

**Directorate of Film Festivals**

**Ministry of I & B**

Ref. No. 04/ 29 / 2022 –FFD(A)

Dated: 08 .09 .2022

**LIMITED TENDER ENQUIRY**

Sub: **Inviting bids for Hiring of Event Management Agency for 68th National Film Awards 2020 Ceremony.**

The **Directorate of Film Festivals**, Ministry of Information & Broadcasting, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites bids to hire an Event Management Agency for organizing the Award Ceremony of 68<sup>th</sup> National Film Awards, 2020 to be held at Vigyan Bhawan, New Delhi on **30<sup>th</sup> September 2022** which will be preceded by **Rehearsal on 29<sup>th</sup> September 2022.**

You may submit bid physically in two bid system ie. Technical and Financial bids. **Both the bids must be in separate sealed envelope with marking “Technical Bid for EMA for 68<sup>TH</sup> NFA2020” and “Financial Bid for EMA for 68<sup>th</sup> NFA 2020,** to Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049. Both the technical & financial bid should be kept in one sealed envelope marking “Bid for EMA for 68<sup>th</sup> NFA 2020”. **Earnest Money Deposit** in the form of Demand draft/banker cheque of **Rs. 25,000/-** in favour of Pay & Accounts Officer (MS), Ministry of I & B should be submitted alongwith Technical bid before the last date & time as mentioned below. Bidders who wants exemption from submitting EMD must submit relevant documents in support of exemption claimed for EMD, alongwith Technical bid. The bid submitted without Demand draft or EMD/Exemption certificate will be summarily rejected. Each & every document should be signed. All the bids will be opened in the presence of agencies/firms who wish to be present at schedule time & date. The competent authority reserves the right to cancel any item or the entire bid without assigning any reason. The RFP (Technical bid, Financial bid proforma and terms & conditions) may be downloaded from the website [www.dff.gov.in](http://www.dff.gov.in) or may be collected from this office during working hours.

**The Financial bid of those bidders will be opened only who will be declared qualified in Technical bid.**

<b>Last date &amp; time of submission of Bids</b>	<b>16 . 09 . 2022 upto 11.00 A.M. (sharp) (Friday)</b>
Date & time of Opening of Technical Bids	At 11.30 A.M. on 16 . 09 . 2022
Date & time of Opening of Financial bids	At 2.30 P.M. on 16 .09. 2022

- Note :**
- 1. The Technical Bid should be the first page of the entire document .**
  - 2. Terms & conditions of bid document (all annexures) should be duly signed and stamped.**
  - 3. Please mention page nos. on all documents and page nos. should be mentioned in the Technical Bid against the related document.**
  - 4. Please submit the documents only which are related to the terms & conditions of RFP .**

**Deputy Director (Admn)  
Tel.011-26499386**

DIRECTORATE OF FILM FESTIVALSMinistry of Information & Broadcasting

Sub:- Inviting bids(limited tender enquiry) for Hiring of Event Management Agency for 68th National Film Awards 2020 Ceremony

National Film Awards (NFA) is a prestigious event organized by the Directorate of Film Festivals,(DFF) wherein best talents of Indian Cinema are awarded by the Hon'ble President of India. This year awards are to be presented **on 30<sup>th</sup> September 2022 at Vigyan Bhawan, New Delhi. Rehearsal of the Function (Day 1) will be held on 29<sup>th</sup> September,2022 and Function of Award Ceremony(Day 2) will be held on 30<sup>th</sup> September 2022.** 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 i.e. Technical and Financial.

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 and placing brochures on seats at block A to F	25	2
2	Escorts	Security for Film Celebrities	12	2
3	Supervisors	i) To manage the movement of appx. 150 Award Winners from Vigyan Bhawan to other venue on Day 2 and ii) Co - ordinate with comperes, NFA Cell	4	3
4	Hall Managers	To manage the movement of Guests during Function in Vigyan Bhawan	14	2
5	Book Stand	Equipment for singers	2	2
6	Help desk/ Baggage counter with two persons	At Main gate of Vigyan Bhawan on Day 1 & Day 2	2	2
7	Name Plates	For Celebrities and award winners (to be placed in given blocks on Day 1& 2)	500	2

8	Coordination Desk :- One each at Vigyan Bhawan, Festival Hotel, Airport (with transport arrangement)	a) 1 Desk for 2 days (Day 1 & 2) at Vigyan Bhawan)	1 desk (2ushers)	2
		b) 1 Desks for 4 days ( from 1 day prior to Day 1 & upto one day after Day 2 ) at Airport	1 desk(2 ushers)	4
		c) 1 Desk for 4 days at Hotel from 1 day prior to Day 1 & upto one day after Day 2	1 desk(2 ushers)	4
9	RSVP Unit (alongwith telephone computer/printer/Internet)	For distribution of invitations cards Along-with RSVP (with adequate manpower including personnel to dispatch cards for function- Invitation should reach the guests well in advance . Invitation will be approximately 1000 in number)	10	15
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 & and to deliver the concerned photos to award winners in festival hotel on the night of Day2.	3	2
		<b>B)</b> Collection of photograph from Photo Division & delivery to the Award Winners on in the festival hotel on the night of Day2.		
12	Switcher	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
13	DVD/Blue Ray disc Player	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2
14	UPS-3KV	Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan	1	2

