

ENTERTAINMENT SOCIETY OF GOA

40TH INTERNATIONAL FILM FESTIVAL OF INDIA, GOA

**TERMS AND CONDITIONS FOR SUBMITTING QUOTATIONS FOR
PHOTOGRAPHERS/VIDEOGRAPHERS**

THE COST OF THIS TENDER DOCUMENT IS Rs.500/- . THOSE SUBMITTING COMPLETING TENDER FORMS MAY NOTE THAT THE LAST DATE FOR SUBMISSION IS 19 OCTOBER 2009, 3.00 P.M. AND MAY TAKE DUE CARE IN FILLING UP THE ANNEXURES AND ATTACHING SUPPORTING DOCUMENTS AS REQUESTED HEREIN.

1, The Entertainment Society of Goa organizes the International film Festival of India in association with the Directorate of Film festivals, Government of India. The ESG desires to appoint a is VENDOR to arrange comprehensive photography and videography of the various events for the International Film Festival of India as detailed in this document between 22 November and 3 December including labour, transportation, insurance charges and also supply at short notice any more quantity required by the society within a specified time frame.

2, The VENDOR shall be required to submit the proposal and financial quotation by 1500 hrs on or before **19 October 2009**. Any tenders received after the specified deadline will be summarily not considered. The VENDOR shall compulsorily include any additional costs, if at all in the quotation and the society would in no way be liable for damages or extra payment, taxes, if any, with regard to any unauthorized escalation in costs.

3 The VENDOR shall not change/alter the quality/content/specifications of the material/job under any circumstances, once the same has been finally approved by the ESG.

4 The VENDOR shall submit exact cost details of each of the quoted jobs/items specification wise. Any or all labour charges, taxes and/or power and

communication, transportation, insurance or any other costs, taxes should be included in the quotation.

5. The VENDOR shall indemnify and keep indemnified the Entertainment Society of Goa against any claims/compensation/damages caused on account of any or all actions of the VENDOR or its employees. The VENDOR shall be responsible for complying with all the statutory requirements such as adherence to meeting the standards of pollution control, solid waste management, Service Tax payments etc. and complying with all the legal requirements of the local municipality; State/Central Governments

- 6 The VENDOR shall submit the detailed cost of each item and options as per the enclosed Proforma under the respective programmes. The VENDOR will have to ensure that the cost details are submitted only in the format finalized by the ESG, failing which the financial tenders submitted by it are liable not to be considered without assigning any reasons thereof. The costings submitted by the VENDOR and approved by ESG shall be the upper limit of the expenditure. No extra expenditure over and above what is authorized by ESG, shall be done by the VENDOR without written order of the ESG.

- 7 The creative directions including deadlines will be approved by ESG for final execution plan as the case may be. The VENDOR must gauge the requirements of ESG before quoting. No further negotiations would be done once the agreement is signed.

- 8 If the VENDOR is finally selected by the ESG, then an agreement will have to be executed between the ESG and the selected VENDOR. The VENDOR should also propose the payment schedule expected from the ESG. However, the ESG shall in no way be bound by the payment schedule submitted by the respective VENDORS and shall reserve the right to formulate its own payment schedule which shall be final and binding on both the parties, and no further negotiations

on this aspect will be considered. The VENDOR shall not be paid more than 40% of the total quoted amount as mobilization advance towards the production costs before the commencement of the festival. No amount shall be payable during the period of the festival and final settlement of bills shall be done in 15 days after the receipt of all bills, vouchers supporting, etc, from the VENDOR. In case the ESG is not able to offer advances to the VENDOR on account of internal financial difficulties or otherwise, then it shall be obligatory on the part of VENDOR to ensure smooth conduct of ongoing Festival Programme. The VENDOR will not be permitted to stop the ongoing programmes on the ground that the advance has not been received from ESG. **Similarly if the VENDOR has been found by ESG to be exceptionally meritorious in the implementation and conducting of IFFI 2009 and provided the VENDOR is willing to continue their services for a further period of two years i.e. IFFI 10 and IFFI 11 with the same terms and conditions, then ESG may consider the further extension of contract for IFFI 2010 and IFFI 2011, solely at its discretion. The VENDOR shall not be able to claim any extension in contract as a matter of right.**

- 9 The vendor would ensure safety and security of the materials at least till such time these are safely delivered at ESG.
- 10 The VENDOR should ensure that all its liabilities including that of its staff/volunteers/contractors/equipment/material, etc, and especially third-party liabilities, if involved, are covered by a suitable insurance policy. Though the ESG will insure the event on its own, it will not bear any responsibility whatsoever for any or all liabilities arising on account of any or all actions of the VENDOR's, before, during and after the film festival.
- 11 The Techno-financial quotation shall be submitted in sealed envelopes in the office of CEO ESG latest by 1500 hrs on 19 October 2009. **There can be elimination at the evaluation of the Technical quotation, if the VENDOR fails**

to fulfill the eligibility criteria, in which case the financial quotations will not be opened. The VENDOR will have to be present personally or through a representative at the time of opening of the technical and financial quotations.

