

**Directorate of Film Festivals**  
**Ministry of I & B**

Ref. No. 04/ 28 / 2020 –FFD(A)

Dated: 12. 10 .2021

Sub: Tender Notice for inviting online bids for Hiring of Event Management Agency for 67th National Film Awards 2019 Ceremony.

The Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 invites online bids through CPP Portal to hire an Event Management Agency in organizing the Ceremony of 67<sup>th</sup> National Film Awards, 2019 to be held at Vigyan Bhawan, New Delhi on the following dates :

|  |                                   |              |
|--|-----------------------------------|--------------|
| <b>Date of Rehearsal of the Function of Award Ceremony at Vigyan Bhawan, New Delhi</b> | <b>24.10.2021<br/>(Tentative)</b> | <b>Day 1</b> |
| <b>Date of Function of Award Ceremony at Vigyan Bhawan, New Delhi</b>                  | <b>25.10.2021<br/>Tentative</b>   | <b>Day 2</b> |

(The date of Ceremony may change)

You may submit bids only through **Online on CPP Portal** in two bid system Technical and Financial, to Deputy Director (Admn) Directorate of Film Festivals, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049. No physical bid will be accepted. However Demand draft of EMD of Rs. 15,000/- in favour of Pay & Accounts Officer (MS), Ministry of I & B should be deposited in this office before the last date & time as mentioned below. Bidders who wants exemption from submitting EMD must upload online relevant documents in support of exemption claimed for EMD. The bid submitted without Demand draft or EMD/Exemption certificate will be summarily rejected. Each & every document to be uploaded should be signed. 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.gov.in](http://www.dff.gov.in) or **CPP Portal**.

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

|  |                                      |
|--|--------------------------------------|
| <b>Last date of submission of Bids</b>   | <b>18 .10 . 2021 upto 11.30 A.M.</b> |
| Date & time of Opening of Technical Bids | At 11.45 A.M. on 19 .10 . 2021       |
| Date & time of Opening of Financial bids | At 2.45 P.M. on 19.10 . 2021         |

**Note : 1. The Technical Bid should be the first page of the entire document .**

**2. Terms & conditions of tender document (all annexures) should be uploaded duly signed and stamped.**

**3. Please mention page nos. on all documents to be uploaded and page nos. should be mentioned in the Technical Bid against the related document.**

**4. Please upload the documents only which are related to the terms & conditions of the tender only.**

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

**Directorate of Film Festivals**  
**Ministry of Information & Broadcasting**

Sub:- Inviting bids through e--tender for Hiring of Event Management Agency for 67th National Film Awards 2019 Ceremony to be held on **25<sup>th</sup> October, 2021.(tentative)**  
**(The date of function may change)**

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 expected to be presented on **25.10.2021** 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 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 Day 2 and<br>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 Day 1 & Day 2   | 2        | 2          |
| 7    | Name Plates  | For Celebrities and award winners (to be placed in given blocks on Day 1   | 500      | 2          |

|    |  |   |                  |    |
|----|--|---|------------------|----|
| 8  | Coordination Desk :-<br>One at Vigyan Bhawan One at Festival Hotel One at 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 days prior to Day 1 & upto one day after Day 2 ) at Airport  | 1 desk(2 ushers) | 4  |
|    |  | c) 1 Desk at Hotel Ashok from 1 days 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) | 5                | 15 |
|    |  |   | 5                | 20 |
| 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 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 Hotel on the night of Day2.  |                  |    |
| 12 | Switcher   | Technical requirement for AV Projection of Film Clippings in Vigyan Bhawan  | 1                | 2  |
| 13 | DVD 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 DFF   | 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 |

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 **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 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 with 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 on receipt of exemption certificate and 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**

**For Event Management Agency for organizing 67th National Film Award 2019 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.           | GST No. (mention no.here)<br>(copy must be uploaded)   |                             |                  |
| 4.           | PAN No. (Mention no. here)<br>(copy must be uploaded)  |                             |                  |
| 5.           | Upload copy of Balance Sheet OR Certificate of turnover for 3 years from C.A. (F.Y. 2017-18, 2018-19, 2019-20)   |                             |                  |
| 6.           | Work order 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.<br><b>(Copy must be uploaded)</b> |                             |                  |
| 7.           | Earnest Money Deposit of Rs. 15,000/- as Demand Draft/Banker's cheque or Exemption Certificate (Exemption certificate to be uploaded)  |                             |                  |

**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 BIDEMA for 67<sup>th</sup> NFA2019, Ceremony at Vigyan Bhawan, New DelhiScope 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 Day2 and<br>(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 Day1 & Day2  | 2                 | 2           |                |                   |
| 7     | Name Plates  | For Celebrities and award winners (to be placed in given blocks on Day 2  | 500               | 2           |                |                   |
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|       |  | b) 1 Desks for 4 days (1 days prior to Day 1 & upto one day after Day 2 at Airport  | 1 desk (2 ushers) | 4           |                |                   |
|       |  | c) 1 Desk at Hotel Ashok on 1 days prior to Day 1 & upto one day after Day 2  | 1 desk (2 ushers) | 4           |                |                   |

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| 9  | RSVP Unit (along-with 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) | 5  | 15 |  |  |
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| 17 | Compare (Scriptwriter)   | Script Writing (bilingual –Hindi& English) between for 9 days in DFF .   | 1  | -  |  |  |
| 18 | Signage  | 12 blocks inside hall  | 33 | 1  |  |  |

|    |                        |  |   |   |  |  |
|----|------------------------|--|---|---|--|--|
|    |                        | & 9 for gates  |   |   |  |  |
| 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 |  |  |
|    |                        | TOTAL  |   |   |  |  |
|    |                        | GST/TAX  |   |   |  |  |
|    |                        | GRAND TOTAL  |   |   |  |  |

Every page to be signed  
by bidder with seal