

फ़िल्म समारोह निदेशालय
सूचना एवं प्रसारण मंत्रालय

Ref No. 30/ 12 /2018 –FFD
Dated: 19th February, 2019

Sub: Notice for inviting tender for Hiring of Event Management Agency for 66th National Film Awards Ceremony, 2019

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites bids to hire an Event Management Agency in organizing the 66th National Film Awards, 2019 fixed on 3rd May, 2019 at Vigyan Bhawan, New Delhi.

You may submit bids in two bid system Technical and Financial through **CPP Portal** in favour of Deputy Director (Admn) Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049. All the bids will be opened in the presence of agencies/Firms who wish to be present at schedule time & date. A pre bid meeting will also be held in the office of this Directorate. The competent authority reserves the right to cancel any item or the entire tender without assigning any reason. The RFP, Technical bid, Financial bid proforma and terms & conditions may be downloaded from the website www.dff.nic.in or CPP Portal.

Last date of submission of Bids	18.03. 2019 upto 1230 Hrs
Date & time of Opening of Bids	At 1400 Hrs on 19.03. 2019
Date & time of Opening of Financial bids	At 1600 Hrs on 19.03. 2019
Date of Pre Bid Meeting	At 11.30 a.m. on 26.02.2019

Yours faithfully,


Deputy Director (Admn.)

Directorate of Film Festivals
Ministry of Information & Broadcasting

Sub:- Notice for inviting e-tender for Hiring of Event Management Agency for 66th National Film Awards Ceremony to be held on 3rd May, 2019.

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 3rd May, 2019 at Vigyan Bhawan, New Delhi 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. The demand draft of EMD must be submitted on the date of last submission of bids. The Financial bid of those bidders will be opened only who will be declared qualified in Technical bid.

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 3 rd of May and ii) Co - ordinate with compeers, 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	At Main gate of Vigyan Bhawan on 2 nd & 3 rd May	2	2

	persons			
7	Name Plates	For Celebrities and award winners (to be placed in given blocks on 2 nd May morning)	500	2
8	Coordination Desk :- One at Vigyan Bhawan One at Festival Hotel One at Airport (with transport arrangement)	a) 1 Desk for 2 days (2 nd & 3 rd May at Vigyan Bhawan)	1 desk (2 ushers)	2
		b) 1 Desks for 4 days (1 st to 4 th May) at Airport	1 desk(2 ushers)	4
		c) 1 Desk at Hotel Ashok . (1 st to 4 th May)	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 for dispatch for 3 rd May function- Invitation should reach the guests well in time (atleast 10 advance). Invitation will be approximately 3000 in number)	5	15
			5	20
10	Queue Managers	To manage the flow of guests	8	2
11	Still Photographer(alongwith two Co-ordinator)	A) To cover the event, rehearsal & and to deliver the concerned photos to award winners in hotel on 3 rd May night	3	2
		B) Collection of photograph from Photo Division & delivery to the Award Winners on 3 rd May night in the Hotel.		
12	DVD writing	To supply 200 DVDs of the video Recording of the the awardees (with NFA logo sticker)ceremony to be	200	--

		sent to		
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 & song performance in Vigyan Bhawan	1	2
17	Presentation Girls	For stage	4	2
18	Compere (Scriptwriter)	Script Writing (bilingual -Hindi& English) between 25.4.2019 to 3.5.2019 in DFF	1	-
19	Signage	12 blocks inside hall & 9 for gates	33	1
20	Stage Supervisor	To supervise all stage events	1	2
21	Photo Album	2 Album with 200 photograph of Function in each Album	5	1
22	Technical Co-ordinator	Technical Co-ordinator for audio video equipments and integration of broadcasting of AIR and Doordarshan	1	2
23	Red Carpet	A Red Carpet will be required at Vigyan Bhawan on 03.05.2019 size : width -4feet (1.2 mtr), Length-80 metre.	1	1

Note:-While above requirement have been work out taking in to consideration the award ceremony planed so far, rate should be quoted on pro rata

basis & Directorate of Film Festival has **right to increase & decrease the No. of items as per requirement.**

