

**NATIONAL FILM DEVELOPMENT CORPORATION LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)**

**OPEN TENDER**

**REQUEST FOR PROPOSAL**

**FOR ENGAGEMENT OF AGENCY TO PROVIDE THE SERVICES OF ARRANGEMENT OF HOTEL,  
FOOD, LOCAL TRANSPORTATION AND MANAGEMENT OF MOVEMENT OF PARTICIPANTS  
FOR CMOT VERTICAL OF THE 55<sup>th</sup> INTERNATIONAL FILM FESTIVAL OF INDIA (IFFI) FROM  
18<sup>th</sup> - 26<sup>th</sup> NOVEMBER, 2024 IN PANAJI, GOA**

**RFP NO. NFDC/CMOT/IFFI/2024/003  
DATE: 18.09.2024**

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## **DISCLAIMER**

**THIS REQUEST FOR PROPOSAL ("RFP") IS FLOATED FOR ENGAGEMENT OF AGENCIES THROUGH A "OPEN TENDER" TO PROVIDE THE SERVICES OF ARRANGEMENT OF HOTEL, FOOD, LOCAL TRANSPORTATION AND MANAGEMENT OF MOVEMENT OF PARTICIPANTS FOR CMOT VERTICAL OF THE 55<sup>th</sup> INTERNATIONAL FILM FESTIVAL OF INDIA (IFFI) 2024 IN PANAJI, GOA.**

This Request for Proposal is an invitation by National Film Development Corporation Limited (NFDC), a Public Sector Enterprise under Government of India, but not an offer, to receive responses from eligible interested Agencies through an open tender for providing the services of arrangement of Hotel, food, local transportation and management of movement of participants for the Creative Minds of Tomorrow (CMOT) vertical of the 55<sup>th</sup> International Film Festival of India (IFFI) 2024 to be organized in Panaji, GOA.

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

## BACKGROUND

The National Film Development Corporation Ltd. (NFDC), a Government of India Enterprise under the Ministry of Information & Broadcasting (MoI&B), is mandated to produce, promote and preserve the rich cinematic heritage of India. It also organizes India's largest film festival, the International Film Festival of India (IFFI), and its market arm, Film Bazaar. Alongside this, it also executes 360-degree communications for Government clients. In the past ten years, NFDC has rendered services to more than 150 Ministries/ Departments/ Government Institutions.

The Creative Minds of Tomorrow (CMOT) program is an annual skill and talent component set to take place at the 55th edition of the International Film Festival of India (IFFI). The novel talent development initiative was launched by the Ministry of Information and Broadcasting, to commemorate the 75th anniversary of India's independence, as part of the "Azadi Ka Amrit Mahotsav" (AKAM) Celebrations, alongside the 2021 edition of IFFI.

This year in the fourth edition with 100 young film personalities to be selected from 13 film crafts of filmmaking from all across India.

### Objectives of CMOT:

The objectives of the CMOT activity are as under-

- To **identify** the young Indian cinematic talents and offer them an international platform to showcase emerging creative voices;
- To **recognize** cinematic excellence craftsmanship across filmmaking disciplines, promising to contribute to India's growing stature as a global content hub
- To **encourage** and **nurture** forward-thinking narratives that celebrate Azadi ka Amrit Mahotsav and reflect the aspirations of India in Amrit Kaal
- To **ensure** that talent meets opportunity

### Application categories:

The upcoming edition of CMOT will be organised at IFFI, Goa between 18th November 2024 to 26th November 2024. This year, entries will be invited in the following categories-

- Direction
- Acting
- Cinematography
- Editing and Subtitling
- Scriptwriting
- Playback Singing
- Music Composition
- Sound Recording
- Costume Design
- Hair & Makeup
- Art Direction
- Animation, Visual Effects (VFX), Augmented Reality (AR) and Virtual reality (VR)
- Voice Over/Dubbing

The selected 100 participants will get an opportunity to attend the International Film Festival of India (IFFI). Their food, travel and accommodation will be organised by NFDC from 18<sup>th</sup> November to 26<sup>th</sup> November, 2024.

## **NOTICE INVITING TENDER**

**National Film Development Corporation Limited (NFDC),  
Regional Office: 4th Floor Soochna Bhawan, Phase-I, CGO Complex, New Delhi- 110  
003**

Request for Proposal (RFP) as "OPEN TENDER" vide no. RFP NO. NFDC/CMOT/IFFI/2024/003 Dated 18.09.2024 inviting bids from experienced and reputed AGENCIES for the CMOT vertical of the 55<sup>th</sup> IFFI 2024 in Panaji, Goa.