15	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
16	Presentation Girls	For stage	4	2
17	Compere (Scriptwriter)	Script Writing (bilingual – Hindi & English) for 9 days in this Office	1	-
18	Signage	12 blocks inside hall & 9 for gates	33	1
19	Stage Supervisor	To supervise all stage events	1	2
20	Photo Album	2 Album with 200 photograph of Function in each Album	5	1
21	Technical Co-ordinator	Technical Co-ordinator for audio video equipments and integration of broadcasting of AIR and Doordarshan	1	2
22	Red Carpet	A Red Carpet will be required at Vigyan Bhawan on Day2, size : width –4feet (1.2 mtr), Length-80 metre.	1	1
23	Co-ordination of booking of Air Tickets	Co-ordination of booking of air tickets for all invited guests of 68 <sup>th</sup> NFA through empanelled agency of DFF (concerned person must have mobile phones)	3	15

Note:-While above requirement have been worked out taking in to consideration the award ceremony planed so far, rate should be quoted on pro rata basis & Directorate of Film Festivals has **right to increase & decrease the No. of items as per requirement.**

1. Event Management Agency should be in position to cater to any change in requirement and proposal should be worked out accordingly.

*Signature with seal of EMA on each page*

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 **05 years** in the same industry and organized a minimum of **05** (Five) Events/ Conferences/ Award Function of Govt. of India/Public Sector Undertaking out of which **02 events must have been organized in Plenary Hall Vigyan Bhawan**, New Delhi in the presence of Hon'ble President of India/Hon'ble Vice President of India/Hon'ble Prime Minister of India . (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, 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 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 , balance sheet or certificate of business turnover etc.
5. 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.
6. The bidder would not be allowed to negotiate after submission of bids.
7. Any enquiry after submission of the bids would not be entertained.
8. The rates quoted by the successful bidder shall remain valid for a period of 180 days from the date of opening the bid.

9. 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.
10. The competent authority reserves the right to reject any/ all bid(S) without assigning any reason thereof.
11. Vague, incomplete quotations or through email would not be entertained and summarily rejected.
12. 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.
13. It would be duty of EMA to install the computer with printer & other peripherals for related works like script, name plates & RSVP along-with telephone/mobile phones at this office, Airport and at Vigyan Bhawan.
14. Bids have to be submitted with an Earnest Money Deposit of **Rs.25,000/- (Rs.Twenty Five Thousand only)** in the form of a bank Draft/banker's cheque in favour of Pay & Accounts Officer (MS), M/o I &B, payable at New Delhi before the last date of submission. Relaxation of EMD will be given to eligible bidders on receipt of exemption certificate and as per GFR.
15. Any item/work of unforeseen nature not covered in this bid document will be carried out as per the instruction of the Competent Authority and rate for which will be worked out based on prevailing market rate with competitiveness and reasonability .
16. Booking of air tickets for the invited guests shall be done by the EMA Agency with the prior approval of the NFA Programing officer of DFF. Unauthorised booking/cancellation/duplicate ticketing, if any, shall be the sole responsibility of the EMA Agency and suitable deduction shall be made at the time of final payment to EMA Agency.

*Signature of EMA with seal*  
*On each page*

**Technical Bid**

**For Event Management Agency for organizing 68th National Film Award 2020 Ceremony at Vigyan Bhawan, New Delhi**

<u>S.No.</u>	<u>Documents detail</u>	<u>Particulars / Yes/No</u>	<u>Page nos.</u>
1.	Name & Regd. office Address & Tel.no. with email ID of Agency		
2.	Name of Incharge & Address of local branch (New Delhi) with telephone, Mobile Nos. & email ID.		
3.	Regn.No. of Incorporation certificate of company (in case of Pvt. Ltd or Limited company.) (attach copy of certificate)		
4.	GST No. (mention no.here) (attach copy of certificate)		
5.	PAN No. (Mention no. here) (attach copy of PAN Card)		
6.	Attach copy of Balance Sheet OR Certificate of turnover for last 5 years certified by C.A.		
7.	Attach copy of work orders from Govt. Deptt./PSU with minimum 05 events during last 05 years . Out of 05 events, 02 events must be in presence of the Hon'ble President of India/Hon'ble Vice President of India/Hon'ble Prime Minister of India at Plenary Hall, Vigyan Bhawan.Delhi. ( <b>Copy must be attached</b> )		
8.	Earnest Money Deposit of Rs. 25,000/- as Demand Draft/Banker's cheque or Exemption Certificate (mention DD No.,date & amount / Exemption certificate No. & attach original DD/copy of exemption certificate)		

**Note:**

1.The bidder should submit documents with proper list of work order to prove their experience as EMA in Vigyan Bhawan and at other venue.

2.The Financial bid of those bidders will be opened only who will be declared qualified in Technical bid.

*Signature of EMA with seal*

**FINANCIAL BID**EMA for 68<sup>th</sup> NFA2020, Ceremony at Vigyan Bhawan, New Delhi

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**Scope of Work**

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		TOTAL				
		GST/TAX				
		GRAND TOTAL				
	Total Amount in Words	Rs.				

Every page to be signed  
by bidder with seal