018 IN CONNECTION WITH INTERNATIONAL FILM FESTIVAL OF INDIA TO BE HELD FROM 20TH to 28TH NOVEMBER, 2018 IN GOA.

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DISCLAIMER

This request for RFP is not an offer by Directorate of Film Festivals (DFF), Ministry of Information & Broadcasting, but an invitation to receive responses from eligible interested Hotel Authorities for hosting Dinner on 20th and 25th November, 2018 in Goa

This RFP is being issued with no financial commitment and DFF reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

NOTICE INVITING E-TENDER
REQUEST FOR PROPOSAL (RFP)

No. 24/04/2018-FFD

Film Festival

Directorate of Film Festivals

Ministry of Information & Broadcasting

Government of India

Film Festival Complex, Siri Fort Auditorium

August Kranti Marg, New Delhi, 110049

Directorate of Film Festivals, Ministry of Information & Broadcasting invites e-bids from 5 Star Hotels situated in Goa for hosting Dinner by Minister of State for Information and Broadcasting and Director, Directorate of Film Festivals for the delegates of International Film Festival of India to be held at Goa from 20-11-2018 to 28-11-2018.

The RFP document can be downloaded from the website: <http://www.dff.nic.in>. Alternatively, the document can also be obtained in person from **Deputy Director (Admn), Siri Fort Complex, August Kranti Marg** New Delhi-110049 on any working day between 1100 to 1200 hours up to **30th October, 2018**.

The Schedule for Submission of RFP through E-Tender for Engagement of Hotel for MIB and Director's Dinner at Goa is as under:

Event	Date
Availability of RFP Document at CPP portal and DFF Website	10 th October, 2018
Last date and time for submission of completed RFP document	30 th October, 2018, 12:00 AM
Opening of Technical Bid, evaluation including presentation and short listing for financial bid	31 st October, 2018, 12:00 AM
Opening of Financial Bids	31 st October, 2018, 03.00 PM

Deputy Director (Admn)
Directorate of Film Festivals
M/o I & B, Govt. of India.
Siri Fort Cultural Complex, August
Kranti Marg, New Delhi- 110049
Telephone 011-26499352

General Information/ Conditions

Directorate of Film Festivals, Ministry of Information & Broadcasting organizes the International Film Festival of India at Goa from 20-11-2018 to 28-11-2018. The inauguration of the festival is scheduled to be held at Goa on 20th November, 2018. During the organization of IFFI 2018, International Film Festival of India, M/o I & B proposes for hosting of two dinners in the honour of delegates during the festival. Details of the dinners to be hosted are as under:-

Requirement of Dinners:

S. No.	Hosted by	Total No. of guests	Category	*Rates/per head (inclusive of all taxes)
1.	Hon'ble MIB's dinner in the honour of Delegates during IFFI 2018 on 20-11-2018 (Tentative)	500	Veg.	Rs.
			Non-Veg	Rs.
2.*	Hosting of dinner by Festival Director on 25-11-2018 (Tentative)	800	Veg.	Rs.
			Non-Veg	Rs.

***Festival Director's dinner will be organized subject to the approval of competent authority.**

***The rates shall include starters, juices/soft drinks, soups and Snacks (Snacks: Two veg and two non-veg.) Soup: one veg and one non-veg.)**

2. The tentative dates for hosting of dinners are S.No.1, MIB on 20-11-2018
(2) Festival Director, IFFI on 25-11-2018.

3. The bidding process is divided into two parts i.e. Technical and Financial Bids. Those meeting the technical criteria would only be considered for Stage II i.e. financial bidding. Both the bids are to be responded together but should be kept in separate envelope. The period of contract will be from the date of award of work and will be up to 28-11-2018 (concluding day of event).

4. It may be noted that in case a hotel is selected which is far away from Festival Venue/Festival Hotel, the selected hotel will be required to provide adequate number of A.C. Coaches to take Delegates/guests to the venue of the Dinner **on complimentary basis.**

5. Interested parties to submit e-tender in **two bid system “Technical Bid” and Financial Bid.** Both addressed to the Director, Directorate of Film Festival, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 by **PM 12.00 pm on 30-10-2018 positively.** The Technical bids will be opened at 12.00 P.M. on 31-10-2018 in the presence of parties available at the time of opening the quotations. Those meeting the technical criteria would only be considered for Stage II i.e. financial bidding.

Please note that dinner at S. No. 2 by Festival Director, IFFI will be organized subject to the approval of competent authority.

The ADG, Directorate of Film Festival of India reserves the right to reject any or all quotations, in part or full, without assigning any reasons.

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Directorate of Film Festivals
M/o I & B, Govt. of India.
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ANNEXURE —I

Directorate of Film Festivals
Technical Bid — Part I

Only those parties who qualify on technical grounds would be eligible to advance to financial bid stage i.e. the financial bids of only successful parties would be opened and considered.

Point No.	Details	(To be filled by the Hotel) Mention your option and information
I.	Hosting of dinner by the Hon'ble Minister for Information & Broadcasting in the honour of delegates on 20-11-2018 (Tentative) in the evening on the day of inauguration of International Film Festival of India' 2018 in one of 5 Star Deluxe Hotel at Goa. Tentatively 500-800 numbers of guests are being invited for the dinner. Guests will be from all the film producing centers of the country as well as foreign delegates from the cine world.	
II.	Hosting of Dinner by Director, DFF in the honour of delegates on 25-11-2018 (tentative) in one of 5 Star Deluxe Hotel at Goa. Tentatively 800-1000 numbers of guests are likely to be invited in the dinner. Guests will be from all the film producing centers of the country as well as foreign delegates from the cine world.	
III.	Complimentary facilities Complimentary facilities extended by the Hotel during hosting of the above two dinners	

IV.	The hotel must have banquet facility for Dinner in honour of delegates for around 1000-1050 number of guests. Sufficient space for frequent movement of guests is essentially required to avoid any inconvenience to the guests. Hotel must have sufficient parking space for parking of 5 shuttle coaches and about 250 other vehicles of the guests to be parked in the available space.	
V.	Total number of rooms available in your Hotel	
VI.	Lobby Size, Parking space and Banquets	
VII.	Banquets	
VIII.	Location and approach to Hotel including the distance from OLD GMC Complex, Panaji, Goa to your Hotel	
IX.	Availability of Dinner Hall which can accommodate 1000-1050 persons at a short notice of 7 days.	YES/NO
X.	Whether the Hotel agrees to sign a contact on award of the work	YES/NO

Name:

Designation:

Name of Hotel:

(Signature of the Hotel Authority with Hotel's stamp)

Directorate of Film Festivals
Financial bid - Part II
Dinner

S.NO.	MENU	RATES PER HEAD (Inclusive of all taxes)
MIB's dinner on 20-11-2018	Vegetarian menu	Rs.
	Non-Vegetarian menu	Rs.
Festival Director IFFI dinner on 25-11-2018	Vegetarian menu	Rs.
	Non-Vegetarian menu	Rs.

(Note: Two sets of Vegetarian and Non-Vegetarian menus may be provided)

Menu, snacks etc. will be decided by DFF

Inclusive of starters Juices/soft drinks / Snacks (Two vegetarian and Two non-vegetarians) and Soups (one veg and one non-vegetarian).

Designation:

Name of Hotel:

(Signature of the Hotel Authority with Hotel's stamp)