The last date for submission of completed proposal for the AGENCY as prescribed, in a separate sealed cover super-scribed "Techno - Financial Bid for providing the services of arrangement of Hotel, food, local transportation and management of movement of participants for the CMOT vertical of 55th International Film Festival of India (IFFI) 2024 to be organized in Panaji, GOA" on or before 3<sup>rd</sup> October 2024 at 11:00 AM. In no circumstances, the last submission date will be extended.

Technical Bids would be opened on 3<sup>rd</sup> October 2024 at 02:00 PM in the presence of available applicants or their representatives. The proposals will be evaluated on QCBS Basis in accordance with the pre-qualification and evaluation criteria to shortlist AGENCIES as prescribed in the RFP document for opening of financial bids on 4<sup>th</sup> October 2024 at

**National Film Development Corporation Limited (NFDC),  
4th Floor Soochna Bhawan,  
Phase-I, CGO Complex,  
New Delhi- 110003**

- **Schedule for Submission of RFP**

<b>Event</b>	<b>Date</b>
Availability of RFP/ Start Date	18 <sup>th</sup> September 2024, 05.30 PM
Pre-Bid Meeting (Online)	23 <sup>rd</sup> September 2024, 02.00 PM (meet.google.com/ypk-vyjj-tij)
Last date and Time for submission of Bids	3 <sup>rd</sup> October 2024, 11.00 AM
Opening of Bids	3 <sup>rd</sup> October 2024, 02.00 PM
Technical Bid Evaluation and Concept Presentation	4 <sup>th</sup> October 2024, 10.00 AM onwards
Opening of Financial Bid	4 <sup>th</sup> October 2024, 04.00 PM onwards

**The RFP document** can be downloaded from the website <http://www.nfdcindia.com> and <https://eprocure.gov.in/epublish/app>. Alternatively, the document can also be obtained in person from **National Film Development Corporation Limited (NFDC), Room No. 401, 4th Floor Soochna Bhawan, Phase-I, CGO Complex, New Delhi- 110003** on any day from 18<sup>th</sup> September 2024 to 2<sup>nd</sup> October 2024.

The completed application (response document), containing two hard copies (printed, signed and bound copies) and one soft copy (on a 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 Technical and Financial proposals are to be enclosed in a bigger envelope sealed and super scribed with the title - **“Techno- Financial Bid for Arrangement of Hotel, food, transportation and overall management of participants for the CMOT vertical (IFFI) 2024, Panaji, Goa”**, before the last date and time at the following address:

**National Film Development Corporation Limited (NFDC),  
4th Floor Soochna Bhawan,  
Phase-I, CGO Complex,  
New Delhi- 110003**

**Late Applications:** Any application received after the last date and time for submission for the same shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.

## DEFINITIONS

**“RFP”** means Request for Proposal

**“NFDC”** means National Film Development Corporation Limited

**“Applicant”** means a experience and reputed Indian Agency having requisite experience in providing services for arrangement of Hotels, Foods, Local transportations etc. for large-scale events

**“Application”** means the Bids submitted by an Applicant in the prescribed format

**“CMOT”** means ‘Creative Minds of Tomorrow’ selected across the country from the list of participants in the field of Film creations

**“IFFI”** means ‘International Film Festival of India’ organized by NFDC under the Ministry of Information & Broadcasting, Govt. of India.

## SUMMARY

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

- Part I:** The first part consists of the general information / conditions and requirements. 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 technical details, describing various aspects related to Arrangement of Hotels, Foods, Local Transportation and Movement management for CMOT vertical of 55<sup>th</sup> IFFI 2024
- 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.
- 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

#### 1. Introduction:

The National Film Development Corporation Ltd. (NFDC), a Government of India Enterprise under the Ministry of Information & Broadcasting, is mandated and engaged in producing and executing 360-degree communications for Government clients. In the past ten years, NFDC has rendered services to more than 150 Ministries/ Departments/ Government Institutions.

