

**SUBJECT:- E-BID Notice for hosting of Dinner by Hon'ble Minister of Information & Broadcasting and Director (MIFF) for Jury/Delegates/Invitees of MIFF-2016 in Films Division, Mumbai.**

The Director General/Director (MIFF), Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites E-Bids in two bid system i.e. Technical and Financial Bid from reputed Caterers/Proprietors for **hosting of Dinner by HMIB and Director (MIFF) for Jury/Delegates/Invitees of MIFF-2016 in Films Division, Mumbai**. The bids are to be uploaded on-line at NIC portal.

**Chapter-I – Instructions to bidder :**

1. The details of the menu required for both dinners may please be seen at Annexure-I. The Caterers/Proprietors interested to carry out the requisite hosting of dinners as mentioned in **Annexure-I** can visit/contact **Shri R.K.Chandel, Sr. Branch Manager, Films Division & Committee Head, Hospitality Committee (Tel.No.23551350)** for clarification on any working days viz. Monday to Friday from 11.00 am to 5.00 pm (except holidays) in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. G. Deshmukh Marg, Mumbai – 400026. The dinner is to be hosted on 28<sup>th</sup> January, 2016 and 3<sup>rd</sup> February, 2016 in Films Division Complex, Mumbai. The details of this bid notice including menu required both the dinners are available on the official website of Films Division i.e. [www.filmsdivision.org](http://www.filmsdivision.org)
2. Possession of valid Digital Signature Certificate (DSC) of the bidders is prerequisite for e-tendering. DSC (APPLICABLE TO Class-II/Class-III with signing key usage) issued by sify/TCS/nCode/eMudra or any other certifying authority recognized by the controller of certifying authority (CCA) India on e-Token/Smartcart are valid for e-Tendering.
3. The bidder has to upload the following documents in PDF format
  - i) Scanned copy of DD/Bank Guarantee/FDR for EMD
  - ii) Scanned copy of Profile of Caterers/Proprietors.
  - iii) Scanned copy of VAT / Service Tax registration Certificate
  - iv) Scanned copy of PAN, TIN, TAN Registration
  - v) Scanned copy of Catering Licenses issued by the concerned authorities.

All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in the cover superscribed “**Hosting of Dinner by HMIB and Director (MIFF) for Jury/Delegates/Invitees of MIFF-2016 in Films Division, Mumbai**”.

4. The bidder except those who are registered with the Central Purchasing Organisation, National Small Industries Corporation (NSIC) must enclose with their Technical Bid (Hardcopy) an **Earnest Money (Bid Security) for Rs.20,000/-** in the form of either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque (Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" valid for a period of 45 days beyond the final bid validity period. The original DD of the EMD should be reach the Director General, Films Division, Mumbai before bid opening date otherwise the bid will be rejected. The final bid validity period should be 90 days from the date of opening of the bid.

5. The Bid which is not accompanied by Earnest Money will not be considered. The bidders who are exempted from submission of bid security must produce the Exemption Certificate issued by the concerned authority like NSIC.

6. The Caterers/Proprietors who expert in the catering field and hosting of dinner for VIP/VVIP and also fulfill all requisite documents as mentioned Para-3 above may apply the menu as mentioned in Annexure-I may submit the tender document. The last date for uploading the tender in the NIC portal is **07.1.2016 up to 13.00 Hrs.**

7. The Caterers/Proprietors who are authorized to carry out the catering business should produce a Catering Licenses issued by the concerned authorities.

8. The Earnest Money (Bid Security) may be forfeited by Films Division in the following events :

- i. If bid is withdrawn during validity period or any extension thereon.
- ii. If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
- iii. If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.

9. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalization of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.

10. All leviable taxes/duties, including Sales Tax, Value Added Tax and Service Tax etc., if any may be mentioned separately. If these details are not indicated, it will be assumed that the rate is inclusive of all the taxes excluding Octroi.

11. At the first instance the Technical bids will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. The bidder may be required to arrange a demonstration/presentation of hosting VVIPs dinner in Mumbai for any other party for checking/testing. At the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking before awarding the contract.

12. The successful bidder will furnish a **Performance Security Deposit at the rate of 10% of the value of the total expenditure of both the dinners** in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" within 30 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the warranty period of the softwares/materials is covered.

## **Chapter-II – Terms and Conditions:**

1. The successful bidder will be required to carry out the work of hosting dinner on the dates mentioned by us on the placement of assignment only in Films Division, Mumbai or any other places as fixed by the Competent Authority.
2. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder as suggested by the evaluation committee in their report.
3. No advance payment will be made under any circumstances being a Government Department.
4. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director General and Director (MIFF), Films Division, Mumbai and his decision in this regard is final and binding.
5. Income Tax/Service Tax or any other taxes will be deducted from the bill at source as per Government orders.
6. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

## **Chapter-III – Schedules of requirement:**

1. The dinners are to be hosted at Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026 or any other places as fixed by the Competent Authority and prices should be inclusive of all incidentals and transportations etc.
2. For making the payment, the successful bidder has to submit the tax invoice/bill in triplicate with Mandate Form, copy of PAN Card and the payment will be made through ECS. The full and final payment will be made/released only after the completion of the dinner as mentioned on the dates satisfactorily.

## **Chapter-IV – Specificatoin and allied Technical Bid.**

1. As in Annexure-I.

## **Chapter- V – Price Schedule.**

1. As per BOQ

Yours faithfully,

(P.S.Bodas)  
Sr. Administrative Officer  
For Director General

Encls.: As above.

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Copy to

1. Nodal Officer (IT) / Publicity Section, Films Division, Mumbai for information and necessary action. It is requested that the bid may be uploaded on official website of the Films Division/MIFF and copy of the same may be sent to this section for records.
2. Committee Head, Hospitality Committee (MIFF-2016).

(P.S.Bodas)  
Sr. Administrative Officer  
For Director General

## Annexure – I

### Format for Technical Bid

**Hosting of Dinner by Hon'ble Minister of Information & Broadcasting and Director (MIFF) for Jury/Delegates/Invitees of MIFF-2016 in Films Division, Mumbai.**

Sr. No.	Menu	Qty.	Menu offered by Caterers
1	<b>VEG. &amp; NON-VEG. PACKAGE</b>		
	Veg. Starters	2	
	Non-Veg. Starteres	2	
2	<b>SALAD BAR</b>		
	Veg. Salad	3	
	Non-Veg. Salad	1	
	Raita	1	
3	<b>MAIN COURSE</b>		
	Veg. Main Course	3	
	Non-Veg. Course	2	
	Rice	1	
	Dal	1	
	Types of Rotis	3	
	Papad, Pickle, Chutney etc.		
4	<b>DESSERTS</b>	2	
5	<b>SNACKS</b> like Noodles, Manchurian, Chola/Batura, etc. if offered by vendors may quoted <b>as optional items</b> (if serving is required for other days by Films Division)		
6	<b>Aerated drinks, mineral water</b>		

1. Menu should be given separately for 28<sup>th</sup> January, 2016 and 3<sup>rd</sup> February, 2016 by the Caterers.
2. Only one package i.e. (1) Veg. & Non-veg package, (2) Veg. Package and (3) Non-veg. package), will be selected for 28<sup>th</sup> January, 2016 and 3<sup>rd</sup> February, 2016
3. Quantity of all items specified in the bid is subject to change at the discretion of the Director General/Director (MIFF), Films Division without any notice to the effect.
4. Suggested/Offered Menu Card may be enclosed with Annexure-I

Signature of authorized signatory