The selection of the VENDOR will be based on the lowest financial quotation.

12 The VENDOR shall furnish an EMD amounting to **Rs 15,000/-** in the form of a DEMAND DRAFT drawn in favour of the Entertainment Society of Goa, valid till 31/03/2010 along with the techno financial quotation. In case the same is not furnished by the VENDOR at the time of the submission of the quotation, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. This EMD will be forfeited and encashed in case the VENDOR fails to quote by the terms and conditions of the one year contract.

13 The VENDOR shall liaise with all the empanelled agencies, and will coordinate with sponsors, Govt/semi Govt/ autonomous bodies and also coordinate with the ESG.

TECHNICAL QUOTATION PROPOSAL

The Technical proposal should clearly demonstrate the VENDOR's understanding of the requirements of the Event and the Proposal should include the following information in the enclosed Proforma: -

1. Annual turnover for the last three financial years which should not be less than Rs 3,00,000/- per annum duly certified and supported by a Chartered Accountant's certificate or certified bills and vouchers mentioning the value of works handled.
2. Experience of handling jobs for National events in the last three years.
3. Creative Department details, samples, work done earlier

Evaluation of Technical Proposal

The Evaluation/Tender/Creative Committee constituted by the Governing Body would evaluate the Technical proposal on the basis of the information submitted in accordance with the eligibility criteria.

NOTE:

In order to avoid confusion regarding national and international events the following clarifications are given: The main **theme** of the event and not its geographic location will be used as a determinant of its national / international nature. National event will be that event which is national in nature and comprises of participants from within the country. International event will be that event which is of the international level and comprises of entries/ participants from at least **three independent countries**. For example any event, like **IFFI-Goa** that is held in India but comprises of entries from abroad will be termed as an international event, the participants/entries should be directly linked to the main theme of the event. Any event which is national in nature as regards its main theme but has invitations extended to international guests/international invitees will not be considered an International event but as a national event.

FINANCIAL QUOTATION PROPOSAL

In preparing the financial quotation, the VENDOR shall take into account the requirements and conditions of the different events, detailed costs for which have been asked in **Annexure I** as per details of programmes indicated in these terms & conditions.

Rohidas Naik
(Manager Accounts/ Admin)
For Chief Executive Officer

ANNEXURE –I

Details of JOBS to be executed

VIDEOGRAPHERS AND PHOTOGRAPHERS:

The VENDOR/S is /are to arrange for photographers and videographers to cover all the events organized at the following venues. The photographers are to cover the events using a digital camera and provide 30 photographs prints and 50 soft copies of 5x7 size of each event at the end of the day.

Similarly the videographers have to cover major and minor events at all the venues in Panaji, and Margao as directed by ESG and highlights of events at the Festival theatres on a Digital video camera and provide eleven DVD's (one DVD per day date wise) within five days of the completion of event.

	<i>Total cost to be reflected in Annexure I</i>		
	<i>PHOTOGRAPHY</i>		
	<i>VIDEOGRAPHY</i>		
	<i>TOTAL</i>		

Parties quoting the lowest for the both/full jobs would be given precedence over the ones quoting only for one of the jobs. However, they may be asked to match the rates of the lowest quote in photography or videography category as the case may be.

ANNEXURE II

ANNUAL TURNOVER FROM EVENT MANAGEMENT RELATED ACTIVITIES

SR NO	NAME OF THE VENDOR	2006-07	2007-08	2008-09

Footnote:

1. The above statement should be signed by a practicing chartered accountant, by affixing his seal and on his letterhead or the bills and vouchers reflecting the value of works done. .
2. The VENDOR shall also submit the notarized copies of the audit reports and balance sheets (final/provisional) for the corresponding financial years.

Name:

Designation:

Signature:

ANNEXURE IV

EXPERIENCE IN RELATED ACTIVITIES

SR NO	NATIONAL/INTERNATIONAL EVENT- NAME	DATE	PLACE	SUPPORTING DOCUMENT ENCLOSED

FOOTNOTE

1. Separate tables may be provided for the national and international events
2. For the purpose of marking, only those events, managed by the VENDOR for the past three financial years, will be considered which are supported by documentary evidence like copies of agreements, work orders, letters of intent, completion certificates, etc. The documents should be duly notarized and submitted along with the above proforma.

Name:

Designation:

Signature:

ANNEXURE III

EARNEST MONEY DEPOSIT

Sr no	Bank Drawn	Value in Rs	DD no
		15,000/-	

Name:

Designation:

Signature: