



**NATIONAL FILM DEVELOPMENT CORPORATION
A GOVERNMENT OF INDIA ENTERPRISE**

**REQUEST FOR PROPOSAL (RFP) FOR PRODUCTION
AGENCY FOR OPENING AND CLOSING CEREMONY OF
INTERNATIONAL FILM FESTIVAL OF INDIA (IFFI), 2017
TO BE HELD FROM 20th TO 28th NOVEMBER 2017 IN GOA**

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DISCLAIMER

This request for RFP is an invitation by National Film Development Corporation (NFDC), Public Sector Enterprise under Government of India but not an offer to receive responses from eligible interested Production Agencies for partnering with NFDC for carrying out production of the opening & closing ceremonies and related activities during the International Film Festival of India (IFFI) which is scheduled to be held in Goa from 20th to 28th November 2017.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between NFDC and the bidder concerned.

This RFP is being issued with no financial commitment and NFDC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage, without assigning any other reason.

Schedule for Submission of RFP for Production Agency

| Event | Date |
|---|---|
| Availability of RFP Document | 17 th Oct. 2017 |
| Pre-Bid Meeting | 23 rd Oct. 2017 at 1100 Hrs. |
| Last date and time for submission of completed RFP document | 27 th Oct. 2017 at 1100 Hrs. |
| Opening of Technical Bid, evaluation including presentation and short listing for financial bid | 27 th Oct. 2017 at 1200 Hrs. |
| Opening of Financial Bid | 27 th Oct. 2017 at 1600 Hrs. |

The RFP document can be downloaded from the website: HYPERLINK<http://www.nfdcindia.com> or <http://www.iffigoa.org>. Alternatively, the document can also be obtained in person from **NFDC, 4th Floor Soochna Bhavan, New Delhi- 110 003**.

The completed application (response document), containing two hard copies (printed, signed and bound copies) and one soft copy (on a non-rewriteable CD/DVD/USB Flash Drive – An MS Word document (compatible with MS Word 2003 or above) or an Adobe Acrobat PDF (compatible with Adobe Acrobat Reader 3.0 or higher) of the RFP, should be submitted in two-bid system of Technical & Financial Bids in two separate and sealed envelopes to be marked as “Technical Proposal” & “Financial Proposal” respectively. Both the proposals are to be kept in a bigger sealed envelope super scribed with the title - **“Techno- Financial Bid for Production Agency for IFFI, 2017”**, before the last date and time at the following address:

**International Film Festival of India,
NFDC, 4th Floor Soochna Bhavan,
New Delhi- 110 003**

Late Applications: Any application received after the last date and time for submission for the same, i.e., 27th Oct. 2017 at 1100 Hrs. shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.

NOTICE INVITING RFP
REQUEST FOR PROPOSAL (RFP)

**International Film Festival of India,
NFDC, 4th Floor Soochna Bhavan,
New Delhi- 110 003**

Request for Proposal (RFP) are invited from experienced and reputed **Production Agencies to produce the opening and closing ceremonies, Audio Visual inputs, stage décor, venue décor along with technical requirements** for International Film Festival of India (IFFI), to be held on 20-28 November 2017 at Goa. Detailed terms and conditions are prescribed in the RFP document, which can be downloaded from the website: HYPERLINK "<http://www.nfdcindia.com>" or "<http://www.iffigoa.org>". Alternatively, the document can also be obtained in person from NFDC Office on any working day between 1100 to 1700 hours up to 22nd Oct. 2017.

A pre-bid meeting will be held on 23rd Oct. 2017 at 1100 Hrs. at NFDC Delhi office, for clarifications, if any, on the RFP document. The bidders can also visit the venues at Goa to formulate their proposals.

The last date for submission of completed proposal for **Production Agency** as prescribed, in a separate sealed cover super-scribed "**Techno-Financial Bid for Production Agency for IFFI 2017**" is **1100 Hrs. on 27th Oct. 2017** in Delhi.

Technical Bids would be opened on **27th Oct. 2017 at 1200 Hrs.** in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document for opening of **Financial Bids** on **27th Oct. 2017 at 1600 Hrs.** at NFDC, 4th Floor, Soochna Bhavan, New Delhi- 110 003.

DEFINITIONS

”Applicant” means a reputed Indian Production Agency having requisite experience in design and production of Televised Awards Ceremonies including creative, cultural, performances, etc., who has applied for the RFP for partnering with NFDC to carry out production work during the International Film Festival of India 2017.

”Application” means the RFP submitted by an Applicant in the prescribed format.

”NFDC” means National Film Development Corporation.

”IFFI” means International Film Festival of India.

”RFP” means Request for Proposal.

”PA” means the Production Agency.

”END Client” means Ministry of Information & Broadcasting.

Request for Proposal to Carry out Production related Activities during International Film Festival of India 2017.

SUMMARY

This Request for Proposal (RFP) consists of four parts as indicated below:-

- Part I:** The first part consists of the general requirement. It includes procedure and last date and time for submission of offers, opening of bids and other details.
- Part II:** The second part of the RFP incorporates the aspects of technical details describing various aspects related to production of the opening ceremony, closing ceremony including all cultural components, stage décor and technical requirements, 24 min. television episodes and multi camera setup with jimmy jib, online/live editing/switching for the opening ceremony and closing ceremonies, etc.
- Part III:** The third part defines the criteria for evaluation and acceptance of technical bid.
- Part IV:** The fourth part of RFP consists of the financial aspects, payment terms. It also includes standard contract terms along with special contractual conditions, if any.
- Part V:** The fifth part defines the criteria for evaluation of Financial proposal and method of calculation of Combined & Final evaluation.

Part I

General Information / Conditions

Introduction:

The International Film Festival of India (IFFI) is the largest and prestigious International film festival organized by the Ministry of Information & Broadcasting every year in Goa. Films from all over the world participate in the festival. Delegates from different parts of the world attend this festival.

2. The 48th Edition of the festival is scheduled to be held from 20th November to 28th November 2017 at Goa. The organizers of the festival, with a view to enhance the profile of the festival in terms of content and organization, propose to engage a Production Agency of repute for production of the Opening ceremony, Closing ceremony including all Cultural components, stage décor and technical requirements, production of AVs, 17 television episodes of 24 min. each (with upper limit of DAVP rate) and multi camera setup with jimmy jib, online/live editing/switching for the opening ceremony and closing ceremonies.

SCOPE OF WORK:

3. Production of cultural shows, along with stage décor for Opening and Closing Ceremonies/ Venue Décor at Shyama Prasad Mukherjee Stadium including all technical arrangements of the Opening & Closing Ceremony of the 48th International Film Festival of India (IFFI) (including venue décor, public address system with accessories, red carpet arrangement, video recording, web-casting, outside display, ground management etc.), producing short clips on Life Time Achievement Award winner and Centenary Award Winner (for opening night) and on award winning movies of IFFI 2017 (for opening /closing night), AV on glimpses of IFFI, TV Commercials, IFFI signature film, 24 minutes TV episodes 8 days prior to the festival and daily 24 minutes episodes during the festival days from 20th to 28th Nov. 2017, etc. Details are given in ***Annexure-I***

4. The PA is required to organize/arrange the following:-

- a. Cultural programme of ½ hour duration during the opening and closing events, which will reflect the cultural diversity of the country as well as celebrate the future of Cinema.
- b. Celebrity compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute from the Indian Film Industry.

Note – 1

- a) While the above requirements have been worked out taking into consideration various events planned so far, PA should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.
- b) All the personnel deployed should be well versed with their duties, responsibilities and conversant in Hindi and English. All the personnel deployed on backstage & front stage duty should be in dignified uniform attire.

Note-2

- a) Vehicles will be arranged by PA for their team and for Performing Artists.
- b) Accommodation will be arranged by PA for their team and for Performing Artist.
- c) The Production Agency will also be responsible for all collaterals related to the production of Opening ceremony and Closing ceremonies, Audio-Visuals and TV episodes.

AMENDMENT OF RFP DOCUMENT:

5. At any time prior to the deadline for submission of applications, NFDC may either on its own or on request of the applicants amend the RFP Document by issuing addenda. To give the applicants reasonable time to take an addendum into account in preparing their applications, NFDC may, at its discretion, extend the deadline for the submission of applications.

CLARIFICATIONS TO RFP/ PRE-BID CONFERENCE:

6. The bidders may seek clarifications in writing regarding the RFP document within three days of issue of RFP. NFDC shall respond in writing to any such request for the clarifications and all such clarifications shall be posted on www.nfdcindia.com as well as IFFI Website (www.iffigoa.org). There shall be a pre-bid conference on 23rd Oct.2017 at 1100 Hrs. at IFFI, NFDC at Delhi office. All bidders may inspect the venues as well at Goa and seek clarifications if required.

VALIDITY OF RFP RESPONSE:

7. The RFP response submitted by the applicants shall remain valid for a period of 3 months after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. NFDC may solicit applicants' consent to an extension of RFP response validity.

EARNEST MONEY DEPOSIT

8. An EMD of **INR 7.25 lakhs (Rupees Seven Lakhs Twenty Five Thousand)** in the form of a Demand Draft payable at New Delhi drawn in favour of **National Film Development Corporation** valid till three months must be submitted along with the Proposal.

In case the same is not furnished by the PA at the time of the submission of the bid, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. The EMD will be returned to unsuccessful bidders within one week from the date of signing of contract with successful bidder. EMD to successful bidder will be returned within one week of receipt of performance Bank Guarantee from PA.

SUBMISSION OF BIDS

TECHNICAL & FINANCIAL BIDS

9. The PA will be required to submit the technical bid and the financial bid in two separate and sealed envelopes. The technical proposal envelope shall be marked "**Technical Proposal**" and include a detailed presentation on PA's plan to address all the items listed in the Scope of Work as listed in **Annexure I and all other documents to supplement the eligibility requirements as per the Part II of RFP**. Financial Proposal shall be marked "**Financial Proposal**" and include the financial quotation for each item listed in **Annexure II and also the summery cost estimate as specified in Annexure II (A)**. Both the proposals should be put up in a bigger envelope and marked as "**Techno-Financial Bid for Production Agency for IFFI 2017**". The PA will be required to submit the proposal as per the Scope of Work as projected at *Annexure-I*.

10. Financial Proposal should be submitted as per the format prescribed at **Annexure - II& II (A)**. Leaving out any item will result in disqualification. The amount quoted by a bidder should be inclusive of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.

11. The PA shall not change/alter the quality/content of the proposal under any circumstances, once the same has been finally approved by NFDC after the final selection of the PA. No increase in price on any score shall be entertained.

12. A set of creative is to be provided by the PA. This is intended to assess the creative capabilities and skills of the PA and to provide NFDC with the best possible options at a reasonable cost. The PA must give an undertaking to the effect that all the creative designs belong to it and NFDC shall not be liable in any manner for copyright infringement. In case NFDC selects the creative submitted by the PA, then the actual execution of the event shall confirm to the creative submitted by PA and approved by NFDC, failing which NFDC shall be at liberty to deduct, necessary charges, as deemed fit.

Selection Process:

13. The Techno-financial bid shall be submitted in sealed envelopes in the office of NFDC, 4th Floor, Soochna Bhavan, New Delhi- 110003 latest by 23rd Oct'17. by 1100 Hrs. The Technical bid will be opened first and evaluated as per the rules. After verification of documents, the qualified bidders will be called for creative presentation for duration of 10 minutes each to present their proposals. The creative submitted by the production agency will be evaluated by the tender committee as approved by the competent authority. Only such PA, which qualifies technically, would be invited for financial bid opening. Appropriate weightage only as per scheme indicated at Part IV of this RFP would be taken into account in arriving at a decision for short listing of the PA for financial bid opening.

14. The proposal would first be examined by the committee to ensure whether all items as envisaged in this RFP at the desired numbers have been covered. Any shortcoming on this aspect will result in disqualification of a bid. Marks as per weightage given at Part II of RFP would be given for five components (a) Annual Turnover of last three years from same business;(b) Experience in producing TV Shows and Televised Award Ceremonies in the last three years; (c) Presentation of creative content and cultural programmes (d) Proposals for Celebrity Comperes, celebrity performers, etc. and profile of key personnel; (d) Creative set designing, décor & red carpet for Shyama Prasad Mukherjee Indoor Stadium; Lighting & SFX Design Plan; (e) Content and ideas for Audio-visual inputs.

Only such PA who qualifies technically by scoring minimum 70 marks and whose offer fully meets the requirements as envisaged in the RFP in terms of all items would be invited for financial bid opening.

15. All the rates must be quoted in figures as well as in words, without any cutting or overwriting. In case of any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic. The bids will be opened in front of the bidders who will be present.

16. Evaluation of technical and financial bids will be done as defined in parts II, III, IV & V of the RFP document. Contract will be awarded to the eligible bidder as per the process defined in parts II, III, IV & V, subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder. Under no circumstances, the financial negotiations shall result in to increase in the price originally quoted by the bidder. NFDC is at liberty to reduce any item on pro rata basis.

17. A contract will be executed between the NFDC and the selected PA as per the format finalised by NFDC. The PA shall not claim any extension in contract as a matter of right.

Performance Guarantee

18. The selected bidder will be required to submit a Performance Guarantee to the tune of 10% of the total value of the contract in the form of Bank Guarantee valid for six months beyond the expiry of the contract within any working day prior to signing of the contract. Failure to provide such guarantee will result in disqualification and the contract will be awarded to the next eligible bidder and the bid security shall be forfeited.

Liquidated damages

19. In the event of the successful bidder default in maintaining the agreed time frame/ scheduled set of activities as laid down in the contract, NFDC shall have the right to cancel the contract at any time and make alternative arrangement at the discretion of NFDC, in which case the extra expenditure involved, will be recovered from the successful bidder. In the alternative, successful bidder shall be liable to pay liquidated damage @ 1 % per day subject to a maximum of 5% as an agreed pre estimate of the damage suffered.

19.1 Failure to bring in cultural components/ celebrity comperes would also invite damages under this provision to a maximum of 5%.

Payment Terms

20. 30% of the contract value shall be paid as advance against submission of bank guarantee to the equal amount valid for six months beyond the expiry of the contract. The Balance 70% shall be paid on successful completion of the contract, which will involve the procedure as detailed in the contract.

Note:

- a. All payments will be subject to receipt of funds by NFDC from END CLIENT.
- b. Payment towards Other arrangements to be done at Opening and Closing Ceremonies at Shyama Prasad Mukherjee Stadium as detailed in point no. 5 of Annexure II will be done by NFDC to the successful bidder after receipt of funds from the Entertainment Society of Goa (ESG).

PART II

TECHNICAL BID PROPOSAL

A. The Technical proposal should clearly demonstrate the PA's understanding of the requirements of the Event and the Proposal should include the following information:-

1. Annual turnover for the last three consecutive financial years from the business of design and production of Televised Awards Ceremonies including creative, cultural, performances, etc., duly certified by a Chartered Accountant.
2. Experience in producing TV shows and Televised Awards Ceremonies /creative and cultural performances in the last three years.
3. Presentation for creative content and cultural programmes.
4. Proposals for Celebrity Comperes, Celebrity Performers, etc. and profile of Key Personnel
5. Creatives for set designing, décor & red carpet for Shyama Prasad Mukherjee Indoor Stadium, Lighting & SFX Design Plan;
6. Content and ideas for Audio-Visual Inputs.

B. All the information shall be submitted in hard copy along with a soft copy on CD. In case of a discrepancy in hard copy and CD, the provisions made in hard copy shall prevail.

C. The PA must submit copy of Income Tax Return for last 03 years.

D. The PA must submit duly certified copy of PAN Card and GST Registration Certificate.

The bidder who scores a minimum of 70 marks out of the above criteria as specified in Part III of the RFP and who submits the proposal in full compliance with the requirements of the RFP will be eligible for opening of financial bid. Failure to specify details with regard to any item or leaving it blank will result in disqualification.

PART III

EVALUATION OF TECHNICAL PROPOSAL

The Evaluation Committee would evaluate the Technical proposal on the basis of the information submitted and using the evaluation criteria and point system specified in these terms & conditions.

EVALUATION OF TECHNICAL BID

2. The technical bid will carry a total of 100 marks that will be sub-divided in respect of each of the specified parameters as detailed below:

| S.N. | Technical bid | Total Marks=100 |
|-------------|--|------------------------|
| 1. | Annual turnover for the last three consecutive financial years from the business of design and production of Televised Awards Ceremonies including creative, cultural, performances, etc., duly certified by a Chartered Accountant. | 09 marks |
| 2. | Experience in design and production of Televised Awards Ceremonies / Creative & cultural performances in the last three years. | 09 marks |
| 3. | Presentation for creative content and cultural programmes. | 30 marks |
| 4. | Proposals for Celebrity Comperes, Celebrity Performers, etc. and profile of Key Personnel | 20 marks |
| 5. | Creatives for set designing, décor & red carpet for Shyama Prasad Mukherjee Indoor Stadium, Lighting & SFX Design Plan. | 10 marks |
| 6. | Content and ideas for Audio-Visual Inputs | 22 marks |

Note: In case the PA fails to submit documentary proof in respect of the above, the PA will not be allotted proportionate marks in respect of the unavailable documentary proof for those particular item/criteria.

Turnover: 09 marks maximum

3. The turnover figures shall be given financial year wise. The turnover means turnover from production activity only and as per the figures reflected in the profit/loss account of the PA. If the turnover includes turnover from items other than production activities, then a CA's certificate indicating turnover from production related activities will be required. Turnover will be determined only on the basis of documentary proof, which will have to be submitted by the respective PAs, at the time of submission of the tender.

MARKING SCHEME FOR TURNOVER

4. The following marking scheme would be adopted for turnover from the related business :-

- (a) For turnover of INR 25 Crore per financial year for each of the past three consecutive financial year's i.e.2014-15, 2015-16 and 2016-17 (1 mark per year) = 3 marks
- (b) Turnover above INR 25 Crores per financial year but below INR 30 Crores for each of the past three consecutive financial years (1 mark per year) = 3 additional marks.
- (c) Turnover above INR 30 Crores per financial year for each of the past three consecutive financial years (1 mark per year) = 3 additional marks.

5. The PA will have to submit a signed statement from a practising Chartered Accountant which will indicate the turnover for the past three financial years 2014-15, 2015-16 and 2016-17. In addition, the balance sheets / profit & loss statement for the past three financial years should also be enclosed. In case the PA fails to submit the documentary proof as mentioned above, the PA will not be allotted proportionate marks in respect of the unavailable documentary proof for that particular item/criteria.

Experience: 09 marks maximum (In terms of number of events handled)

6. Documentary proof in support of experience in design and production of Televised Awards Ceremonies including creative, cultural, performances, etc., in the past three financial years will have to be submitted by the respective PAs at the time of submission of the tender. Work/ contracts should mandatorily be in the name of PA applying for the bid.

MARKING SCHEME FOR EXPERIENCE

7. The PA will be allotted 3 marks per Televised Awards Ceremony, including creative, cultural, performances, etc., in the past three years subject to maximum of 09 marks.

Presentation for creative content and cultural programmes: 30 marks maximum

Proposals for Celebrity Comperes, Celebrity Performers, etc. and profile of Key Personnel: 20 marks maximum

Creatives for set designing, décor & red carpet for Shyama Prasad Mukherjee Indoor Stadium, Lighting & SFX Design Plan: 10 marks maximum

Content and ideas for Audio-Visual Inputs: 22 marks maximum**MARKING SCHEME FOR ABOVE-MENTIONED CREATIVE COMPONENTS**

8. The PA shall provide a detailed Creative Concept design containing the complete aspects Viz., Conceptualization, Designing, Layout, detailing of work/activities as per schedule, Cultural Programmes, Venue Construct etc., as per the tender schedule. The PA will have to make a presentation of the Technical Proposal before the Committee constituted by NFDC. The creative criteria will be analyzed and judged by the Committee so constituted. The committee will take into consideration the creative content of the presentation, the designs, concept, originality of ideas and the proposal put forth by the PA for IFFI. The creative content the selected bidder will however be subject to finalization by the competent authority only.

9. The PA will have to submit a soft copy of each item, wherever applicable, as per the applicable Annexures of this tender document. In case of non-submission of soft copies of the creatives by the PA, proportionate marks for that component will not be allotted.

10. All the bidders shall make a presentation of duration of not more than 10 minutes before the committee for better appreciation of the creative content/cultural programmes, etc. proposed by them.

11. Only those PAs that score at minimum of 70 marks in the Technical evaluation and presentation will be eligible for the opening of their Financial Bids.

12. The presentation shall cover in sufficient detail the appreciation of the event/festival as mentioned in the Scope of Work and Tender Schedule i.e. conceptual design, thematic understanding, quality of artists & performers, blend of cultural experience, quality of visual appeal, overall project management capabilities, proposed organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the PA regarding their understanding and preparations for the event/Festivals. The creative concept, design submitted by the PA if required alteration, addition, deletion as per site and festival requirement must carried out by the PA as directed by NFDC at any point and no extra payment will be charged.

PART IV

FINANCIAL BID PROPOSAL

Financial bids of only those bidders will be opened who have secured a minimum of 70 marks in the Technical Evaluation and presentation. The Financial bids must be firm and fixed and should be valid for at least three months from the date of submission of offer.

2. In preparing the financial bid, the PA shall take into account the requirements of different events, manpower required, equipment requirement, all administrative charges, travel, rehearsals, etc. as per the scope of work detailed at **Annexure I. There will be a full dress rehearsal of the Opening and Closing Ceremonies one day prior to the respective Ceremonies.**

3. The costing submitted by the PA shall be the upper limit of the expenditure. It shall be up to the PA to anticipate and work out the various costings under the given sub-heads. The descriptive items listed against each festival programme are only indicative, and it shall be the duty of the PA to visualize and anticipate the extra requirements, if any, of the Festival such as refreshments for the supporting staff, incidental production costs, incidental cost of travel, hospitality, etc. The PA shall quote the corresponding cost accordingly, as laid down in **Annexures II & II (A)**. Any subsequent increase or escalation of costs shall have to be borne by the PA unless the same has been requested and authorized by NFDC in writing. No extra items will be added without the written approval of the Competent Authority.

All expenditure pertaining to subsequent meetings for IFFI viz. Air fare, transportation, Accommodation & Incidental costs, etc. are to be borne by the PA. Uniforms for the PA team will be the responsibility of the PA. No Additional Cost shall be entertained apart from the cost quoted by the PA in the financial bid.

4. The PA shall submit the detailed cost of each item as per **Annexure II and II (A)**. The PA will have to ensure that the cost details are submitted only in the format finalized by the NFDC, failing which the financial tenders submitted by it are liable not to be considered without assigning any reasons thereof.

5. The Financial bids will be opened by a Committee in respect of only those bidders whose proposals are shortlisted after technical evaluation and presentation. The Committee so constituted for this purpose will decide the eligible bidder as per the evaluation procedure listed in **Part IV and V**. NFDC is at liberty to reduce any item on *pro rata* basis.

Part V

Evaluation of Financial Proposal:

In the second stage, the financial evaluation will be carried out as per this clause. The Financial Proposal will be assigned a financial score (FS).

For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.

The NFDC will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each service. Omissions, if any, in costing any item, shall not entitle the PA to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the selected PA. The lowest Financial Proposal (FP) will be given a financial score (FS) of 100 points.

The financial scores will be computed as follows:

$$FS = 100 \times FP / F$$

(FS= Financial Score)

(FP = Amount of Lowest Financial Proposal)

(F= Amount of Financial Proposal quoted by the PA)

Combined and Final Evaluation:

Proposals will finally be ranked according to their combined Technical Score (TS) and Financial Score (FS) as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The combined scores of the PA will be added to arrive at the final combined score. The Selected PA shall be the first ranked PA (having the highest combined score) and will be considered for acceptance. The Second Ranked PA shall be kept in reserve and may be invited for negotiations in case the first ranked PA withdraws, or fails to comply with the requirements specified in the Tender documents.

Annexure-I**Details of Proposed Festival Programme for IFFI 2017 to be managed by the PRODUCTION AGENCY****OPENING CEREMONY AND CLOSING CEREMONY:****Total cost for the same to be reflected in Annexure-II and Annexure-II (A)**

The PA will organize and execute an Opening Ceremony and Closing Ceremony befitting an International Film Festival. The proposed venue will be at the **Shyama Prasad Mukherjee Indoor Stadium, Panjim, Goa**. Infrastructure shall be provided by Govt. of Goa. In case additional items are required then the same shall be specified and accounted for in the financial quote.

The stage shall be provided with adequate backdrop and design parameters as approved by NFDC.

1. Arrangements for Opening and Closing Ceremony at Shyama Prasad Mukherjee Stadium :

| S.No. | Description of work |
|--------------|--|
| A. | <p>a. Cultural programme of ½ hour duration during the opening and closing ceremonies, which will reflect the cultural diversity of the country as well as celebrate the future of Cinema.</p> <p>b. Celebrity compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute from the Indian Film Industry.</p> |
| B. | <p>Venue :</p> <p>a. Back stage arrangements including refreshments for artists etc.</p> <p>b. Properties for stage including ceremonial lamp, presentation trays, etc.</p> <p>c. Badges, walkies, Teleprompters (2) clearcoms for crew, vanity vans(caravans) for artists etc.</p> |

2. Providing Art Decor installation on rental basis at Shyama Prasad Mukherjee Stadium for Opening and Closing Ceremony and other items on rental basis :

| S.N. | Description | Unit | Qty |
|-------------|---|-------------|------------|
| A. | Providing Flex printing & branding (both sides), with suitable support, frame as required of size 8 ft x 4 ft to be erected on poles/etc., outside Venue. (Art Work to be designed as per directions of NFDC) | Nos. | 90 |
| B. | Providing 3 Dimensional Art Décor installation at VVIP entrance façade at Stadium with complete lighting as required – 2 Nos. | Job | 1.0 |
| C. | Providing Complete 3 Dimensional Art Décor at entrance gates at Stadium with Peacock installations on both sides (Left & Right Side) – | | |

| | | | |
|-------|--|-------|------|
| | 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor as required at the Entrance Gates of Dr. Shyama Prasad Mukherjee Stadium. | | |
| (i) | VIP/VVIP Entrance Gate – 1 & 2 | Job | 1.0 |
| (ii) | General Public Entrance Gate - 3 | Job | 1.0 |
| (iii) | General Public Entrance Gate – 4 | Job | 1.0 |
| (iv) | General Public Entrance Gate - 5 | Job | 1.0 |
| (v) | General Public Entrance Gate - 6 | Job | 1.0 |
| D. | Providing Complete 3 Dimensional Art Décor at entry points to Stadium with peacock installations on both sides (Left & Right Side) – 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor. | | |
| (i) | VVIP Entry and Exit (Gate -1) | Job | 1.0 |
| (ii) | Gate – 2 | Job | 1.0 |
| (iii) | Gate – 3 | Job | 1.0 |
| (iv) | Gate – 4 | Job | 1.0 |
| (v) | Gate – 5 | Job | 1.0 |
| (vi) | Gate – 6 | Job | 1.0 |
| (vii) | Gate – 7 | Job | 1.0 |
| E. | Providing Masking, Printing & Branding of entire Louver at the VIP/VVIP Entrance -2 nos. (Art Work to be designed as per directions of NFDC) | Sq.Ft | 1850 |
| F. | Providing Ramp with suitable frame, support, strong and sturdy built as required as per directions of NFDC for Public Exit of with hand railings (Left, Center and Right). | Job | 1.0 |
| G. | Providing 3 Dimensional Art Décor installations at Dr. Shyama Prasad Mukherjee Stadium inside premises , - 24 nos. on various themes (IFFI, India, Goa, Cinema etc.,) with complete lighting of the all the Art Décor Installations. The Art Installations | Job | 1.0 |

| | | | |
|--|---|--|--|
| | should also serve as photo opp. The vendor will recommend suitable locations for installations in keeping with delegate density, photo op, visibility of installations etc. | | |
|--|---|--|--|

3. Stage, Venue Décor and Technical Requirements:

| S.N. | Description | Unit | Qty |
|----------|---|------|-----|
| A | <p>Erecting of Stage on existing stage with complete</p> <ol style="list-style-type: none"> i. Stage Construct ii. Set Designing and Construct iii. Side Wings iv. Stage props v. Trussing as per Requirement. vi. Customised Podium with branding - 2Nos vii. Stage skirting masking viii. Centre LED Screen of size 30 * 12 -1 no with Platform on stage ix. Side LED Screens of size 12 *16 with support structure 2 nos x. Staircase on either side of the stage – 2 nos xi. Stage Décor with Light and sound requirement in accordance with the overall programme, cultural programme and design. xii. Lighting as per requirement including illumination of Venue (inside Stadium) xiii. Sound and Wireless/Cordless Microphones as per requirement with man Power, Light Engineer, Sound Engineer Technicians etc as required. xiv. Green Room for artists – 2 xv. Back stage arrangements including refreshment for artists xvi. Properties for the stage including ceremonial lamp, presentation trays etc. xvii. Platform for Media/ Doordarshan with rises inside Stadium. xviii. Teleprompters. <p>(As per the overall programme/concept for cultural component and design given by PA. The height of the Stage shall be 4ft above from the ground level)</p> | Job | 1.0 |
| B | <p>Providing Red Carpet of 10 ft wide from VVIP Entrance Area to stage front area with artistic Concept Design wall to cover the existing wall on both sides of the pathway with suitable frame of 8ft Height & Carpet of thickness 5mm with complete lighting, as per the requirement on the entire area.</p> | Job | 1.0 |

| | | | |
|----------|---|-----------|-------|
| C | Providing Red carpet from car drop area to VVIP entrance with double Mojo barricading on either side of the carpet with artistic canopy with masking, printing and branding on both the sides. (Art Work to be designed as per the directions of NFDC) | Job | 1.0 |
| D | Providing Media Platform with carpet finish at VVIP entrance area – 3 steps (Level + 1’, Level +2’, Level +3) of size 29*24’ with flex backdrop and printing of size 28*14’ with suitable frame as required. (Art Work to be designed as per the directions of NFDC) | Job | 1.0 |
| E | Signages inside the auditorium for directional purpose, Venue/Zone identification, Seating Plan (Marking of Chairs/Sofas and Rows), Entry/Exit Points, Utilities, Parking Zone, Entry and Drop off Zone for VVIP/Public etc.,. The signages inside the auditorium should be legible even in dim lighting. The size and lettering of the signages should be such that the information displayed easily and prominently visible including fixing. | Sq. Ft | 200 |
| F | Providing Flex backdrop inside Stadium – 6 Nos. with printing and support as required | 384 Sq.Ft | 6 nos |
| G | Providing VVIP Lounge at Shyama Prasad Mukherjee Stadium with artistic Concept Design wall to cover the existing wall with branding on 3 sides, 10 nos. of strong and sturdy sofa sets with leather finish in white and normal hand rest, 10 nos. of wooden tea poys with glass top of size 3 ft x 18 inches and 2nos. of wooden banquet tables, with strong and sturdy Wooden Platform and Steps as required and Red Carpet of 5 mm thickness. | | |
| H | Providing Additional Tower ACs and Air Curtains at inside entrances of required nos. | | |
| I | Arranging power supply through silent D.G Sets of required capacity for the entire work during execution period and during the Opening and Closing Ceremony and should be located at a pre-defined location as directed by ESG/NFDC. | | |

NOTE: Stage designs, entrance arch and creative will be executed by PA. PA would need to develop the design based on the brief provided by NFDC. Details of work executed in connection with stage/venue décor and sound/ light arrangements during the last year is given at Annexure VII for reference purposes to enable the PA to visualize the Scope of Work. The sound equipment and lights will be required as per PA’s stage decor and sound arrangement as well as the cultural component. The arrangement will be as per International festival standards.

4. Production of Audio-Visual Inputs (in HD Format):

| S.N. | Requirements | Duration |
|-------------|--|--------------------------------|
| 1. | 01 AV on Lifetime Achievement Award. | 2 to 3 Min. |
| 2. | 01AV On Centenary Award (Personality). | 2 to 3 Min. |
| 3. | 6 AVs, 01 each on 06 Award Winners. | 60 to 90 Sec. each |
| 4. | 01 AV on Glimpses of 48th IFFI | 10 to 12 Min. |
| 5. | Production of 02 TVCs | 30 Sec. & 60 Sec. |
| 6. | Production of 01 New IFFI Signature Film | 15 Sec. to 30 Sec. |
| 7. | Production of 04 Radio Spots | 15 Sec. & 30 Sec. |
| 8. | Production of In Theater Slides | 10 Nos. JPEG /TIFF |
| 9. | TV Episodes (in HD Format) - 8 episodes prior to festival regarding various aspects of the journey of IFFI for the last 48 years and Indian & International Cinema; and 9 episodes of daily reports of various events organized as during the festival.* | 17 Episodes of 24 minutes each |
| 10. | 15 Multi camera setup with jimmy jib, online/live editing/switching for the opening ceremony and closing ceremonies. | 90 minutes each (approx.) |

*** Note : Payment for the production of 17 TV Episodes (in HD Format) will be made with upper limit as per the DAVP Rate Card, as specified in Annexure VIII and the execution of the production work will have to be as per the conditions specified in the same annexure.**

5. Other arrangements to be done at Opening and Closing Ceremonies at Shyama Prasad Mukherjee Stadium :

| S.N. | Description | Unit | Qty |
|-------------|---|------------------------|-------------------|
| A | Providing strong and sturdy wooden (Marin Ply) platform mounted on strong MS frame work of size. 1) 18mt x 40mt x 0.15mt and 2) 20mt x 40mt x 0.30mt with superior quality plywood and thickness suitable for public seating complete with strong supports at regular intervals as per the requirements of ESG. a) Platform with 0.15mt height. b) Platform with 0.30mt height. c) Platform with 0.45 mt height. | Sq. M Sq. M Sq.M | 720 800 800 |
| B | Providing synthetic floor carpet not less than 1 year old of approved colour and quality to be laid | Sq.M | 3955 |

| | | | |
|----------|--|-----------|-------------|
| | <p>on maple flooring and specially prepared and placed wooden platform complete as required.</p> <p>a) 60mt x 40mt = 2400 sq.mt b) 2 x 10.00 x 0.30mt = 6.00 sq.mt c) 2 x 40.00 x 0.30mt. = 24.00 sq.mt d) 2 x 10.00 x 0.15mt = 3.00 sq.mt e) 20.00mt x 40mt = 800 sq.mt f) 18 mt x 40 mt. = 720 sq.mt Total = 3953.00 sq.mt Say 3955 sq.mt</p> | | |
| C | Supply and placing on rental basis strong and sturdy sofa sets (2 seater) with leather finish in black/ approved colour and normal hand rest for 06 days each on opening & closing ceremony. | 6 Days | 220 Nos. |
| D | Supply and placing on rental basis wooden tea poys with glass top of size 3' x 18" each for 06 days each on opening & closing ceremony. | 6 Days | 20 Nos. |
| E | Supply and placing on rental basis banquet chairs having steel body frame, cushioned back rest and seat with hand rest with lighter seat cover for entire chair of size 20" x 20" each complete as required with coloured ribbons for 06 days each on opening & closing ceremony. | 6 Days | 1500 Nos. |
| F | Providing Mojo barricading (double lane) for block wise seating arrangements including Masking, Flex Printing and Branding. (Art Work to be designed as per directions of ESG). | Job | 1.0 |
| G | Supply and placing on rental basis strong plastic chairs without hand rest of any reputed make like National, Neelkamal etc. with white colour cotton cover each for 06 days each on opening & closing ceremony. | 6 Days | 2500 Nos. |

Note : The PA shall handover the site after carrying out the cleaning of the entire premises and the entire waste materials should be lifted by the PA.

Annexure-II – Detail Cost Per Item

Details of Proposed Festival Programme for IFFI 2017 to be managed by the PRODUCTION AGENCY

OPENING CEREMONY AND CLOSING CEREMONY:

Total cost for the same to be reflected in Annexure-II A

The PA will organize and execute an Opening Ceremony and Closing Ceremony befitting an International Film Festival. The proposed venue will be at the **Shyama Prasad Mukherjee Indoor Stadium, Panjim, Goa**. Infrastructure shall be provided by Govt. of Goa. In case additional items are required then the same shall be specified and accounted for in the financial quote.

The stage shall be provided with adequate backdrop and design parameters as approved by NFDC.

1. Arrangements for Opening and Closing Ceremony at Shyama Prasad Mukherjee Stadium :

| Sl. No. | Description of work | Amount (INR) |
|----------------|---|---------------------|
| A. | a. Cultural programme of ½ hour duration during the opening and closing ceremonies, which will reflect the cultural diversity of the country as well as celebrate the future of Cinema. b. Celebrity compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute from the Indian Film Industry. | |
| B. | Venue : d. Back stage arrangements including refreshments for artists etc. e. Properties for stage including ceremonial lamp, presentation trays, etc. f. Badges, walkies, Teleprompters (2) clearcoms for crew, vanity vans(caravans) for artists etc. | |

2. Providing Art Decor installation on rental basis at Shyama Prasad Mukherjee Stadium for Opening and Closing Ceremony and other items on rental basis:

| S.N. | Description | Unit | Qty | Rate (Rs.) | Amount (Rs.) |
|-------------|--|-------------|------------|-------------------|---------------------|
| A. | Providing Flex printing & branding (both sides), with suitable support, frame as required of size 8 ft x 4 ft to be erected on poles/etc., outside Venue. (Art Work to be designed as per | Nos. | 90 | | |

| | | | | | |
|-------|--|-----|-----|--|--|
| | directions of NFDC) | | | | |
| B. | Providing 3-Dimensional Art Décor installation at VVIP entrance façade at Stadium with complete lighting as required – 2 Nos. | Job | 1.0 | | |
| C. | Providing Complete 3 Dimensional Art Décor at entrance gates at Stadium with Peacock installations on both sides (Left & Right Side) – 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor as required at the Entrance Gates of Dr. Shyama Prasad Mukherjee Stadium. | | | | |
| (i) | VIP/VVIP Entrance Gate – 1 & 2 | Job | 1.0 | | |
| (ii) | General Public Entrance Gate - 3 | Job | 1.0 | | |
| (iii) | General Public Entrance Gate – 4 | Job | 1.0 | | |
| (iv) | General Public Entrance Gate - 5 | Job | 1.0 | | |
| (v) | General Public Entrance Gate - 6 | Job | 1.0 | | |
| D. | Providing Complete 3 Dimensional Art Décor at entry points to Stadium with peacock installations on both sides (Left & Right Side) – 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor. | | | | |
| (i) | VVIP Entry and Exit (Gate -1) | Job | 1.0 | | |
| (ii) | Gate – 2 | Job | 1.0 | | |
| (iii) | Gate – 3 | Job | 1.0 | | |
| (iv) | Gate – 4 | Job | 1.0 | | |
| (v) | Gate – 5 | Job | 1.0 | | |
| (vi) | Gate – 6 | Job | 1.0 | | |
| (vii) | Gate – 7 | Job | 1.0 | | |
| E. | Providing Masking, Printing & Branding of entire Louver at the | | | | |

| | | | | | |
|----|---|-------|------|--------------|--|
| | VIP/VVIP Entrance -2 nos. (Art Work to be designed as per directions of NFDC) | Sq.Ft | 1850 | | |
| F. | Providing Ramp with suitable frame, support , strong and sturdy built as required as per directions of NFDC for Public Exit of with hand railings (Left, Center and Right). | Job | 1.0 | | |
| G. | Providing 3 Dimensional Art Décor installations at Shyama Prasad Mukherjee Stadium inside premises , - 24 nos. on various themes (IFFI, India, Goa, Cinema etc.) with complete lighting of the all the Art Décor Installations. The Art Installations should also serve as photo opp. The vendor will recommend suitable locations for installations in keeping with delegate density, photo op, visibility of installations etc. | Job | 1.0 | | |
| | | | | Total | |

3. Stage, Venue Décor and Technical Requirements:

| S.N. | Description | Unit | Qty | Rate (Rs.) | Amount (INR) |
|----------|---|------|-----|------------|--------------|
| A | Erecting of Stage on existing stage with complete xix. Stage Construct xx. Set Designing and Construct xxi. Side Wings xxii. Stage props xxiii. Trussing as per Requirement. xxiv. Customised Podium with branding - 2Nos xxv. Stage skirting masking xxvi. Centre LED Screen of size 30 * 12 -1 no with Platform on stage xxvii. Side LED Screens of size 12 *16 with support structure 2 nos. xxviii. Staircase on either side of the stage – 2 nos. xxix. Stage Décor with Light and sound requirement in | Job | 1.0 | | |

| | | | | | |
|----------|--|-----|-----|--|--|
| | <p>accordance with the overall programme, cultural programme and design.</p> <p>xxx. Lighting as per requirement including illumination of Venue (inside Stadium)</p> <p>xxxii. Sound and Wireless/Cordless Microphones as per requirement with man Power, Light Engineer, Sound Engineer Technicians etc. as required.</p> <p>xxxiii. Green Room for artists – 2</p> <p>xxxiiii. Back stage arrangements including refreshment for artists</p> <p>xxxv. Properties for the stage including ceremonial lamp, presentation trays etc.</p> <p>xxxvi. Platform for Media/Doordarshan with rises inside Stadium.</p> <p>xxxvii. Teleprompters.</p> <p>(As per the overall programme/concept for cultural component and design given by PA. The height of the Stage shall be 4ft above from the ground level)</p> | | | | |
| B | <p>Providing Red Carpet of 10 ft wide from VVIP Entrance Area to stage front area with artistic Concept Design wall to cover the existing wall on both sides of the pathway with suitable frame of 8ft Height & Carpet of thickness 5mm with complete lighting, as per the requirement on the entire area.</p> | Job | 1.0 | | |
| C | <p>Providing Red carpet from car drop area to VVIP entrance with double Mojo barricading on either side of the carpet with artistic canopy with masking, printing and branding on both the sides.</p> <p>(Art Work to be designed as per the directions of ESG)</p> | Job | 1.0 | | |
| D | <p>Providing Media Platform with carpet finish at VVIP entrance area –</p> | Job | 1.0 | | |

| | | | | | |
|--------------|---|-----------|-------|--|--|
| | 3 steps (Level + 1', Level +2', Level +3) of size 29'*24' with flex backdrop and printing of size 28'*14' with suitable frame as required. (Art Work to be designed as per the directions of ESG) | | | | |
| E | Signages inside the auditorium for directional purpose, Venue/Zone identification, Seating Plan (Marking of Chairs/Sofas and Rows), Entry/Exit Points, Utilities, Parking Zone, Entry and Drop off Zone for VVIP/Public etc.,. The signages inside the auditorium should be legible even in dim lighting. The size and lettering of the signages should be such that the information displayed easily and prominently visible including fixing. | Sq. Ft | 200 | | |
| F | Providing Flex backdrop inside Stadium – 6 Nos. with printing and support as required | 384 Sq.Ft | 6 nos | | |
| G | Providing VVIP Lounge at Shyama Prasad Mukherjee Stadium with artistic Concept Design wall to cover the existing wall with branding on 3 sides, 10 nos. of strong and sturdy sofa sets with leather finish in white and normal hand rest, 10 nos. of wooden teapoys with glass top of size 3 ft x 18 inches and 2nos. of wooden banquet tables, with strong and sturdy Wooden Platform and Steps as required and Red Carpet of 5 mm thickness. | | | | |
| H | Providing Additional Tower ACs and Air Curtains at inside entrances of required nos. | | | | |
| I | Arranging power supply through silent D.G Sets of required capacity for the entire work during execution period and during the Opening and Closing Ceremony and should be located at a pre-defined location as directed by ESG/NFDC. | | | | |
| TOTAL | | | | | |

NOTE: Stage designs, entrance arch and creative will be executed by PA. PA would need to develop the design based on the brief provided by NFDC. Details of work executed in connection with stage/venue décor and sound/ light arrangements during the last year is given at Annexure VII for reference purposes to enable the PA to visualize the Scope of Work. The sound equipment and lights will be required as per PA's stage decor and sound arrangement as well as the cultural component. The arrangement will be as per International festival standards.

4. Production of Audio-Visual Inputs (in HD Format):

| S.N. | Requirements | Duration | Cost (INR) |
|------|--|--------------------------------|------------|
| 1. | 01AV on Lifetime Achievement Award. | 2 to 3 Min. | |
| 2. | 01AV On Centenary Award (Personality) | 2 to 3 Min. | |
| 3. | 6AVs, 01 each on 06Award Winners | 60 to 90Sec. each | |
| 4. | 01 AV on Glimpses of 48th IFFI | 10 to 12 Min. | |
| 5. | Production of 02 TVCs | 30 Sec. & 60 Sec. | |
| 6. | Production of 01 New IFFI Signature Film | 15 Sec. to 30 Sec. | |
| 7. | Production of 04 Radio Spots | 15 Sec. & 30 Sec. | |
| 8. | Production of In Theater Slides | 10 Nos. JPEG/TIFF | |
| 9. | TV Episodes (in HD Format) - 8 episodes prior to festival regarding various aspects of the journey of IFFI for the last 48 years and Indian & International Cinema; and 9 episodes of daily reports of various events organized as during the festival * | 17 Episodes of 24 minutes each | |
| 10. | 15 Multi camera setup with jimmy jib, online/live editing/switching for the opening ceremony and closing ceremonies. | 90 minutes each (approx.) | |
| | TOTAL | | |

*** Payment for the production of 17 TV Episodes (in HD Format) will be made with upper limit as per the DAVP Rate Card, as specified in Annexure VIII and the execution of the production work will have to be as per the conditions specified in the same annexure.**

5. Other arrangements to be done at Opening and Closing Ceremonies at Shyama Prasad Mukherjee Stadium:

| S.N. | Description | Unit | Qty | Rate (INR) | Amount (INR) |
|-------------|---|------------------------|-------------------|-------------------|---------------------|
| A | <p>Providing strong and sturdy wooden (Marin Ply) platform mounted on strong MS frame work of size.</p> <p>3) 18mt x 40mt x 0.15mt and</p> <p>4) 20mt x 40mt x 0.30mt with superior quality plywood and thickness suitable for public seating complete with strong supports at regular intervals as per the requirements of ESG.</p> <p>d) Platform with 0.15mt height.</p> <p>e) Platform with 0.30mt height.</p> <p>f) Platform with 0.45 mt height</p> | Sq. M Sq. M Sq.M | 720 800 800 | | |
| B | <p>Providing synthetic floor carpet not less than 1 year old of approved colour and quality to be laid on maple flooring and specially prepared and placed wooden platform complete as required.</p> <p>g) 60mt x 40mt = 2400 sq.mt</p> <p>h) 2 x 10.00 x 0.30mt = 6.00 sq.mt</p> <p>i) 2 x 40.00 x 0.30mt. = 24.00 sq.mt</p> <p>j) 2 x 10.00 x 0.15mt = 3.00 sq.mt</p> <p>k) 20.00mt x 40mt = 800 sq.mt</p> <p>l) 18 mt x 40 mt. = 720 sq.mt</p> <p>Total = 3953.00sq.mt Say 3955sq.mt</p> | Sq.M | 3955 | | |
| C | Supply and placing on rental basis strong and sturdy sofa sets (2 seater) with leather finish in black/ approved colour and normal hand rest for 06 days each on opening & closing ceremony. | 6 Days | 220 Nos. | | |
| D | Supply and placing on rental basis wooden teapoys with glass top of size 3' x 18" each for 06 days each on opening & closing ceremony. | 6 Days | 20 Nos. | | |
| E | Supply and placing on rental basis banquet chairs having steel body frame, cushioned back rest and seat with hand rest with lighter seat | 6 Days | 1500 Nos. | | |

| | | | | | |
|----------|--|--------|-----------|--|--|
| | cover for entire chair of size 20" x 20" each complete as required with coloured ribbons for 06 days each on opening & closing ceremony. | | | | |
| F | Providing Mojo barricading (double lane) for block wise seating arrangements including Masking, Flex Printing and Branding. (Art Work to be designed as per directions of ESG) | Job | 1.0 | | |
| G | Supply and placing on rental basis strong plastic chairs without hand rest of any reputed make like National, Neelkamal etc. with white colour cotton cover each for 06 days each on opening & closing ceremony. | 6 Days | 2500 Nos. | | |

Note : The amount mentioned scope of work in point no. 5 would be paid by NFDC to the successful bidder on receipt of payments from Entertainment Society of Goa (ESG).

The broad concepts for the cultural components and broad list of suggested names for compere would be shared with the participating bidders who attend the pre-bid meeting on 23rd Oct. 2017 The bidders may also make their suggestion during the meeting. A commonly approved concept and broad list of personalities would be shared with those who attend the meeting and the bidders are expected to work out several combination of proposal with costing (which will be all inclusive) and submit as separate proposal. **The selected bidder based on the approved procedure based on would have to execute entire production including hiring of celebrity performers& comperes, NFDC shall not pay any additional fee.**

Note: The cost quoted for cultural components and celebrity comperes should be all inclusive and no additional costs on account of anything would be allowed. The PA should also note that they must be in a position to engage the group and personality, which they propose in the additional quote. Once the cultural groups and celebrity comperes are finalized, no changes would be entertained and any change would attract levying of damages as mentioned at para18.

ANNEXURE –II (A)**Consolidated summary of costing of various events to be managed and executed by the production agency :**

| S.N. | Item | Price Quoted (INR) |
|-------------|--|---------------------------|
| 1 | Arrangements for Opening and Closing Ceremony. | |
| 2 | Providing Art Decor installation on rental basis at Shyama Prasad Mukherjee Stadium for Opening and Closing Ceremony and other items on rental basis | |
| 3 | Stage, Venue Décor and Technical Requirements. | |
| 4 | Production of Audio Visual Inputs (in HD Format) | |
| 5 | Other arrangements to be done at Opening and Closing Ceremonies. | |
| 6 | Total Cost | |
| 7 | GST | |
| 8 | Grand Total | |

Note: The above requirements are subject to change as per requirement. Payment shall be made on actual basis.

A summary of the costing as indicated in row 8 (Grand total) will be taken into consideration for the evaluation of the financial proposal.

Name:

Designation:

Signature:

ANNEXURE III**ANNUAL TURNOVER FROM PRODUCTION ACTIVITIES**

| Financial Year | Turnover from related activity (INR) |
|-----------------------|---|
| 2014-15 | |
| 2015-16 | |
| 2016-17 | |

Footnote:

1. The above statement should be signed by a practicing chartered accountant, by affixing his seal and on his letterhead.
2. The PA shall also submit the self attested copies of the audit reports and balance sheets (final/provisional) for the corresponding financial years.

Name:**Designation:****Signature:**

ANNEXURE IV**EXPERIENCE IN RELATED ACTIVITIES**

| S.N. | AWARD SHOW & TELECAST | 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 PA 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 self attested and submitted along with the above proforma.

Name:**Designation:****Signature:**

ANNEXURE V**EARNEST MONEY DEPOSIT**

| S. No | Bank Drawn | Value in INR | DD No. |
|--------------|-------------------|---------------------|---------------|
| | | 7.25 Lakhs | |

Name:

Designation:

Signature:

CONTRACT

BETWEEN

National Film Development Corporation

AND

[NAME OF THE PRODUCTION AGENCY]

DATED:

I. Form of Contract

(Text in brackets [] should be filled up appropriately; all notes should be deleted in final text)

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between the President of India acting through (designation), NFDC, Ministry of Information & Broadcasting, Government of India, (office address), [name of employer] (hereinafter called the “Employer”), of the First Part and, [name of Event Management Agency] (hereinafter called the “PA”) of the Second Part.

WHEREAS

(a) the PA, having represented to the “Employer” that he has the required professional skills, personnel and technical resources, has offered to provide in response to the Tender Notice dated issued by the Employer ;

(b) the “Employer” has accepted the offer of the PA to provide the services on the terms and conditions set forth in this Contract.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices:

Appendix A: Scope of Work with detailed cost per item.

Appendix B: Consolidated summary of costing.

Appendix C: Proforma of daily report / certificate

Appendix D: List of key personnel

(Appendix –A is Annexure-II of RFP and Appendix-B is Annexure- II A of RFP).

2. The mutual rights and obligations of the “Employer” and the PA shall be as set forth in the Contract, in particular:

(a) The PA shall carry out and complete the Services in accordance with the provisions of the Contract; and

(b) The “Employer” shall make payments to the PA in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by -----

In presence of

1. For and on behalf of the President of
India [name of "Employer"]
[Authorized representative]

(Witnesses)

- (i)
- (i)

In presence of
(Witnesses)

2. For and on behalf of [PA]
[Authorized Representative]

- (i)
- (ii)

II. General Conditions of Contract

1. GENERAL PROVISIONS

1.1 **Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.

(b) “PA” means any private or public entity that will provide the Production Agency services to the “Employer” under the Contract.

(c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is this General Conditions (GC), the Special Conditions (SC), and the Appendices.

(d) “Day” means calendar day.

(e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.

(f) “GC” means these General Conditions of Contract.

(g) “Government” means the Government of India

(h) “Party” means the “Employer” or the PA, as the case may be, and “Parties” means both of them.

(i) “Personnel” means professionals and support staff provided by the PA or by any Sub-Contractor of PA and assigned to perform the Services or any part thereof;

(j) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

(k) “Services” means the work to be performed by the PA pursuant to this Contract, as described in Appendix A hereto.

(l) “Sub-Contractors” means any person or entity to whom/which the PA subcontracts any part of the Services.

(m) “Third Party” means any person or entity other than the “Employer”, or the Consultant.

(n) “In writing” means communicated in written form with proof of receipt.

1.2 **Relationship Between the Parties**

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the “Employer” and the PA. The PA, subject to this Contract, has complete charge of Personnel and Sub-Contractors, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract: This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

1.4 Headings: The headings shall not limit, alter or affect the meaning of this Contract.

1.5 **Notices**

1.5.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

1.5.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.6 Location: The Services shall be performed at such locations as are specified in **Appendix A hereto** and, where the location of a particular task is not specified, at such locations, as the “Employer” may approve.

1.7 Authorized Representatives: Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the “Employer” or the PA may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties: The PA, Sub-Contractors and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

1.9 **Fraud and Corruption**

1.9.1 **Definitions:** It is the Employer’s policy to require that Employers as well as the PA observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows:

- (i) “corrupt practice” means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “collusive practices” means a scheme or arrangement between two or more consultants, with or without the knowledge of the Employer, designed to establish prices at artificial, non-competitive levels;
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

1.9.2 Measures to be taken by the Employer

(a) The Employer may terminate the contract if it determines at any time that representatives of the PA were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the PA having taken timely and appropriate action satisfactory to the Employer to remedy the situation;

(b) The Employer may also sanction against the PA, including declaring the PA ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the PA has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer- financed contract;

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract: This Contract shall come into force and effect on the date (the “Effective Date”) of the ‘Employer’s notice to the PA instructing the PA to begin carrying out the Services. This notice shall confirm that conditions as stipulated in clause 3 of the SC.

2.2 Commencement of Services: The PA shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

2.3 Expiration of Contract: Unless terminated earlier pursuant to Clause GC 2.7 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

2.4 Entire Agreement: This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.

2.5 Modifications or Variations: (a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

(b) In cases of substantial modifications or variations, the prior written consent of the Employer is required.

2.6 Force Majeure

2.6.1 Definition (a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

(b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-contractors or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

(c) Subject to clause 2.6.2, Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

2.6.2 No Breach of Contract: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.6.3 Measures to be Taken: (a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

(b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of

normal conditions as soon as possible.

(c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such

Party was unable to perform such action as a result of Force Majeure.

(d) During the period of their inability to perform the Services as a result of an event of Force Majeure, the PA, upon instructions by the “Employer”, shall either:

i) demobilize,; or

ii) continue with the Services to the extent possible, in which case the PA shall continue to be paid proportionately and on prorata basis, under the terms of this Contract.

(e) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC 8.

2.7 Termination

The “Employer” may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (g) of this Clause GC 2.7.

- a) If the PA fails to remedy a failure in the performance of its obligations hereunder,
- b) If the PA becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.
- c) If the PA fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.
- d) If the PA, in the judgment of the “Employer”, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- e) If the PA submits to the “Employer” a false statement which has a material effect on the rights, obligations or interests of the “Employer”.
- f) If the PA fails to provide the quality services as envisaged under this Contract.
- g) If the “Employer”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.7.1. In such an occurrence the “Employer” shall give a not less than five (5) days’ written notice of termination to the PA.

2.7.2 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 2.7 hereof, or upon expiration of this Contract pursuant to Clause GC 2.3 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, and (ii) any right which a Party may have under the Law.

2.7.3 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.7 hereof, the PA shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.7.4 Payment upon Termination: Upon termination of this Contract pursuant to Clauses GC 2.7 hereof, the “Employer” shall make the following payments to the Consultant:

(a) If the agreement is terminated, the PA shall not be entitled to receive any agreed payments upon termination of the contract. However, the “Employer” may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Employer. Applicable Under such circumstances, upon termination, the client may also impose liquidated damages as per the provisions of Clause 9 of this agreement. The PA will be required to pay any such liquidated damages to Employer within 30 days of termination date.

3. OBLIGATIONS OF THE PA

3.1 General

3.1.1 Standard of Performance: The PA shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The PA shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the “Employer”, and shall at all times support and safeguard the “Employer’s legitimate interests in any dealings with Sub-Consultants or Third Parties.

3.2 Confidentiality: Except with the prior written consent of the “Employer”, the PA and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the PA and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.3 Insurance to be Taken out by the Consultant: The PA (i) shall take out and maintain, and shall cause any Sub-contractors to take out and maintain insurance, at their (or the Sub-contractors, as the case may be) own cost, insurance against any risks.

3.4 Reporting Obligations: The PA shall submit to the “Employer” the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix-C.

3.5 Documents Prepared by the PA to be the Property of the “Employer”:

All plans, drawings, specifications, designs, reports, other documents and software prepared by the PA for the “Employer” under this Contract shall become and remain the property of the “Employer”, and the PA shall, not later than upon termination or expiration of this Contract, deliver all such documents to the “Employer”, together with a detailed inventory thereof. The PA may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from the Employer and the Employer reserves right to grant or deny any such request. If license agreements are necessary or appropriate between the PA and third parties for purposes of development of any such computer programs, the PA shall obtain the “Employer’s prior written approval to such agreements, and the “Employer” shall be titled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

4. PA’s PERSONNEL AND SUB-CONTRACTORS

4.1 **General:** The PA shall employ and provide such qualified and experienced Personnel as are required to carry out the Services. Details of key personnel shall be provided as Appendix-D to this contract.

Except as the “Employer” may otherwise agree, no changes shall be made in the key Personnel. If, for any reason beyond the reasonable control of the PA, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the PA shall forthwith provide as a replacement a person of equivalent or better qualifications.

(b) If the “Employer” (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the PA shall, at the “Employer’s written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the “Employer”, additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced. The PA shall not sub-contract any or part of the work without prior written permission of the Employer.

5. OBLIGATIONS OF THE “EMPLOYER”

5.1 **Assistance and Exemptions:** Unless otherwise specified in the SC, the “Employer” shall use its best efforts to ensure that the Government shall:

- a) Provide the PA, and Personnel with work permits and such other documents as shall be necessary to enable the PA or Personnel to perform the Services.

- b) Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.
- c) Provide to the PA and Personnel any such other assistance as may be specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the PA for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the PA in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the PA under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

5.3 Payment: In consideration of the Services performed by the PA under this Contract, the “Employer” shall make to the PA such payments and in such manner as is provided by Clause GC 6 of this Contract.

6. PAYMENTS TO THE PA

6.1 Total Cost of the Services

- a) The total cost of the Services payable is set forth in Appendix-B as per the PA’s proposal to the Employer and as negotiated thereafter.
- b) Except as may be otherwise agreed under Clause GC 2.5 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix-B.
- c) Notwithstanding Clause GC 6.1(b) hereof, if pursuant to Clause 5.2 hereof, the Parties shall agree that additional payments shall be made to the PA in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.2 Currency of Payment: All payments shall be made in Indian Rupees.

6.3 Terms of Payment The payments in respect of the Services shall be made as follows:

- a) **Performance guarantee** - 10% of total value of the Contract in the form of Bank Guarantee valid for six months beyond the expiry of the Contract prior to signing of contract and issue of notice by employer as specified in para 2.1 of GC.
- b) 30% of the total value of the contract shall be paid as advance against production of bank guarantee valid for a period of six months for the equal amount.
- c) Final Payment : The final payment as specified in SC 7 shall be made only after the final report and a final statement, identified as such, shall have been submitted by the PA and approved as satisfactory by the "Employer". The Services shall be deemed completed and finally accepted by the "Employer" and the final report and final statement shall be deemed approved by the "Employer" as satisfactory thirty (30) calendar days after receipt of the final report and final statement by the "Employer" unless the "Employer", within such thirty (30) day period, gives written notice to the PA specifying in detail deficiencies in the Services, the final report or final statement. The PA shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.
- d) The payments to the EMA would be subject to receipt of funds to NFDC from the END CLIENT.
- e) For the purpose of payment under Clause 6.3 (c) above, acceptance means; acceptance of the deliverables by the Employer after submission by the PA with / without modifications to be communicated in writing by the Employer to the PA.
- f) If the deliverables submitted by the PA are not acceptable to the Employer, reasons for such non-acceptance should be recorded in writing; the Employer shall not release the payment due to the consultant. This is without prejudicing the Employer's right to levy any liquidated damages under clause 9. In such case, the payment will be released to the PA only after it re-submits the deliverable and which is accepted by the Employer.
- g) All payments under this Contract shall be made to the accounts of the PA specified in the SC.
- h) With the exception of the final payment under (c) above, payments do not constitute acceptance of the Services nor relieve the PA of any obligations hereunder, unless the acceptance has been communicated by the Employer to the PA in writing.
- i) In case of early termination of the contract, the payment shall be made to the PA as mentioned here with: A reasonable assessment of the reimbursable and miscellaneous expenses shall be made based on details furnished by the PA in this regard with supporting documents and based on the assessment of the work done and the respective rates as provided.

Wherever such an assessment is difficult, the rates should be arrived at by calculating the amount on pro-rata basis.

7. FAIRNESS AND GOOD FAITH

7.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

7.2 Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

8.2 Arbitration: In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the Consultant, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry / Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

8.3. Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

8.4 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Employer and the Consultant. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

9. Liquidated Damages

9.1 The amount of liquidated damages under this Contract shall not exceed [5] % of the total value of the contract.

9.2 The liquidated damages shall be applicable under following circumstances:

(a) In the event of PA's default in maintaining the agreed time frame / scheduled set of activities as detailed in this Contract, the PA shall be liable to pay 1% of the total cost of the services for delay of each day or part thereof.

(b) Failure to bring in cultural components/ celebrity comperes would also invite damages under this provision to a maximum of 5%.

10. Miscellaneous provisions:

- i. "Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.
- ii. Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- iii. The Contractor/PA shall notify the Employer/ the Government of India of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.
- iv. Each member/constituent of the Contractor/Consultant, in case of a consortium, shall be jointly and severally liable to and responsible for all obligations towards the Employer/Government for performance of works/services including that of its Associates/Sub Contractors under the Contract.
- v. The Contractor/PA shall at all times indemnify and keep indemnified the Employer/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
- vi. The Contractor/PA shall at all times indemnify and keep indemnified the Employer/Government of India against any claims in respect of any

damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Contractor's/Consultant's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor/Consultant.

- vii. The Contractor/ PA shall at all times indemnify and keep indemnified the Employer/Government of India against any and all claims by Employees, Workman, Contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.
- viii. All claims regarding indemnity shall survive the termination or expiry of the Contract.
- ix. It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the (Contractor/Consultant) for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the Employer.

III. SPECIAL CONDITIONS OF CONTRACT:

| Special Clause | Ref. of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract |
|----------------|-------------------|--|
| 1. | | The addressees are : Employer Attention: Fax: PA Attention: Fax: |
| 2. | | The Authorized Representatives are: For the "Employer": For the PA: |
| 3. | | Submission of a Bank Guarantee of 10% of the value of the Contract as Performance guarantee valid for 6 months beyond the expiry of the Contract. |
| 4. | 2.2 | The time period shall the date of signing of the contract. |
| 5 | 2.3 | The time period shall be three months from the effective date. |
| 6. | 8.3 | The Arbitration proceedings shall take place in New Delhi. |
| 7. | | The payment schedule is as follow: 30% of the contract value as advance on production of Bank Guarantee to equal amount valid for a period of six months and Balance 70% on successful completion of the work after certificate to the effect by the Employer. Both payments are subject to receipt of the fund to NFDC from END CLIENT. |

Binding signature of Employer Signed
by _____

(for and on behalf of the President of India)

Binding signature of Contractor Signed
by _____

(for and on behalf of
_____ duly authorized vide Resolution

N
o _____ dated _____ of the Board of Directors of _____)

In the presence of
(Witnesses)

IV. APPENDICES

Appendix A: Scope of Work with detailed cost per item.

Appendix B: Consolidated summary of costing.

Appendix C: Proforma of daily report / certificate

Appendix D: List of key personnel

(Appendix –A is Annexure-II of RFP and Appendix-B is Annexure- II A of the RFP).

APPENDIX –A**Scope of Work with detail cost per item:**

The PA will organize and execute an Opening Ceremony and Closing Ceremony befitting an International Film Festival. The proposed venue will be at the **Shyama Prasad Mukherjee Indoor Stadium, Panjim, Goa**. Infrastructure shall be provided by Govt. of Goa. In case additional items are required then the same shall be specified and accounted for in the financial quote.

The stage shall be provided with adequate backdrop and design parameters as approved by NFDC.

1. Arrangements for Opening and Closing Ceremony at Shyama Prasad Mukherjee Stadium :

| Sl.No. | Description of work | Amount (INR) |
|---------------|---|---------------------|
| A. | <p>a. Cultural programme of ½ hour duration during the opening and closing events which will reflect the cultural diversity of the country as well as celebrate the future of Cinema.</p> <p>b. Celebrity compere(s) for Opening and Closing function- one male and one female- total four personalities all must be persons of repute from the Indian Film Industry.</p> | |
| B. | <p>Venue :</p> <p>a. Back stage arrangements including refreshments for artists etc.</p> <p>b. Properties for stage including ceremonial lamp, presentation trays etc.</p> <p>c. Badges, walkies, Teleprompters (2) clearcoms for crew, vanity vans(caravans) for artists etc.</p> | |

2. Providing Art Decor installation on rental basis at Shyama Prasad Mukherjee Stadium for Opening and Closing Ceremony and other items on rental basis :

| S.N. | Description | Unit | Qty | Rate (Rs.) | Amount (Rs.) |
|-------------|--|-------------|------------|-------------------|---------------------|
| A. | <p>Providing Flex printing & branding (both sides), with suitable support, frame as required of size 8 ft x 4 ft to be erected on poles/etc., outside Venue. (Art Work to be designed as per directions of NFDC)</p> | Nos. | 90 | | |

| | | | | | |
|-------|---|-----|-----|--|--|
| B. | Providing 3 Dimensional Art Décor installation at VVIP entrance façade at Stadium with complete lighting as required – 2 Nos. | Job | 1.0 | | |
| C. | Providing Complete 3 Dimensional Art Décor at entrance gates at Stadium with Peacock installations on both sides(Left & Right Side) – 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor as required at the Entrance Gates of Dr. Shyama Prasad Mukherjee Stadium. | | | | |
| (i) | VIP/VVIP Entrance Gate – 1 & 2 | Job | 1.0 | | |
| (ii) | General Public Entrance Gate - 3 | Job | 1.0 | | |
| (iii) | General Public Entrance Gate – 4 | Job | 1.0 | | |
| (iv) | General Public Entrance Gate - 5 | Job | 1.0 | | |
| (v) | General Public Entrance Gate - 6 | Job | 1.0 | | |
| D. | Providing Complete 3 Dimensional Art Décor at entry points to Stadium with peacock installations on both sides(Left & Right Side) – 2nos and Horizontal beams with branding, printing of lettering, logos with complete lighting of Art Décor. | | | | |
| (i) | VVIP Entry and Exit (Gate -1) | Job | 1.0 | | |
| (ii) | Gate – 2 | Job | 1.0 | | |
| (iii) | Gate – 3 | Job | 1.0 | | |
| (iv) | Gate – 4 | Job | 1.0 | | |
| (v) | Gate – 5 | Job | 1.0 | | |
| (vi) | Gate – 6 | Job | 1.0 | | |
| (vii) | Gate – 7 | Job | 1.0 | | |
| E. | Providing Masking, Printing & Branding of entire Louver at the VIP/VVIP Entrance -2 nos. (Art Work to be designed as per | | | | |

| | | | | | |
|--------------|---|-------|------|--|--|
| | directions of NFDC) | Sq.Ft | 1850 | | |
| F. | Providing Ramp with suitable frame, support , strong and sturdy built as required as per directions of NFDC for Public Exit of with handrailings (Left, Center and Right). | Job | 1.0 | | |
| G. | Providing 3 Dimensional Art Décor installations at Dr. Shyama Prasad Mukherjee Stadium inside premises , - 24 nos. on various themes (IFFI, India, Goa, Cinema etc.) with complete lighting of the all the Art Décor Installations. The Art Installations should also serve as photo opp. The vendor will recommend suitable locations for installations in keeping with delegate density, photo op, visibility of installations etc. | Job | 1.0 | | |
| Total | | | | | |

3. Stage, Venue Décor and Technical Requirements:

| S.N. | Description | Unit | Qty | Rate (Rs.) | Amount (INR) |
|----------|--|------|-----|------------|--------------|
| A | Erecting of Stage on existing stage with complete xxxvii. Stage Construct xxxviii. Set Designing and Construct xxxix. Side Wings xl. Stage props xli. Trussing as per Requirement. xlii. Customised Podium with branding - 2Nos xlili. Stage skirting masking xliv. Centre LED Screen of size 30 * 12 -1 no with Platform on stage xlv. Side LED Screens of size 12 *16 with support structure 2 nos xlvi. Staircase on either side of the stage – 2 nos xlvii. Stage Décor with Light and sound requirement in accordance with the overall | Job | 1.0 | | |

| | | | | | |
|----------|---|-----|-----|--|--|
| | <p>programme, cultural programme and design.</p> <p>xlvi. Lighting as per requirement including illumination of Venue (inside Stadium)</p> <p>xlix. Sound and Wireless/Cordless Microphones as per requirement with man Power, Light Engineer, Sound Engineer Technicians etc as required.</p> <p>1. Green Room for artists – 2</p> <p>li. Back stage arrangements including refreshment for artists</p> <p>lii. Properties for the stage including ceremonial lamp, presentation trays etc.</p> <p>liii. Platform for Media/ Doordarshan with rises inside Stadium.</p> <p>liv. Teleprompters.</p> <p>(As per the overall programme/concept for cultural component and design given by PA. The height of the Stage shall be 4ft above from the ground level)</p> | | | | |
| B | <p>Providing Red Carpet of 10 ft wide from VVIP Entrance Area to stage front area with artistic Concept Design wall to cover the existing wall on both sides of the pathway with suitable frame of 8ft Height & Carpet of thickness 5mm with complete lighting, as per the requirement on the entire area.</p> | Job | 1.0 | | |
| C | <p>Providing Red carpet from car drop area to VVIP entrance with double Mojo barricading on either side of the carpet with artistic canopy with masking, printing and branding on both the sides.</p> <p>(Art Work to be designed as per the directions of ESG)</p> | Job | 1.0 | | |
| D | <p>Providing Media Platform with carpet finish at VVIP entrance area – 3 steps (Level + 1', Level +2', Level</p> | Job | 1.0 | | |

| | | | | | |
|--------------|---|-----------|-------|--|--|
| | +3) of size 29*24' with flex backdrop and printing of size 28*14' with suitable frame as required. (Art Work to be designed as per the directions of ESG) | | | | |
| E | Signages inside the auditorium for directional purpose, Venue/Zone identification, Seating Plan (Marking of Chairs/Sofas and Rows), Entry/Exit Points, Utilities, Parking Zone, Entry and Drop off Zone for VVIP/Public etc.,. The signages inside the auditorium should be legible even in dim lighting. The size and lettering of the signages should be such that the information displayed easily and prominently visible including fixing. | Sq. Ft | 200 | | |
| F | Providing Flex backdrop inside Stadium – 6 Nos. with printing and support as required | 384 Sq.Ft | 6 nos | | |
| G | Providing VVIP Lounge at Shyam Prasad Mukherjee Stadium with artistic Concept Design wall to cover the existing wall with branding on 3 sides, 10 nos. of strong and sturdy sofa sets with leather finish in white and normal hand rest, 10 nos. of wooden teapoy with glass top of size 3 ft x 18 inches and 2nos. of wooden banquet tables, with strong and sturdy Wooden Platform and Steps as required and Red Carpet of 5 mm thickness. | | | | |
| H | Providing Additional Tower ACs and Air Curtains at inside entrances of required nos. | | | | |
| I | Arranging power supply through silent D.G Sets of required capacity for the entire work during execution period and during the Opening and Closing Ceremony and should be located at a pre-defined location as directed by ESG/NFDC. | | | | |
| TOTAL | | | | | |

NOTE: Stage designs, entrance arch and creative will be executed by PA. PA would need to develop the design based on the brief provided by NFDC. Details

of work executed in connection with stage/venue décor and sound/ light arrangements during the last year is given at Annexure VII for reference purposes to enable the PA to visualize the Scope of Work. The sound equipment and lights will be required as per PA's stage decor and sound arrangement as well as the cultural component. The arrangement will be as per International festival standards.

4. Production of Audio Visual Inputs (in HD Format):

| S.N. | Requirements | Duration | Cost (INR) |
|--------------|--|-----------------------------------|------------|
| 1. | 01AV on lifetime Achievement Award. | 2 to 3 Min. | |
| 2. | 01AV On Centenary Award (Personality) | 2 to 3 Min. | |
| 3. | 5 AVs, 01 each on 05 Award Winners | 60 to 90 Sec. each | |
| 4. | 01 AV on Glimpses of 48th IFFI | 10 to 12 Min. | |
| 5. | Production of 02 TVCs | 30 Sec. & 60 Sec. | |
| 6. | Production of 01 New IFFI Signature Film | 15 Sec. to 30 Sec. | |
| 7. | Production of 04 Radio Spots | 15 Sec. & 30 Sec. | |
| 8. | Production of In Theater Slides | 10 Nos. JPEG/TIFF | |
| 9. | TV Episodes (in HD Format) - 8 episodes prior to festival regarding various aspects of the journey of IFFI for the last 48 years and Indian & International Cinema; and 9 episodes of daily reports of various events organized as during the festival.* | 17 Episodes of 24 minutes each | |
| 10. | 15 Multi camera setup with jimmy jib, online/live editing/switching for the opening ceremony and closing ceremonies. | 90 minutes each (approx.) | |
| TOTAL | | | |

*** Payment for the production of 17 TV Episodes will be made with upper limit as per the DAVP Rate Card, as specified in Annexure VIII and the execution of the production work will have to be as per the conditions specified in the same annexure.**

5. Other arrangements to be done at Opening and Closing Ceremonies at Shyama Prasad Mukherjee Stadium :

| | | | | | |
|----------|--|---------------------------------------|----------------------------------|--|--|
| A | <p>Providing strong and sturdy wooden (Marin Ply) platform mounted on strong MS frame work of size.</p> <p>5) 18mt x 40mt x 0.15mt and</p> <p>6) 20mt x 40 mt x 0.30 mt with superior quality plywood and thickness suitable for public seating complete with strong supports at regular intervals as per the requirements of ESG.</p> <p>g) Platform with 0.15mt height.</p> <p>h) Platform with 0.30mt height.</p> <p>i) Platform with 0.45 mt height</p> | <p>Sq. M</p> <p>Sq. M</p> <p>Sq.M</p> | <p>720</p> <p>800</p> <p>800</p> | | |
| B | <p>Providing synthetic floor carpet not less than 1 year old of approved colour and quality to be laid on maple flooring and specially prepared and placed wooden platform complete as required.</p> <p>m) 60mt x 40mt = 2400 sq.mt</p> <p>n) 2 x 10.00 x 0.30mt = 6.00 sq.mt</p> <p>o) 2 x 40.00 x 0.30mt. = 24.00 sq.mt</p> <p>p) 2 x 10.00 x 0.15mt = 3.00 sq.mt</p> <p>q) 20.00mt x 40mt = 800 sq.mt</p> <p>r) 18 mt x 40 mt. = 720 sq.mt</p> <p>Total = 3953.00sq.mt</p> <p>Say 3955sq.mt</p> | <p>Sq.M</p> | <p>3955</p> | | |
| C | <p>Supply and placing on rental basis strong and sturdy sofa sets (2 seater) with leather finish in black/ approved colour and normal hand rest for 06 days each on opening & closing ceremony.</p> | <p>6 Days</p> | <p>220 Nos.</p> | | |
| D | <p>Supply and placing on rental basis wooden tea poys with glass top of size 3' x 18" each for 06 days each on opening & closing ceremony.</p> | <p>6 Days</p> | <p>20 Nos.</p> | | |
| E | <p>Supply and placing on rental basis banquet chairs having steel body frame, cushioned back rest and seat with hand rest with lighter seat</p> | <p>6 Days</p> | <p>1500 Nos.</p> | | |

| | | | | | |
|----------|---|--------|-----------|--|--|
| | cover for entire chair of size 20" x 20" each complete as required with coloured ribbons for 06 days each on opening & closing ceremony. | | | | |
| F | Providing Mojo barricading (double lane) for block wise seating arrangements including Masking, Flex Printing and Branding. (Art Work to be designed as per directions of ESG) | Job | 1.0 | | |
| G | Supply and placing on rental basis strong plastic chairs without hand rest of any reputed make like National, Neelkamal etc with white colour cotton cover each for 06 days each on opening & closing ceremony. | 6 Days | 2500 Nos. | | |

Note : The amount mentioned scope of work in point no. 5 would be paid by NFDC to the successful bidder on receipt of payments from Entertainment Society of Goa (ESG).

The broad concepts for the cultural components and broad list of suggested names for compere would be shared with the participating bidders who attend the pre-bid meeting on 23rd Oct. 2017 The bidders may also make their suggestion during the meeting. A commonly approved concept and broad list of personalities would be shared with those who attend the meeting and the bidders are expected to work out several combination of proposal with costing (which will be all inclusive) and submit as separate proposal. **The selected bidder based on the approved procedure based on would have to execute entire production including hiring of celebrity performers & comperes, NFDC shall not pay any additional fee.**

Note:

1. The cost quoted for cultural components and celebrity comperes should be all inclusive and no additional costs on account of anything would be allowed. The PA should also note that they must be in a position to engage the group and personality, which they propose in the additional quote. Once the cultural groups and celebrity comperes are finalized, no changes would be entertained and any change would attract levying of damages as mentioned at para18.

2. The PA shall handover the site after carrying out the cleaning of the entire premises and the entire waste materials should be lifted by the PA.

APPENDIX -B

Consolidated summary of costing of various events to be managed and executed by the production agency

| S.N. | Item | Price Quoted (INR) |
|-------------|---|---------------------------|
| 1 | Arrangements for Opening and Closing Ceremony. | |
| 2 | Providing Art Decor installation on rental basis at Shyama Prasad Mukherjee Stadium for Opening & Closing Ceremony and other items on rental basis. | |
| 3 | Stage, Venue Décor and Technical Requirements | |
| 4 | Production of Audio Visual Inputs (in HD Format). | |
| 5 | Other arrangements to be done at Opening and Closing Ceremonies. | |
| 6 | Total Cost | |
| 7 | GST | |
| 8 | Grand Total | |

Note: The above requirements are subject to change as per requirement. Payment shall be made on actual basis.

Name:

Designation:

Signature

APPENDIX-C**Daily Report to be submitted by the PA :**

1. Details of manpower deployed at designated venues.

Note:

1. The above report should be submitted by PA on daily basis.
2. The above information should be supported with documentary proof.
3. An assessment by NFDC in qualitative and quantitative terms duly taking into consideration into the proposal submitted by the PA would be made.

CERTIFICATE

The items in the above report have been verified and found to be correct and the PA has carried out all their tasks as per the provisions of the contract.

Director, IFFI

APPENDIX-D**List of Key Personnel:**

| S.N. | Name | Designation | Experience |
|-------------|-------------|--------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Name:

Designation:

Signature

Annexure VII**Venue/stage décor and Sound and lighting arrangement to be done for IFFI 2017 :**

(For the purpose of reference for the PA to understand and assess the overall volume of work.)

| SHYAMA PRASHAD INDOOR STADIUM | | |
|-------------------------------|---|---|
| S.No. | Main elements | Sub elements in details |
| 1 | ENTRANCE ARCH - MAIN (ENTRY& EXIT) - 2NOS. 74ft x 20ft | |
| | | Vertical pillar structures on center, left & right side - 6nos. |
| | | Horizontal Beam on top - 4nos. |
| 2 | ENTRANCE ARCH - FOR VVIP | |
| | | Vertical pillar structures on center, left& right side - 2nos. |
| | | 3D Peacock - 2nos. |
| | | Horizontal Beam on top |
| 3 | ENTRANCE ARCH - FOR PUBLIC | |
| | | Vertical pillar structures on center, left& right side - 2nos. |
| | | 3D Peacock - 2nos. |
| | | Horizontal Beam on top |
| 4 | 3D LOGO UNIT INSTALLATION WITH PEACOCK STRUCTURE - LEFT & RIGHT SIDE - 2 sets | |
| | | 3D Event Logo structure with Bulbs - 2set |

| | | |
|----|--|--|
| | | Peacock structure IN 3D - 2set |
| 5 | RED CARPETING - OUT SIDE - FOR VIP | |
| | | Welcome red carpeting - car drop area to VVIP entrance |
| 6 | MOJO BARRICADING | |
| | | Mojo barricading- car drop area to VVIP entrance |
| 7 | MEDIA PLATFORM IN 3 LEVEL | |
| | | Platform in 3 different level for media with carpet finish on top |
| 8 | FLEX BACKDROP FOR MEDIA | |
| | | Wooden framing with flex mounting & black cloth finish behind |
| 9 | FOYER WALL | |
| | | Back wall with graphics |
| 10 | VIP - PATHWAY AREA - RED CARPETING | |
| | | 10ft wide welcome red carpeting - VVIP entrance to stage front area |
| 11 | FLEX- BRANDING WALLS - ALONG THE VVIP PATHWAY AREA | |
| | | Upto 8ft height flex wall to cover the existing walls - VIP entrance to stage area |
| | | Total 12 walls in different sizes x 8ft ht. |
| 12 | FLEX- BRANDING WALLS - ALONG THE PUBLIC PATHWAY AREA | |
| | | Upto 8ft height flex walls to cover the existing wall - |
| | | Total 5 walls in different sizes |
| 13 | MAIN STAGE ON EXISTING STAGE | |
| | | Stage - 68ft x 40ft x 3ft ht. |

| | |
|----|--|
| 14 | SEMI CIRCULAR STAGE EXTENTION |
| | Stage - 60ft x 26ft x 4ft ht. |
| 15 | RAMP - IN CENTER OF THE SEMI CIRCULAR STAGE |
| | Stage - 24ft x 8 ft x 4ft ht. |
| 16 | STAGE SKIRTING MASKING WITH BLACK & BLUE CLOTH IN LAYERS |
| 17 | LED PLATFORM ON EITHER SIDES (with blue skirting) |
| | Stage - 16ft x 4 ft x 4ft ht. - 2nos. |
| 18 | CENTER LED PLATFORM ON STAGE |
| | Stage - 30ft x 8 ft x 3ft ht. - |
| 19 | CENTER LED SCREEN - 30ft x 12ft - 1 nos. |
| 20 | SIDE LED SCREEN - 12ft x 16ft -2 nos. |
| | 5MM LED SCREEN IN CENTRE - 30' X 12' |
| | 5MM LED SCREEN - 12' X 16' HT WITH SUPPORT STRUCTURE |
| | L-SUPPORT FOR LED SCREEN |
| | WATCHOUT SERVER / PROCESSOR |
| | EXTRON ISS 508 SEAMLESS SWITCHER |
| | DV CAM SHOOT WITH ONLINE EDITING |
| | VIDEO MIXER, MONITOR, CABLING, TECHNICIAN ETC |
| 21 | CURVED STAIRCASE ON EITHER SIDE OF THE STAGE - 2nos. |
| | 6ft wide steps in curved shape upto 7.5ft height |
| 22 | RECESSED LED LIGHTS ON STEPS OF THE CURVED STAIRCASE |

| | |
|----|--|
| 23 | RECESSED LED LIGHTS ON STEPS OF THE CURVED STAIRCASE |
| 24 | SIDE RAILING FOR CURVED STAIRCASE - 4nos. |
| 25 | VICTORIAN LAMP POST ON CURVED STAIRCASE - 4nos. |
| 26 | BACK STEPS - TOTAL 4nos. (3ft & 8ft hts) |
| 27 | LANDING PLATFORM FOR CURVED STAIRCASE - 2 nos. (7.5ft ht.) |
| 28 | BACKDROP WITH MIRCHI LIGHTS - IN CENTER -60ft x 20ft - 1nos. |
| 29 | BACKDROP WITH MIRCHI LIGHTS - ON EITHER SIDES - (40ft x 20ft - 2nos, 6ft x 20ft -2nos) |
| 30 | 3D FILM REELS - HANGING FROM TOP -10nos. |
| 31 | INLIT BULBS ON 3D FILM REELS |
| 32 | CUSTOMISED PODIUM - 2nos. |
| 33 | PEACOCK CUT OUT IN 3D - IN CENTER OF THE STAGE - 40ft x 13ft |
| 34 | 3D INLIT FEATHERS ON 3D PEACOCK |
| 35 | HUGE PANELS OF ACTORS -BEHIND THE AUDIENCE GALLERY - 16ft x 25ft |
| 36 | PENNANTS FROM THE ELECTRIC POLES |
| | Total felx prints 96nos. |
| | M.S.Pipes top & bottom - 192nos. |
| 37 | SIGNANGES STAND -12nos. |
| 38 | LIGHTING |
| | MOVING HEAD SPOT 2500W |
| | SHARPY |
| | LED WASH |

| | | |
|----|----------|---|
| | | CHROME PAR 64 |
| | | LED PAR RGBWA |
| | | LED BATTON RGBWA |
| | | PROFILE SPOT |
| | | SMOKE FACTORY FAN FOGGER |
| | | SMOKE MACHINE TOUR HAZER |
| | | FOLLOW SPOT |
| | | AVOLITE PEARL BOARD |
| | | CABLING & TECHNICIANS |
| | | LASER 10 WATT |
| | | LIGHT ENGINEER |
| 39 | TRUSSING | |
| | | 500 MM BOX TRUSS - 70' X 36' X 35' HT |
| | | FOH TRUSSING HANGING - 500 MM - 80FT WIDE |
| | | RIGGING SLINGS / RACHET BELTS |
| 40 | SOUND | |
| | | SPEAKERS |
| | | SUB WOOFERS |
| | | MONITORS |
| | | POWER AMPLIFIERS |
| | | MEDIUM FORMAT MIXING CONSOLE |
| | | WIRELESS MICROPHONES SYSTEM |
| | | WIRELESS HAND HELD MICS |
| | | WIRELESS BODYPACKS |
| | | LAPEL MICS |
| | | WIRELESS MIC ACCESSORIES |
| | | PODIUM/LECTURN MICS |
| | | DI BOXES |
| | | ISOLATORS |
| | | REPLAY DEVICES |
| | | TEST AND MEASUREMENT HARDWARES |

| | |
|--|--------------------|
| | COMPUTERS |
| | POWER DISTRO |
| | POWER CABLE |
| | ROGGING EQUIPMENTS |
| | ARRAY FRAMES |
| | MIC STANDS |
| | SNAKE REELS |
| | SNAKE CABLES |
| | MIC & LINE CABLES |
| | SPEAKER CABLES |
| | UTILITY BOX |
| | CLEAR COMMS |

39 TRUSSING

| | |
|--|---|
| | 500 MM BOX TRUSS - 70' X 36' X 35' HT |
| | |
| | FOH TRUSSING HANGING - 500 MM - 80FT WIDE |
| | |
| | RIGGING SLINGS / RACHET BELTS |

40 SOUND

| | |
|--|------------------------------|
| | SPEAKERS |
| | |
| | SUB WOOFERS |
| | |
| | MONITORS |
| | |
| | POWER AMPLIFIERS |
| | |
| | MEDIUM FORMAT MIXING CONSOLE |
| | |
| | WIRELESS MICROPHONES SYSTEM |
| | |
| | WIRELESS HAND HELD MICS |
| | |
| | WIRELESS BODYPACKS |
| | |
| | LAPEL MICS |
| | |
| | WIRELESS MIC ACCESSORIES |

| |
|--------------------------------|
| |
| PODIUM/LECTURN MICS |
| |
| DI BOXES |
| ISOLATORS |
| |
| REPLAY DEVICES |
| |
| TEST AND MEASUREMENT HARDWARES |
| |
| COMPUTERS |
| |
| POWER DISTRO |
| |
| POWER CABLE |
| |
| ROGGING EQUIPMENTS |
| |
| ARRAY FRAMES |
| |
| MIC STANDS |
| |
| SNAKE REELS |
| |
| SNAKE CABLES |
| |
| MIC & LINE CABLES |
| |
| SPEAKER CABLES |
| |
| UTILITY BOX |
| |
| CLEAR COMMS |
| |
| TELEPROMPTER (Two) |

Scope of Work for Production of 17 Episodes & DAVP Rate Card:

NFDC invites programme proposals for making 17 episodes of Short films/ Telefilms (in Hindi) in HD Format each of 24 minutes duration, crafted to showcase the past, present and future of the International Film Festival of India (IFFI) from various angles and perspectives from Producer/Production Houses to be telecast on Doordarshan in connection with IFFI, 2017 .

International Film Festival of India is being organized by the Ministry of Information and Broadcasting at Goa from 20th to 28th November, 2017. To celebrate the festival of films, NFDC aims to produce 17 short-films on the theme of IFFI 2017 through the selected PA as part of this RFP. Following is the Scope of Work:

1. 8 episodes of 24 minutes each (in HD Format) are required to be produced for telecast before the beginning of the festival on 20th November 2017 regarding various aspects of the journey of IFFI for the last 48 years and Indian & International Cinema; and

2. 9 episodes of 24 minutes each (in HD Format) during the festival dates which is 20th to 28th November 2017 of daily reports of various events organized during the festival.

(Note: NFDC / Doordarshan reserves the right to make changes in the type/genre, theme/subject etc; its decision in this regard shall be final.)

Applicants are required to submit proposals to produce the programme(s) along with budget details which should be in accordance with the DAVP rate card.

PAYMENT:

Payment for the production of 17 TV Episodes will be made with upper limit as per the DAVP Rate Card, which is part of this annexure. The payments will be made to the successful bidder by NFDC upon satisfactory completion of the work. Payment will be restricted to the financial quotes as proposed by the PA in the financial bid and approved by the competent authority.

PRODUCTION:

1. The script and Discs (rough-cuts, final master) submitted by the Producer would be previewed by Preview Committee to be appointed by NFDC.

2. If the Preview committee/ Executive Producer suggests amendments in the programmes at any stage of the production, the Producer shall carry out the same within the shortest possible time at his/her own cost.
3. All programmes shall conform to the Broadcasting Code, Programme Code and Advertising Code of Doordarshan.
4. On completion of the programme, the following shall become the property of Doordarshan in perpetuity and shall be transferred to and/or handed over to Doordarshan before the release of the final payment of the programme:
 - (a.) All scripts and versions of the programme.
 - (b.) All masters, shooting tapes/Discs along with unedited material, preview cassettes, publicity material, photographs, promo material and recordings of songs, if any, pertaining to the programme.
5. During the production process the highest technical standards shall be maintained so that the delivered programme is of required standards. Technical specifications stipulated should be maintained through the complete production process i.e. during Production, Post-Production and Delivery, thereby ensuring format compatibility and sustainable archival standard.
6. Graphics, Captions and action shall be within the safe areas.
7. All programmes in above genres have to be submitted in HD format: XDCAMHD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed by DD. Submissions in formats other than prescribed by DD shall be summarily rejected.
8. Master Discs shall have 10 sec. Black, 30 sec. Color Bar w/t 1 kHz tone, 10 sec. Black followed by 10 sec. Countdown in sequence as the programme leader.
9. Doordarshan would check all the telecast masters for technical quality and if the discs are technically rejected by Doordarshan, the Producer shall carry out necessary corrections as desired by Doordarshan, within the shortest possible time at his/her own cost. The telecast masters submitted after necessary corrections shall be checked for technical quality again and if the discs fail the technical quality for the second time or on subsequent checks, the Producer would have to pay penalty equal to 1% of the Programme Price for each rejection.

RIGHTS

1. All copyrights, whether vested, contingent or future, including broadcasting rights and new media rights, if any, of a programme by Doordarshan under this scheme and produced by the Producer shall vest with Doordarshan in perpetuity. Producer shall indemnify Doordarshan against all claims including copy right claims, demands, actions, costs etc. in connection with the programme.
2. The said rights shall, inter alia, include:
 - a. Masters/negatives/rushes rights for all forms of television transmission, including satellite, terrestrial, free-to-air, pay television, DTH, IPTV, DVB (H) etc. in any manner whatsoever, via any medium, method and/or technology for broadcast/reception now known or hereafter invented.
 - b. The exclusive global rights for video, cable, radio, website, internet, audio, publishing, merchandising and conversion to feature film, CD, DVD formats with complete language rights in entirety.
 - c. Doordarshan shall be the exclusive owner of the programme worldwide in perpetuity for multiple telecasts on its own channels and/or on other channels.
 - d. Doordarshan shall have the right to exploit the programme by any and all means and in any or all mediums throughout the world and shall have the right to edit, cut, translate, dub, package or alter the programme and to combine it with other material at its discretion. Doordarshan shall have the right to insert commercial advertisements in the programme.
 - e. The Producer shall not have any claim over the revenues earned by Prasar Bharati through advertisements or through any other means in the course of exploitation of the programme.
 - f. Rights in the literary material/screenplay on which the programme is based, including the entire Producer's rights, titles and interests shall stand automatically transferred to Doordarshan in perpetuity at the time of delivery of the programme/ episode.
 - g. If the programme wins any National or International Award, the Award proceeds shall be shared on 50:50 basis between the Producer and Doordarshan. This is to encourage excellence in programming.

PRODUCTION SPECIFICATION

- a. Graphics, Captions and action shall be within the safe areas.
- b. Production tapes shall be of the highest professional quality, recently manufactured. "First usage" of the specified format shall be ensured.
- c. Master tape shall have 10 sec. Black, 30 sec. Colour Bar w/t 1khz tone, 10 sec. Black followed by 10 sec. Countdown in sequence as the programme leader.

Each episode shall be produced and edited into a package ready for broadcast on television in HD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed by DD as per the technical standards prescribed.

- d. HD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed by DD as per the technical guidelines provided to Second Party by PRASAR BHARATI.
- e. Duration of each episode will be 24 minutes (excluding breaks) for a half-hour slot. Please note that programme duration does not include blank inserted for breaks. No programme should exceed 24 minutes under any circumstances.

TECHNICAL SPECIFICATIONS

1. HD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed by DD is to be adopted.
2. The producer shall submit the following tapes after the completion of the programme to PRASARBHARATI (Doordarshan)
 - a) HD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed by DD as per the technical standards prescribed. Master tape with full mix audio on CH#1 and CH#2 and on CH#3 and CH#4 stereo audio.
 - b) Unmixed tapes containing effects, music on one track and commentary / dialogue on the other track.
 - c) All shooting tapes including un-edited and unused shooting material.
 - d) DVD / VHS copy of (a) with time code.
 - e) DVD/ VHS copy of (a) without time code
 - f) Back up tape with dialogue track on CH# 1 full mixed audio on CH#2 and stereo audio on CH#3 and CH#4.

3. Master tape may have 10sec. black, 30 sec. Colour Bar w/t ikhz tone, 10 sec. black followed by 10 sec. countdown in sequence as the programme leader with 1000 Hz audio tone at 0 VU (reference for audio level followed by Doordarshan, it corresponds to +4 dbm audio signal across 600 ohm impedance) followed by a five second visual slate with the following information.

Name of Programme :

Total duration of Programme :

Reading :

Following by a 25 second video black after which the programme shall begin.

4. All tapes must have one continuous Time Code Track.

5. Production Standards:

- a) The Producer will have to ensure the delivery of telecast material without commercials one week in advance for preview by Doordarshan. It will also ensure the delivery of final telecast copy in XDCAM HD MPEG 4:2:2 on PFD 23/PFD 50/ PFD 100 Optical Disc format or any other format prescribed with commercials and one copy without commercials submitted three clear working days prior to the date of telecast for technical clearance and final telecast.
- b) The telecast copy must be provided as follows:
- (i) XDCAM HD MPEG 4:2:2 on PFD 23/PFD50/ PFD 100 Optical Disc format or any other format prescribed with Master disc with full mix audio on CH#1 and CH#2 and on CH#3 and CH#4 stereo audio.
 - (ii) Back up disc with dialogue track on CH#1 full mixed audio on CH#2 and stereo audio on CH#3 and CH#4.
 - (iii) Two copies of the enclosed run sheet duly filled in. 18. All tapes must begin with a two minutes first generation of 75%, 1080/50 colour bar with 1000 Hz audio tone at 0 VU (reference for audio level followed by Doordarshan, it corresponds to +4 dbm audio signal across 600 ohm impedance at the beginning. 19.
- (c) All tapes must have one continuous Time Code Track 20. Audio level of the Broadcast Master must correspond to - 20 VU = PPM 4, whatever the variation, the 0 level must correspond to PPM 4.
- (d) The audio must never exceed PPM 5. 21. Programme video should meet CCIR specifications for Video and Chrominance Levels. Typically max. Luminance = 1 volt p-p with 0.7 volts of video and 0.3 volts of sync pulse. 29 of 40 Maximum Chrominance Saturation = 100% 22.

- (e) Audio level of broadcast master must correspond to 0 VU i.e. 4 dbm i.e. 4 dbu. The audio level should remain within +1 VU to -20 VU, preferably should be within 0 to -20 dBFS (relative to digital scale) throughout the tape. 23.
- (f) Programme video should meet ITU (CCIR) specifications for video and chrominance levels i.e. video should be 1 volt pp across 75 ohms with 0.7 V video and 0.3 volts of sync.

PROGRAMME CREDITS

Beginning title and signature tune should be not more than 60 seconds in duration. Only programme title, episode titles (if any) and cast credits should be included at the beginning. The name of the production house will appear after end credits only.

1. End credit should be not more than 30 seconds in length and restricted to creative team. Courtesy credits will not be allowed.
2. The name of the production house following the end credits will appear in the same font and format as the end credits.

OTHER SUBMISSIONS

- 1.a) Two copies of the script/ screenplay
 - b) General promos of 30 sec. General synopsis.
2. Copyright permissions should have been obtained for all music tracks, archival material and stock footage used. A copy of the letter should be submitted, if necessary.

LABELING INSTRUCTIONS

The broadcast and back up HD MPEG 4:2:2 on PFD 23/PFD50/ PFD 100 Optical Disc format must be labeled as follows:

NAME OF PROGRAMME :

DURATION OF PROGRAMME :

READING :

DAVP RATE CARD (RELEVANT EXTRACT):

Video Spot./Documentaries/Telefilms : The consolidated rates of Video Spot /Jingle/Documentaries/Telefilms are as given below, shot on Digi Beta or DV Cam:

| Duration | Master | Dubbing | Language Version | HD Format | Re – voice over | Re-shooting charges | Reediting charges | 35/16 mm film |
|--------------------|-------------|-----------|------------------|---|-----------------|---------------------|-------------------|---|
| Above 15 to 30 mts | Rs.5,50,000 | Rs.50,000 | Rs.2,50,000 | 50 percent more than the respective master/ Language rate | Rs.15,000 | Rs.35,000 | Rs.21,000 | 100% more than the respective master/ Language rate |