1. Event Management Agency should be in position a cater to any change in requirement and proposal should be work 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 **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 events must have been organized in Plenary Hall Vigyan Bhawan, New Delhi in which President of Indian/Prime Minister of India were present. (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 on 3rd May and rehearsal on 2nd 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 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.
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 by fax, telex, telegram 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 DFF office, Airport and at Vigyan Bhawan.
14. Tenders have to be submitted by an Earnest Money Deposit of **Rs.15,000/-** 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 of Tender. Relaxation of EMD will be given to eligible bidders as per GFR.
15. Any item/work of unforeseen nature not covered in this tender 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 .

Signature of EMA with seal
On each page

Technical Bid (EMA for 66th NFA)

For Event Management Agency for 66th National Film Award for 2019

<u>S.NO.</u>	<u>Documents detail</u>	<u>YES / NO</u>
1.	Service Tax No.	
2.	GST No	
3.	PAN No.	
4.	Other Statutory Registration No.	
5.	Average Turnover during the last 3 years (F.Y. 2015-16, 2016-17, 2017-18)	
6.	Copy of work order from Government Deptt./PSU with minimum 5 events during last three years. Out of 5 events, 2 events must be attended by the President of India/Prime Minister of India at Plenary Hall, Vigyan Bhawan, Delhi	
7.	Earnest Money Deposit of Rs. 15,000/- in form of Demand Draft/Banker's cheque.	

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

Signature of EMA with seal

FINANCIAL BID (EMA for 66th NFA)Scope of Work

S. No	Items Requirement	Work	Quantity	No. of days	Rate/ unit/ day	Total Rs. w/o Tax
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 3 rd of May and (ii) Co - ordinate with compeers, 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 2 nd & 3 rd May	2	2		
7	Name Plates	For Celebrities and award winners (to be placed in given blocks on 2 nd May morning)	500	2		
8	Coordination Desk :- One at Vigyan Bhawan One at Festival Hotel One at Airport (with transport arrangement)	a) 1 Desk for 2 days (2 nd & 3 rd May at Vigyan Bhawan)	1 desk (2 ushers)	2		
		b) 1 Desks for 4 days (1 st to 4 th May) at Airport	1 desk (2 ushers)	4		
		c) 1 Desk at Hotel Ashok . (1 st to 4 th May)	1 desk (2 ushers)	4		

9	RSVP Unit (along-with telephone computer/printer/Internet)	For distribution of invitations cards Along-with RSVP (with adequate manpower including personnel for dispatch for 3 rd May function- Invitation should reach the guests well in time (atleast 10 advance). Invitation will be approximately 3000 in number)	5	15		
			5	20		
10	Queue Managers	To manage the flow of guests	8	2		
11	Still Photographer (alongwith two Co-ordinator)	A)To cover the event, rehearsal & and to deliver the concerned photos to award winners in hotel on 3rd May night	3	2		
		B) Collection of photograph from Photo Division & delivery to the Award Winners on 3 rd May night in the Hotel.				
12	DVD writing	To supply 200 DVDs of the videoecording of the the awardees (with NFA logo sticker)ceremony to be sent to	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 & song	1	2		

		performance in Vigyan Bhawan				
17	Presentation Girls	For stage	4	2		
18	Compare (Scriptwriter)	Script Writing (bilingual –Hindi& English) between 25.4.2019 to3.5.2019 in DFF	1	-		
19	Signage	12 blocks inside hall & 9 for gates	33	1		
20	Stage Supervisor	To supervise all stage events	1	2		
21	Photo Album	2 Album with 200 photograph of Function in each Album	5	1		
22	Technical Co-ordinator	Technical Co-ordinator for audio video equipments and integration of broadcasting of AIR and Doordarshan	1	2		
23	Red Carpet	A Red Carpet will be required at Vigyan Bhawan on 03.05.2019 size : width –4feet (1.2 mtr), Length-80 metre.	1	1		

Every page to be signed
with seal