2. NFDC proposes to engage an AGENCY of repute for the CMOT vertical of 55<sup>th</sup> IFFI 2024, which will be held during 18<sup>th</sup> - 26<sup>th</sup> November 2024, which will include arrangement of Hotels, Foods, Local transportation and management of movement of participants as per the requirement given in the scope of work and the AGENCY will be responsible for management and providing technical support too.

#### 3. SCOPE OF WORK:

NFDC would like to engage an AGENCY of repute for the CMOT vertical of 55<sup>th</sup> IFFI 2024, which will be held during 18<sup>th</sup> - 26<sup>th</sup> November 2024,

Details of the scope of work are given in Annexure I.

**Note** – While the above requirements have been worked out taking into consideration all the concerned requirements, The AGENCY should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.

#### 4. AMENDMENT OF RFP DOCUMENT:

At any time, prior to the deadline for submission of Applications, NFDC either on its own or on request of the applicants may amend the RFP Document by issuing a corrigendum. To give the Applicants reasonable time to take the corrigendum into account in preparing their Applications, NFDC may, at its sole discretion, extend the deadline for the submission of Applications. Applicants may check the NFDC website <http://www.nfdcindia.com> for any such amendments from time to time.

#### 5. CLARIFICATIONS TO RFP / PRE-BID MEETING:

The Applicants may seek clarifications through email at the following email id: [nachiket@nfdcindia.com](mailto:nachiket@nfdcindia.com) regarding the RFP document on or before the time stipulated in the RFP document. The subject line for the email should be formatted as follows: “**Pre-Bid Query for AGENCY for CMOT-2024**”. NFDC shall respond in writing to any such request for clarifications by email at the earliest.

#### 6. VALIDITY OF RFP RESPONSE:

The RFP response submitted by the Applicants shall be valid for a period of 6 (Six) months after the date of RFP response opening, prescribed in this document. A RFP response valid for a shorter period may be rejected as non-responsive. NFDC may solicit Applicants' consent to an extension of

RFP response validity.

#### **7. TENDER FEE:**

- a. INR 5,000/- (Rupees Five Thousand only) Non-Refundable Tender Fee in the form of Demand Draft in favor of “National Film Development Corporation”, payable at New Delhi.
- b. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected out rightly. However, the agency claiming the exemption under the provisions of MSME Act, should produce the valid MSME registration certificate.
- c. The above DD should be enclosed in the envelope marked “Technical Proposal”

#### **8. EARNEST MONEY DEPOSIT (EMD)**

An EMD of INR 50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft payable at New Delhi drawn in favor of “National Film Development Corporation” valid till 3 (three) months must be submitted along with the Technical Proposal.

The Bid submitted without EMD in the prescribed formats or without valid MSME certificate for exemption of EMD for the tendered items will not be accepted. In case the same is not furnished by the AGENCY 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 AGENCIES without interest upon request within 2 weeks from the date of signing of contract with the successful AGENCY. EMD of successful AGENCY will be returned upon request within 7 working days of receipt of performance Bank Guarantee from the AGENCY or completion of the project.

#### **SUBMISSION OF BIDS**

#### **TECHNICAL & FINANCIAL BIDS**

9. The AGENCY will be required to submit the technical bid financial bid in two separate and sealed envelopes. The technical proposal envelope shall be marked “**Technical Proposal**” and include a detailed presentation on AGENCY’s plan to address all the items listed in the Scope of Work as listed in **Annexure I and all other documents including Tender fee and EMD to supplement the eligibility requirements as per the Part II of RFP.** Financial Proposal shall be marked “**Financial Proposal**” and include the financial quotation only for each item listed at **Annexure II.** Both the proposals should be put up in a bigger envelope and marked as “**Techno - Financial Bid for providing the services of arrangement of Hotel, food, local transportation and management of movement of participants for the CMOT vertical of 55<sup>th</sup> International Film Festival of India (IFFI) 2024 to be organized in Panaji, GOA**”

The Techno-financial bid may be submitted in sealed envelopes through speed Post/ Courier/ Hand delivery till 11:00 AM on 3<sup>rd</sup> October 2024 at the following address:

.....  
National Film Development Corporation,  
4<sup>th</sup> Floor, Sookhana Bhawan,  
Phase - 1, CGO Complex,  
Lodhi Road, New New Delhi- 110003.

10. Financial Proposal should be submitted as per the format prescribed at **Annexure - II.** Leaving out any item will result in disqualification. The amount quoted by an AGENCY should be inclusive

of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.

**11.** The AGENCY 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 AGENCY. No increase in price on any score shall be entertained.

**12.** A set of creative presentations is to be provided by the AGENCY.

12.1 AGENCY absent in technical demonstration/ presentation/ evaluation on the prescribed date shall be automatically disqualified, if applicable.

12.2 AGENCY has to arrange all necessary data, equipment, sample etc. for technical demonstration at NFDC by themselves, if applicable.

The AGENCY must give an undertaking to the effect that all the creative concepts belong to it and NFDC shall not be liable in any manner for copyright infringement. In case NFDC selects the technical presentation submitted by the AGENCY, then the actual execution of the event shall confirm to the technical presentation submitted by AGENCY and approved by NFDC, failing which NFDC shall be at liberty to deduct, necessary charges, as deemed fit.

**Eligibility Criteria of the AGENCY:**

- 1) The AGENCY should be registered in India. Copy of Certificate of Incorporation /registration/GST certificate/Trade License/Deed duly certified should be enclosed.
- 2) The bidder must possess the following requisite experience, strength and capabilities -
  - a) Extensive experience of having provided at least 03 such similar services in national & international events (workorder in last five years)
  - b) The AGENCY should have a minimum average annual turnover of Rs. 01 crore during the last three financial years (2021-22, 2022-2023, 2023-2024). Turnover certificate duly certified by a practicing Chartered Accountant is mandatory (as per Annexure V)
  - c) Work Orders of at least two projects (out of the 03 as mentioned at 2a above) executed during the last five years, each of value between INR 25 Lakhs or above.
  - d) To execute the above work, consortium/ partnership with other agencies of similar nature of business is not allowed.
- 3) The AGENCY should have a PAN and GST registration certificate (attach attested photocopy).
- 4) The AGENCY should submit EMD / MSME certificate, Tender Fee and all the pages of tender document duly signed and stamped accepting all the terms & conditions of the tender.
- 5) If AGENCY does not submit any one of the above documents requested or submits incorrect documents, their bid will be rejected.
- 6) The AGENCY shall submit a declaration stating that the documents submitted for this project are true and correct.
- 7) The AGENCY must not be blacklisted by the Central Govt., State Govt. or any of the departments. A certificate or undertaking on the letterhead of the firm to this effect must be submitted (as per annexure VI)
- 8) The AGENCY must submit a copy of Income Tax Return for the last 03 years as specified in Part III of the RFP.
- 9) Memorandum of Association and Article of Association (applicable in case of company)

only) of the AGENCY should also be submitted along with the bid.

#### **SELECTION PROCESS:**

**13.** The Technical bid will be opened first and evaluated as per the rules. After verification of documents, the eligible AGENCY will be called for a presentation for a maximum duration of 20-25 minutes each to present their proposals. The proposal submitted by the AGENCY will be evaluated by the constituted tender committee. Appropriate weightage only as per scheme indicated at Part III of this RFP would be taken into account while arriving at a decision for shortlisting the AGENCY for financial bid opening. Only such AGENCY, which qualifies technically, would be invited 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 would be given for the components as per weightage listed at Part III of the RFP.

**Only such AGENCY which qualifies technically by scoring minimum 70 marks and whose offer fully meets the requirements as envisaged in the RFP, would be invited for financial bid opening.**

**15.** All the rates must be quoted in INR 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.

**16.** The bids will be opened in front of AGENCIES who will be present at the time of bid opening as given in the Schedule of Submission of RFP.

**17.** 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 AGENCY as per the process defined in parts II, III, IV & V, subject to approval of the competent authority. Negotiations may be held with qualified and selected AGENCY. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the AGENCY. NFDC is at liberty to reduce any item on a pro rata basis.

**18.** A contract will be executed between the NFDC and the selected AGENCY as per the standard format of NFDC.

#### **Performance Guarantee**

**19.** The selected AGENCY will be required to submit a Performance Guarantee to the tune of **03%** of the total value of the contract, prior to signing of the contract and which shall be valid for 6 (six) months beyond the expiry of the contract. Failure to provide such guarantee will result in disqualification and the contract will be awarded to the next eligible AGENCY and the EMD shall be forfeited.

#### **Liquidated damages**

**20.** In the event of any default by the successful AGENCY's 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 AGENCY. In the alternative, successful AGENCY shall be liable to pay liquidated damages subject to a maximum

of 10% of the total contract value as an agreed pre-estimate of the damage suffered.

### **Payment Terms**

21. The following milestone will be followed for the payment:

Stage	Items	Payment Schedule
Stage 1	Advance on issuance of LOA/Work order to the Agency by NFDC and subject to receipt of Performance Guarantee from Agency.	30% of the contract value
Stage 2	Advance Before start of the Event - 15 days before the start date of the Event	30% of the contract value
Stage 3	Advance during the Event - at anytime during the Event	25% of the contract value
Stage 4	Full and Final payment on successful completion of the Event - Within 15 days from completion of the Event	Balance 15% of the contract value

All the above payments will be made by NFDC on submission of valid Invoices at each stage after deducting the taxes at source as applicable. The full and final payment will be made after due verification and approval of the Services by the committee/competent authority of the NFDC.

## **PART II**

### **TECHNICAL BID PROPOSAL**

**A.** The Technical proposal should clearly demonstrate the AGENCY's understanding of the requirements **or providing the services of arrangement of Hotel, food, local transportation and management of movement of participants for the CMOT vertical of 55<sup>th</sup> International Film Festival of India (IFFI) 2024 to be organized in Panaji, GOA** and the Proposal should include the following information:

1. Prior experience of the AGENCY in providing services of Hotel, Food, Transportation management during the last five years (as per Annexure III)
2. CVs of key personnels like Project Head, Head of Operations, Lead Manager, Executive Team (for Hotel management, Food Management, Transportation Management, Movement management), Protocol Head (as per Appendix A & B)
3. An undertaking that the Applicant has sufficient executive and supervisory staff on their permanent rolls to execute the scope of work, to be provided in the format as per Appendix B.
4. Creative Presentation to organize such events and execute Festivals on a turnkey basis for each of the items listed in the scope of work.
5. Awards/ Appreciation received for managing such Events as per the scope of work
6. The AGENCY should have adequate in-house facilities for the said work including 24x7 technical support (enclose company profile including infrastructural and manpower list duly certified by AGENCY).

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

**The AGENCY 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 the financial bid. Failure to specify details with regard to any item or leaving it blank may result in disqualification.**

### **PART III**

#### **EVALUATION OF TECHNICAL PROPOSAL**

1. 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 subdivided in respect of each of the specified parameters as detailed below:

<b>S.No.</b>	<b>Technical Bid</b>	<b>Marks</b>
A.	<p>Average Annual turnover for the last three consecutive financial years from the business of Hospitality (Hotel, Food, Transportation) management certified by a practicing Chartered Accountant.</p> <p>Documentary Proof -The Agency will have to submit a signed statement from a practicing Chartered Accountant, which will indicate the turnover for the past three completed financial years 2021-22, 2022-23 and 2023-24 along with Audited Accounts for the period except for FY 2023-24 where signed provisional accounts be submitted (if unaudited). The turnover means turnover from Hospitality Management activity only and as per the figures reflected in the profit/loss account of the Agency.</p> <p>Marking Scheme for Turnover The following marking scheme would be adopted for turnover from the related business:-</p> <p>(a) Turnover above Rs. 01 Crore but below Rs. 02 Crores = 10 marks</p> <p>(b) Turnover above Rs. 02 Crores but below Rs. 03 Crores = 15 marks</p> <p>(c) Turnover above Rs. 03 Crores = 20 marks</p>	20 Marks maximum

B.	<p>Prior experience in Hospitality Management (Hotels booking, Food arrangements, Transportations management) in any National &amp; International Events/Festivals/Trade Fairs/Summits in the last three years.</p> <p>Documentary proof- in support of experience in Hospitality management for the Central/State Government/PSU/Private organizations for a project value of INR 25 Lakhs or more in the past three completed financial years, Work orders / Contracts and completion certificates duly certified by the client shall be submitted by the respective Agency at the time of submission of the tender. Work Orders/ Contracts should mandatorily be in the name of the Agency applying for the bid.</p> <p>Marking Scheme for Hospitality Management Experience</p> <p>-</p> <p>(a) 3 Hospitality Management Projects executed (each with project value of INR 25 Lakhs or more) = 15 marks</p> <p>(b) More than 3 Hospitality Management Projects executed (each with project value of INR 25 Lakhs or more) = 20 marks</p>	20 Marks maximum
C.	<p>CVs of key personnel like Project Head, Head of Operation, Lead Manager, Protocol Head.</p> <p>Documentary Proof – CVs of the following 5 key personnel to be submitted by the EMA along with an undertaking on company letterhead mentioning that the following are on the Payroll of the EMA.</p> <ol style="list-style-type: none"> <li>1. Project Head</li> <li>2. Head of Operations</li> <li>3. Lead Manager</li> <li>4. Protocol Head</li> <li>5. Supervisor</li> </ol> <p>Marking Scheme For CVs for Key Personnel- The following marking scheme would be adopted for CVs of key personnel.</p> <p>(a) Project Head with at least 05 years of Experience = 3 mark</p> <p>(b) Head of operations with at least 05 years of Experience = 3 mark</p> <p>(c) Lead Manager with at least 05 years of Experience = 2 mark</p> <p>(d) Protocol Head with at least 05 years of experience = 2 mark</p> <p>(e) Supervisor with at least 05 years of experience = 2 mark</p>	12 Marks maximum



D.	<p>Bidder having a minimum strength of five professionals on their Payroll in the area of Hotel, Food &amp; Transportation management.</p> <p>Documentary Proof – Undertaking on letterhead for employees on Agency's Payroll.</p> <p>Marking Scheme For Team Strength - The following marking scheme would be adopted against the team strength of the EMA.</p> <p>(a) 5-8 Employees on Payroll of Agency - 4 mark</p> <p>(b) More than 8 Employees on Payroll of Agency - 8 marks</p>	8 Marks maximum
E.	<p>Overall understanding of the scope work and Presentation - Marking Scheme -</p> <ol style="list-style-type: none"> <li>1. Understanding of Scope of Work – 15 marks</li> <li>2. Presentation – 15 marks</li> <li>3. Conceptualization – 10 marks</li> </ol>	40 Marks maximum
	<b>Total</b>	<b>100 Marks</b>

**Bids securing 70 percent or more will qualify for financial evaluation**

**Note: In case the Agency fails to submit documentary proof in respect of the above, the Agency shall not be allotted proportionate marks in respect of the unavailable documentary proof for those particular items/criteria.**

#### **MARKING SCHEME FOR ABOVE-MENTIONED COMPONENTS**

3. The AGENCY shall provide a detailed plan containing the complete aspects viz., Conceptualisation, AGENCY plan, Mock-ups, etc., as per the tender schedule. The AGENCY will have to make a presentation of the Technical Proposal before the Selection Committee constituted by NFDC. The criteria will be analyzed and judged by the Selection Committee so constituted. The Selection Committee will take into consideration the creative & technical content of the presentation, and the proposal put forth by the AGENCY. The content for the sessions and the events will however be subject to finalization by the Selection Committee/ NFDC only.

4. The AGENCY shall submit a soft copy of each item, wherever applicable, as per the applicable Annexures of this RFP. In case of non-submission of soft copies of the creative(s) by the AGENCY, proportionate marks for that component will not be allotted.

5. The AGENCY shall make a presentation of duration of not more than 25 minutes before the Selection Committee for better appreciation of the plan for execution, support etc. proposed by them.

6. Only those AGENCY that score a minimum of 70 marks in the Technical evaluation and presentation shall be eligible for the opening of their Financial Bids.

7. The presentation shall cover in sufficient detail the appreciation of the AGENCY as mentioned in the Scope of Work and RFP Schedule i.e. thematic understanding, 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 AGENCY regarding their understanding and preparations for the event. The delivery plans submitted by the AGENCY if required alteration, addition, deletion as per END CLIENT's requirement must be carried out by the AGENCY as directed by NFDC at any point and no extra payment will be charged.

## PART IV

### FINANCIAL BID PROPOSAL

1. Financial bids of only those Bidders/AGENCIES shall 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 6 (six) months from the date of submission of offer.
2. In preparing the financial bid, the AGENCY shall take into account the requirements of different projects, manpower required, equipment requirement, all administrative charges, travel, etc. as per the scope of work detailed at **Annexure I**.
3. The costing submitted by the AGENCY shall be the upper limit of the expenditure. It shall be up to the AGENCY to anticipate and work out the various costing under the given sub-heads. The descriptive items listed against each scope of work are only indicative, and it shall be the duty of the AGENCY to visualize and anticipate the extra requirements, if any. All expenditure pertaining to subsequent meetings for the project viz. Air fare, transportation, Accommodation & Incidental costs, etc. are to be borne by the AGENCY. No Additional Cost shall be entertained apart from the cost quoted by the AGENCY in the financial bid. The AGENCY shall quote the corresponding cost accordingly, as laid down in **Annexure II**. Any subsequent increase or escalation of costs shall have to be borne by the AGENCY unless the same has been requested and authorized by NFDC in writing.
4. The AGENCY shall submit the detailed cost of each item as per **Annexure II**. The AGENCY shall ensure that the cost details are submitted only in the prescribed format as provided in RFP finalized by the NFDC, failing which the financial tenders submitted by the Bidder are liable not to be considered without assigning any reasons thereof.
5. The Financial bids shall be opened by the Selection Committee in respect of only those AGENCIES whose proposals are shortlisted after technical evaluation and presentation. The Committee so constituted for this purpose shall decide the eligible AGENCY as per the evaluation procedure listed in **Part I 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 (including all taxes) indicated in the Financial Proposal for all of the services shall be considered.

The Selection Committee shall 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 AGENCY 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 AGENCY. The Lowest Financial Proposal (LFP) shall be given a financial score (FS) of 100 points.

The financial scores will be computed as follows:

$FS = 100 \times LFP / FP$

(FS= Financial Score)

(LFP = Amount of Lowest Financial Proposal)

(FP= Amount of Financial Proposal quoted by the AGENCY)

### **Combined and Final Evaluation:**

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

$Score = Technical\ Score \times Technical\ Weightage\ (.70) + Financial\ Score \times Financial\ Weightage\ (.30)$

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

## **ANNEXURE I**

### **SCOPE OF WORK**

1. **Accommodation/stay arrangements** (at Panjim, Goa) – The selected 100 CMOT need to be accommodated in 4 Star Hotels within the range of 4 kilometers from the CMOT venue, which is Goa Marriott Resort & Spa, Panaji, with Breakfast & Dinner (MAP). In addition to this the production agency of 11 team members also requires accommodation in 5-star property.

Particulars	Persons	Sharing/Single	No. of Rooms	Category	Check in date	Check out date	Meal Plan
Participants (CMOT)	100	Sharing basis	50	4 star	18-Nov-24	26-Nov-24	BF & Dinner
Production Agency	11	Single occupancy	11	5 star	15-Nov-24	26-Nov-24	BF & Dinner

2. **Lunch/Snacks for CMOTs & Production Agency** – These 100 selected participants of CMOT are deputed in different directions of the city for shooting and need to be managed completely by the hospitality in charge for seamless and timely distribution of lunch and snacks. Also, the competition requires the selected CMOTs to work continuously for 48-hours to produce short films, including days and nights. Therefore, snacks will have to be provided at odd hours. Therefore, the Agency is required for arranging & distribution of the meals as below-

<u>Dates</u>	<u>Type of meals required (Tentative)</u>
18-Nov-24	*Snacks boxes at the hotel
21-Nov-24 and 22-Nov-24	Post mid night snacks boxes
19 to 26 Nov 2024	Packed Lunch (High quality food: veg/ non veg)

\*Snacks boxes to include- Sandwich/ Croissant, Juice, Wafers, Brownie, Cutlet (Veg)

\*\*Distribution of the above meals will be a responsibility of the AGENCY

3. **Airport Transfer/Local Transport** - (Movement within Goa from 18<sup>th</sup> to 26<sup>th</sup> Nov 24) The selected 100 CMOT and Production agency needs airport transfer facility and local transport in Buses/Cars within Goa as per the table as under-

Particulars	No. of persons	Vehicle type	Full day/Drop-pick up	Occupancy	Start Date	End date
Participants (CMOT)	100	Tempo Traveler	Full Day	20-seater	18-Nov-24	26-Nov-24
Production Agency	11	Innova Crysta	Full Day	6-Seater	15-Nov-24	26-Nov-24

4. **Manpower Coordination/ Movement management** – Management of 100 CMOT from Airport – hotel – venues- shooting locations – hotel - Airport, which needs to be done by the selected agency only, so five experienced professionals need to be deployed for the movement management of participants of CMOT until the CMOT event is over.

## ANNEXURE –II

### Financial Bids and Consolidated summary of costing of various items to be managed and executed by the AGENCY.

The total all-inclusive consideration towards Arrangements and management of Hospitality for participants of CMOT 2024 and Production Agency (including the items mentioned in the below table) is as below -

**TABLE 1 : Accommodation/stay arrangements (at Panjim, Goa)-**

Particulars	Pers ons	Sharing/Si ngle	No. of Rooms	Categ ory	Check in date	Check out date	Meal Plan	Total Hotel Nights	Rate per Night	Total Amount (In Rs.)
Participants (CMOT)	100	Sharing basis	50	4 star	18-Nov- 24	26-Nov- 24	BF & Dinner	400		
Production Agency	11	Single occupancy	11	5 star	15-Nov- 24	26-Nov- 24	BF & Dinner	121		

**TABLE 2 : Lunch/Snacks for CMOTs & Production Agency -**

<u>Dates</u>	<u>Type of meals required</u>	<u>No. of packs</u>	<u>Unit Rate</u>	<u>Total Amount (Rs.)</u>
18-Nov-24	Snacks boxes at the hotel	100		
21-Nov-24 and 22-Nov-24	Post mid night snacks boxes	272		
19 to 26 Nov 2024	Packed Lunch (High quality food: veg/ non veg)	1088		

\*Snacks boxes to include- Sandwich/ Croissant, Juice, Wafers, Brownie, Cutlet (Veg)

\*\*Distribution of the above meals will be a responsibility of the AGENCY

**TABLE 3 : Airport/ Local Transport -**

<u>Particulars</u>	<u>No. of persons</u>	<u>Vehicle type</u>	<u>Full day/Drop -pick up</u>	<u>Occupancy</u>	<u>Start Date</u>	<u>End date</u>	<u>No. of Vehicl es days</u>	<u>Unit Rate</u>	<u>Total Amount (Rs.)</u>
Participants (CMOT)	100	Tempo Traveler	Full Day	20 seater	18-Nov- 24	26-Nov- 24	54		
Production Agency	11	Innova Crysta	Full Day	6 Seater	15-Nov- 24	26-Nov- 24	72		

**TABLE 4 : Manpower Coordination/Movement management –**

<u>Particulars</u>	<u>No. of Professionals</u>	<u>Unit Rate</u>	<u>Total Amount (Rs.)</u>
Coordination & Movement management	5		

**A summary of the costing as indicated in the row titled Grand total will be taken into consideration for determining the lowest financial bid. All the quotations should be inclusive of applicable taxes. no further increase in quoted amount will be accepted by the organization.**

**Name:**

**Designation:**

**Signature**

**ANNEXURE III**  
**EXPERIENCE IN RELATED ACTIVITIES**

<b>S.No</b>	<b>Event Name</b>	<b>Date</b>	<b>Place</b>	<b>Supporting Document Enclosed</b>	<b>Value of the Contract</b>

**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 AGENCY for the past five consecutive completed financial years, will be considered which are supported by documentary evidence like copies of agreements, work orders, letters of intent, completion certificates, etc.

**Name:**

**Designation:**

**Signature:**

**ANNEXURE IV  
EARNEST MONEY DEPOSIT**

S. No	Bank Drawn	Value in Rs.	DD No. and date
		50,000/-	

**Name:**

**Designation:**

**Signature:**



## ANNEXURE V

### Annual Turnover from AGENCY:

S. N.	Financial Year	Financial Turnover in INR.***
01	2021-22	
02	2022-23	
03	2023-24	

\*\*\*To be supported by Certificate issued by a practicing Chartered Accountant.

**Name:**

**Designation:**

**Signature:**

## Appendix-A

### To whomsoever it may concern

This is to certify that .....(AGENCY Name)having its registered office at .....(Address) have sufficient technical and supervisory staff on permanent rolls to cater to events organized by NFDC.

The List of Key Experienced Staff are given below:

Name:	Qualification	Experience

Yours Sincerely

Authorized Signatory  
With Sign & Seal of AGENCY

## **Appendix-B**

### **List of Key Personnel**

**ANNEXURE VI**  
(On Rupees 100 stamp paper)

**To whomsoever it may concern**

This is to certify that .....(AGENCY Name) having its registered office at .....(Address) is neither blacklisted or put on holiday by any Central Govt / State Govt / or Central or State Govt. Body/ Agency/PSU by whatever mean and nor defaulter of any repayment of loan/deposits, etc. from any financial institutions.

Yours Sincerely

Authorized Signatory  
With Sign & Seal of AGENCY