

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

REQUEST FOR PROPOSAL (RFP) FOR **E-TENDER** FOR HIRING OF HOTEL FOR HOSTING DINNERS BY HMIB AND DIRECTOR/DFP ON 20TH AND 25TH NOVEMBER, 2019 IN CONNECTION WITH THE GOLDEN JUBILEE EDITION OF 50TH INTERNATIONAL FILM FESTIVAL OF INDIA TO BE HELD FROM 20TH to 28TH NOVEMBER, 2019 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, 2019 (Tentative dated) 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. 13/29/2019-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 Hon'ble Minister of Information and Broadcasting and Director, Directorate of Film Festivals for the delegates of International Film Festival of India to be held at Goa from 20-11-2019 to 28-11-2019.

The RFP document can be downloaded from the website: <http://www.dff.gov.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 25.10.2019.

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

Event	Date
Availability of RFP Document at CPP portal and DFF Website	16 th October, 2019
Last date and time for submission of completed RFP document	24 th October, 2019, 12:00 hours
Opening of Technical Bid, evaluation including presentation and short listing for financial bid	25 th October, 2019, 12:00 hours
Opening of Financial Bids	25 th October, 2019, 15:00 hours

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 011-26499386

General Information/ Conditions

Directorate of Film Festivals, Ministry of Information & Broadcasting will be organizing the Golden Jubilee International Film Festival of India at Goa from 20-11-2019 to 28-11-2019. The inauguration of the festival is schedule to be held at Goa on 20th November, 2019. During the International Film Festival of India, M/o I & B proposes to host 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 (Tentative)	Category	Rates/per head (inclusive of all taxes)
1.	Hon'ble MIB's dinner in the honour of Delegates during IFFI' 2019 on 20-11-2019 (Tentative)	650	Veg.	Rs.
			Non-Veg	Rs.
2.	Hosting of dinner by Festival Director on 25-11-2019 (Tentative)	850	Veg.	Rs.
			Non-Veg	Rs.

NOTE: (i) Tentative structure of the Dinners are enclosed at Annexure III & IV. The rates should be quoted accordingly.

(ii) The rates shall include charges for venue (if any), decoration of the venue and sitting arrangement during the dinner. No extra payment will be made on this account.

2. 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 envelopes. The period of contract will be from the date of award of work and will be up to 28-11-2019 (concluding day of event).

3. It may be noted that in case a hotel is selected, 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.**

4. Interested parties, who can organize the dinner in 5 star property/suitable venue within the radius of 10 kms from the festival venue shall submit e-tender. In case of venue other than 5 star property, the venue will be finalized by DFF. The tender should be submitted in **two bid system “Technical Bid” and Financial Bid**, both may be addressed to the Director, Directorate of Film Festival, Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 by **12.00 hours on 24-10-2019 positively.** The Technical bids will be opened at 12.00 hours on 25-10-2019 in the presence of parties available at the time of opening the quotations and the financial bids shall be opened on the same day at 15.00 hours i.e. on 25.10.2019. Those meeting the technical criteria would only be considered for Stage II i.e. financial bidding.

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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ANNEXURE —I

Directorate of Film Festivals
Technical Bid — Part I

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 20-11-2019 (Tentative) in the evening on the day of inauguration of International Film Festival of India' 2019 by one of 5 Star Deluxe Hotel at Goa. Tentatively 650 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 25-11-2019 (tentative) by one of 5 Star Hotel at Goa. Tentatively 850 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.	
VI.	Area of the Lobby, Parking space and capacity of the Banquet Hall (s)	
VIII.	Location and distance from OLD GMC Complex, Panaji, Goa	
VIII	Whether different cuisine like continental/Italian/Indian etc. can be served by the hotel	

Name:

Designation:

Name of Hotel:

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

ANNEXURE —II

Directorate of Film Festivals

Financial bid - Part II

Dinner

S.NO.	MENU	RATES PER HEAD (Inclusive of all taxes)
MIB's dinner on 20-11-2019	Vegetarian menu	Rs.
	Non-Vegetarian menu	Rs.
Festival Director IFFI dinner on 25-11-2019 (Tentative)	Vegetarian menu	Rs.
	Non-Vegetarian menu	Rs.

Note: (i) Two sets of Vegetarian and Non-Vegetarian menus may be provided)
(ii) Menu as per the templates (Tentative) at annexure-III & IV, will be decided by DFF.

Designation:

Name of Hotel:

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

Annexure-III

Dinner Menu (HMIB)

Soup

Vegetable Soup

Non-Vegetarian Soup

Snacks

2 Indian Vegetarian Snacks

2 Indian Non-Vegetarian Snacks

2 Continental Veg Snacks

2 Continental Non Veg Snacks

Salad

2 Indian Salad

2 Continental Salad

Main Course

Non Veg

2 Indian Non-Veg

2 Continental Non-Veg

Vegetarian

2 Indian Vegetarian

2 Continental vegetarian

ACCOMPANIMENTS

2 Indian

2 Continental

Dessert

4 Indian

4 Continental

Live station

1 Indian Veg

1 Indian Non-Veg

1 Continental Veg

1 Continental Non-veg

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Annexure-IV

Dinner Menu (Director, DFF)

Soup

Vegetable Soup

Non-Vegetarian Soup

Snacks

2 Indian Vegetarian Snacks

2 Indian Non-Vegetarian Snacks

1 Continental Veg Snacks

1 Continental Non Veg Snacks

Salad

1 Indian Salad

1 Continental Salad

Main Course

Non Veg

2 Indian Non-Veg

2 Continental Non-Veg

Vegetarian

2 Indian Vegetarian

2 Continental vegetarian

ACCOMPANIMENTS

2 Indian

2 Continental

Dessert

3 Indian

3 Continental

Live station

2 Indian Veg

1 Indian Non-Veg