

ENTERTAINMENT SOCIETY OF GOA

40TH INTERNATIONAL FILM FESTIVAL OF INDIA, GOA

TERMS AND CONDITIONS FOR SUBMITTING QUOTATIONS FOR SIGNAGES

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, 3.00P.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 print, fabricate and mount high quality flex, plastic, neon, other signages as and when required by the Society within a specified time frame for the International Film Festival of India being organized between 23 November and 3 December , 2009, in Goa..
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 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 costs 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 noise pollution norms, 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. The VENDOR shall be fully responsible for verifying the credentials/background of its agents, employees, volunteers and personnel from the security point of view. The VENDOR will have to submit details about the volunteers/personnel/suppliers and other support staff engaged by it for the smooth conduct of various activities during the film festival. The VENDOR shall be completely responsible for issuing identity cards to all such personnel engaged by it, directly or indirectly at their own cost and expense, and will have to fully cooperate with the Entertainment Society of Goa during the process of issue of the identity cards, to their staff members/volunteers, if required.

- 6 The VENDOR shall submit the detailed cost of each item 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 creatives, if involved will be provided by ESG as a benchmark, or final execution plan as the case may be. The VENDOR must gauge the requirements of ESG. **The creatives provided by ESG are specific.**

- 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 All permission will be obtained by ESG and made available to the VENDOR. However, the vendor would ensure safety and security of the materials at least till such time the technical audit has taken place.
- 10 The VENDOR should ensure that all its liabilities including that of its staff/volunteers/contractors/equipment/material, etc, and especially third-party liabilities are covered by a suitable insurance policy. The details of this policy will

be intimated to the ESG as soon as the same is finalized. 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 fulfil 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 50,000/-** 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 for fixing up of various banners, buntings, hoardings, signages etc. during the Film Festival. .

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.6, 00,000/- per annum duly certified and supported by a Chartered Accountant's certificate.
2. Experience of handling jobs for National events in the last three years.
3. Creative Department details

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

The VENDOR will have to provide adequate signage's at all the venues of IFFI. The venues being festival hotel Cidade de Goa, Dabolim Airport, roads leading to the Festival venues, D B Marg, Old GMC bldg, Maquinez Palace, INOX, Kala Academy, Rabindra Bhavan, Margao, and any other venue added from time to time. The layout & design will be as per the designs provided by ESG generally. In exceptional cases the VENDOR should be able to correct, modify, or make new designs as the case may be at his/her cost, for which he/she should have the creative man power/design support. The signage requirement is as follows.

Sr No	Item	Size/specification	Amount/Cost quoted
1	Programme Board, Hoarding, Signage i.e. Printing, Cutting of foam board Installation at all the venues as per the requirement of signages	Per square feet rate with flex	
		Per square feet rate with cloth mounted and stretched on a wooden frame with sticker printing or thermocol pasting	
2	Branding of Festival vehicles	Per square feet rate	
	i.e. 6 buses and 15 rickshaws with vinyl stickers, includes pasting and later cleaning the same. Printing of removable soft stickers on Rickshaw and buses	Per square inch rate	
	Signage on light poles, Standee		
3	FABRICATION AND INSTALLATION OF METAL FRAMES, STANDEES AND ROAD SIGNAGES		
	Road Signage made of Rectangular Metal frame with GI pipe. Rectangular metal frame of proposed size made of 1 inch Angle or box Channel 2mm gauge along with G.I. Pipe of 1 inch dia 6.20ft height attached below the frame , and the frame and pipe Painted. And installation of the	4ftx3ft	

	same		
		3ftx3ft,	
		3ftx2.5ft	
4	FLEX HANGING PENNANTS Hanging pennants for all the festival venues i.e. Kala Academy, Inox theatres, Rabindra Bhavan, Airport etc along with Printing on Flex, sticking/pasting ,making loops. inclusive of all materials including installation cost	20ftx6ft,	
5	Pole pennants 300 nos		
	Printing on flex double sided with loops on top & bottom of Proposed size- and include Installation of pennants on light poles on the road leading to Panaji city from under the bridge to Kala Academy and colva circle to Rabindra Bhavan.	7ftx1.5ft	
6	Homage to Artist :		
	VENDOR will have to provide an artist tripod with a base for the photograph of the artist duly printed in matte finish, mounted and neatly framed with a rectangular frame 3' x 2' for Homage and Tributes sections of the festival. VENDOR should have the capability to create such standees at a single day's notice.		
7	Standees 30 Nos.	6 x 2.5 sft on flex with a steel mount	
	Standees size 100 Nos	6 x 2.5 sft on flex with a wooden frame mount with neat finish	
		6 x 2.5 sft on flex with a self mounting frame with neat finish	
8.	Dismantling charges and Miscellaneous charges, if any		
9.	Service Tax, if any		
	TOTAL COST		

The VENDOR may separately quote for the following:

1. **Flex printing:** Back lit and front lit per sq ft

THE VENDOR MUST HAVE A VALID PAN NUMBER AND MUST SUBMIT DULY CERTIFIED PAN CARD DETAILS.

Name:

Designation:

Signature:

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.
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 III

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 IV

EARNEST MONEY DEPOSIT

Sr no	Bank Drawn	Value in Rs	DD no
		50,000/-	

Name:

Designation:

Signature: