



GOVERNMENT OF JAMMU & KASHMIR  
DIRECTORATE OF INFORMATION & PR

Media Complex, Polo-ground, Srinagar / Rail Head, Jammu  
Tele: 01942476816; 01942485175 (fax) Sgr / 01912479692; 01912479643 (fax) Jammu



**Bid Document**

For and on behalf of Hon'ble Lieutenant Governor of Union Territory of Jammu & Kashmir, tenders are hereby invited on GeM portal from reputed firms/agencies for the arrangements of **J&K Film Conclave** to be organized by **Directorate of Information & Public Relations, J&K** on XX-0X-2024 at SKICC, Srinagar.


In this regard, interested reputed firms/agencies may participate in BOQ bid on GeM portal from XX-0X-2024 to XX-0X-2024 and could also download a soft copy from the official website of the Information Department <https://dipr.jk.gov.in> from XX-0X-2024 to XX-0X-2024. The last date for submission of the tender will be XX-0X-2024.

S. No.	Name of Work	Tentative cost of the Work (Rs)	Earnest Money Deposit (Rs)	Performance Security deposit
1	Organizing the J&K Film Conclave 2024 at Srinagar	Rs. 30.00 Lakhs	Rs.60 ,000/-	Rs. 90,000/-
<b>Critical Dates and time</b>				
1	Date of Publication	03-07-2024		
2	Last date for submission of Bid	XX-07-2024		
3	Pre-Bid meeting	10-07-2024 at DIPR Media Complex Srinagar either physically or virtually.		
4	Date of Event (Tentative)	25/ 07/ 2024 (last ten days July)		



1. The Bid documents consisting of Instructions to Bidders (ITB), Bill of quantity (BOQ), Eligibility Criteria, Specifications, and set of terms and conditions and other documents will be available on the GeM portal to be furnished with the Bid.
2. Bidders must submit the copies of acknowledgements of duly paid Earnest Money Deposit (EMD) in the required format along with the Bid documents.
3. EMD and Performance Security Deposit (PSD) for the tender must be submitted in the form of **CDR or FDR** only, pledged in favour of Accounts Officer, DIPR, J&K.
4. The hard copy of the tender documents shall be received only from the agencies who are qualified technically. EMD/PSD of the successful agency shall be retained by this Directorate till the successful completion of the contract period and the EMD of

all the unsuccessful agencies shall be released back in their favor.

5. A Bidder requiring any clarification of the bidding documents may ask questions through email [dirinf17jk@gmail.com](mailto:dirinf17jk@gmail.com) by XX-0X-2024. Any observation/suggestion/question shall not be considered after the scheduled date.
6. DIPR reserves the right to cancel any or all bids without assigning any reason thereof.
7. The rate quoted shall be inclusive of all the applicable taxes.
8. All the applicable taxes shall be effective @ the prevailing rates fixed by the Govt. from time to time and shall be deducted at source from the amount payable to bidder or firm/Agency as prescribed by the Government.
9. The bidder shall have to undertake the work as per terms and conditions of Tender document / scope of work/Term of reference.
10. The firm/Agency shall draw agreement deed within 02 days with the department after the issuance of allotment letter.



*venall*  
Joint Director Information  
(Hqrs)



## Instructions to Bidders (ITB)

Tender/bid consists of Two-part bid system. The tender documents consist of Part-A and Part-B as detailed below:

Part-A: Technical Bid. The bidder shall expressly accept all the terms and conditions of the Tender. The tender which does not comply with the DIPR's Terms & Conditions may be rejected as non responsive/non-conforming and non-acceptable.

Part- B: Financial bid must be duly completed with reference to the tender conditions and will be opened only in respect of those bidders who are qualified in the Technical Bid.

### Objective

The Government of UT of Jammu and Kashmir has recently launched the J&K Film Policy, 2024 whereby the Govt. intends to promote the film ecosystem in J&K and promote J&K as the favored filming destination not only in India but across the globe. The event shall focus on the specific initiatives launched by Govt. to promote Film ecosystem in J&K by way of unveiling of J&K Film Policy,2024 and launch of Films Portal where the production houses can apply online for location permissions and subsidy. Awards shall also be given to budding film makers who have participated in the short film making competition organized by the DIPR. The initiative is designed to inspire the budding artists to exhibit their skills, thus giving a much needed push to local art form in singing, dancing and film-making. Hence, EMC shall be hired for successful conduct of J&K Film Conclave, 2024.

### Eligibility Criteria

Sr.No	Criteria	Documentary Evidence to be produced
<b>Basic Eligibility Criteria</b>		
2.1	Only Registered, Companies and Firms (with a valid PAN & GST numbers) are allowed to bid for the tender.	Copy of PAN Copy of GST Registration.
2.2	The Firm / Agency must have been in operation for a minimum period of 3 years.	A Certificate from <b>Chartered Accountant</b> certifying that the bidding agency is in operation for a minimum period of 3 years.
2.3	The bidding agency should have a minimum average turnover of <b>INR 100.00 lac</b> , for last 3 financial years.	A Certificate from <b>Chartered Accountant</b> specifying the turnover of the agency for last 3 financial years.
2.5	Earnest Money Deposit to be duly paid	Copy of the CDR/FDR duly pledged in favour of Accounts Officer, DIPR, J&K.

2.6	Performance Security Deposit is to be duly paid by the successful bidder	Copy of the CDR/FDR duly pledged in favour of Accounts Officer, DIPR, J&K.
<b>Technical Eligibility Criteria</b>		
1	The bidder should have experience of at least <b>three years</b> in organizing events such as fairs, festivals, summits etc. with govt. agency/body/PSU	The agency must have organized minimum of one govt. event in the three different financial years.  (Copy of the Job Orders to be enclosed)
2	<p>An undertaking on the letter head of the Agency and signed by an authorized signatory:</p> <ol style="list-style-type: none"> <li>1. That the Agency will undertake the assignment in accordance with the Scope of Work detailed in the bid document and at the consolidated cost submitted by the Agency in the financial proposal (the cost is not to be indicated in the undertaking) to be submitted. The above undertaking submitted would be binding on the Agency.</li> <li>2. Declaration of not being blacklisted for corrupt or fraudulent practices with any Government departments/agencies/ ministries or PSU's.</li> <li>3. All the documents enclosed are True and nothing has been fabricated.</li> </ol>	A sworn declaration by the bidding agency to be submitted as Annexures (copy of format enclosed in bid document).
3	The Bidder must have a full time local representative operating from a local address based in Jammu and Kashmir.	<ol style="list-style-type: none"> <li>i) Resume, ID proof and the address proof of the representative needs to be shared.</li> <li>ii) A declaration that if the agency is engaged then it shall establish a full fledged establishment in Jammu and Kashmir along with sufficient manpower.</li> </ol>

## METHOD OF SELECTION:

Method of selection shall be Two bid system consisting of separate Financial and Technical bids. The technical bids shall be evaluated by a Committee constituted for the said purpose.

After opening of the technical bids, all the documents and annexure will be evaluated.

First of all, EMD of all the bidders will be verified, if any EMD is not found in order that bidder will be declared ineligible for further participation in bidding process. However, EMD to MSME shall be exempted as per provisions of GFR (Rule 170(i)).

Afterwards the technical bids will be evaluated based on the eligibility criteria and confirming compliance to all the terms and conditions of Bid document would be further evaluated on technical parameters.

Final selection of the bidder shall be on the basis of lowest rate quoted (L1).

## Bill of Quantity (SCOPE OF WORK):

Proposed Venue: SKICC, Srinagar

Conceptualization of the event plan based on the venue and requirements of the Department

S. No	Particulars	Quantity	Quoted Rate
1.	Double bass Liners Sidefill Lapel mics Cordless mics Podium mics	04 08 02 10 10 06	
2.	LED (P2 or P3): a) Stage backdrop (LED) 10x20 feet b) Standing LEDs (04x10 feet) c) Front LEDs (43 inch) d) 02 LEDS for Stall (55 Inch)	01 Main LED 04 LEDs 02 LEDs 02 LEDs	
3.	4K multi camera set up (2 no.) with video switcher, operator and other allied items. The EMC shall have to submit the recorded audio-visual to the Department.	01	
4.	Cultural performance by a troupe recreating theme of bollywood songs shot in J&K containing musical as well as dance performances along with props, etc (30 minutes)	01	

5.	<p>Arrangements for decoration</p> <p>a) Theme based decoration of the venue including floral decoration/ signages etc.</p>	The intended bidders must visit the venue to get an idea of the arrangements	
6.	<p><b>Outdoor branding:</b></p> <p>Theme based MDF designer welcome gate with lights size 18x18 inch cross section, 10ft height x 15ft width</p> <p>Hoardings 20x10</p> <p>Pole standees 10X8</p> <p>Standees 04X08</p> <p>Selfie points 10x8</p> <p>(All promotional activities at prime locations, boulevard road and other allied activities as approved by the department)</p>	<p>01 number</p> <p>10 numbers</p> <p>40 numbers</p> <p>30 numbers</p> <p>02 numbers</p>	
7.	Premium quality walnut wood mementos and souvenirs of different types as desired and approved by the department.	10 (for VVIPs) 40 (other guests)	
8.	Bouquet of different types (Fresh Flowers)	20 numbers (approx)	
9.	<p>Printing of Pamphlets giving description of the event</p> <p>Premium conference folder with large size notepad and premium pen</p> <p>Invitation cards (with envelope) for the event</p>	<p>500 numbers</p> <p>100 numbers</p> <p>500 members</p>	
10.	Fuel for Gen Set to be arranged by the agency	650 litres	
11.	<p>Exhibition area: 15 Exhibition boards with installation of 02 LED's (55 inch)</p> <p>Power point facility</p>	<p>15 Exhibition boards</p> <p>10 points</p> <p>30 numbers</p>	

Handwritten blue ink marks and signatures on the left margin of the page.

	Chairs		
12.	Hiring of Photographer and Videographers.	02 Photographers 02 Videographers	
13.	Arrangement for live streaming of the event on social media channels of DIPR		
14.	Providing electrical points as per the requirements.	20	
15.	Setup for presentation on LED  Laptops  Pen drives  Pointers	03  05  03	
16.	<b>Catering Services:</b>	3000 bottles	
	a) Mineral water: bottles (small).		
	b) Tea with cookies.	1000 persons	
	c) Separate arrangement of tea for VIP Tea, Coffee, Kehwa, snacks.	100 persons.	
	d) General Lunch with multiple counters for food distribution and seating arrangements (3 Star).  (Rajmash/ Chicken dish/ Matar paneer/ Rice/ Gulab Jamun/ Salad/ Raita etc.)	500 persons	
	<b>VIP Lunch:</b> 05 star rating (Soup/Rajmash/ Paneer dish/ Daal Makhni/Arhar Daal/ Rice/ Assorted breads/ Mix Veg./ 1 Mushroom dish / Mirchi ka achar/ Mix Veg Raita/ salad/ Papad/ Jalebi with rabri/ Gulab Jamun/ Moong Dal Halwa/ Mineral Water/ Snacks/ Dry Fruits 100 bowls including cashew, walnut, pista, etc) etc. High Quality Catering and Crockery for VVIPs, VIPs.	100 persons	
17.	Hiring of buses for transportation of audience to	10 buses	



	the Venue		
18.	Boarding-lodging, transportation and other logistics of Film personalities, Winners of short film competition.	08 persons (5 Star) 07 Person (3 Star)	
19.	Prominent Anchors of national repute to be hired for the said event (to be vetted by the department).	03 anchors	
20.	Complete isband soz set with allied items (02 Girls with traditional attire)	01	
21.	Providing sufficient manpower for smooth conduct of event.	30 people	
22.	Red Carpet for path from main entry to the VIP seat.		
23.	Providing of digital influencers/ vloggers for publicity and campaign	10 number	
24.	Queue Manassgers	40	
	Name Plaques	100	

\* The department may increase or decrease the items mentioned in the BoQ as per requirement.

**Scope not exhaustive:**

The scope of services specified above are not exhaustive and any other requirement as specified by the department for successful conduct of event shall be met by the agency. The department may increase or decrease the items mentioned in the BoQ as per requirement.

**Additional Information to the Bidders**

1. The tentative date of the event shall be 25/ 07/2024 (last ten days of July)
2. Tentative budget for the event is Rs. **30.00 lac** only. Any bid over the approved budget ceiling may be rejected out rightly.

**Terms and Conditions**

1. The Service Provider shall appoint an event manager as a single point of contact with the Authority throughout the event.
2. Service provider shall prepare the layout and movement plan for the function. Approval of the same is to be obtained from the Directorate.
3. The service provider shall conceptualise the event plan based on the venue and requirement of the Department.



4. The installation and setup of venue stage, along with sound and light as per requirement shall be the sole responsibility of the agency.
5. EMC has to provide photographs and videos of performances and logistics used.
6. The vehicle parking management shall be executed by the service provider.
7. The service provider shall provide sufficient manpower for smooth conduct of event.
8. Subletting of the work (Part or full) shall not be allowed in any circumstances.
9. The Period of contract shall be valid for this event only.
10. The service provider shall provide all supplies and materials as required in the entire event. All arrangements to be completed well before scheduled date and time.
11. Micro and small enterprises registered with any government bodies specified by the Ministry of Micro, Small and Medium Enterprises (MoMSME) are exempted for submitting tender fee and EMD, as per provisions of GFR (Rule 170(i)).
12. DIPR is not bound to accept any tender or assign any reason for non-acceptance, conditional, erroneous and incomplete Bids will be rejected outrightly without any intimation.
13. DIPR reserves its right to summarily reject offer received from any bidder on national security considerations, without any intimation to the bidder.
14. DIPR reserves its right not to accept bids from bidders resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
15. DIPR reserves the right to place an order for the full or part quantities under any items of work under scope of work.

### **Monitoring & Evaluation**

DIPR shall monitor the work done by the agency and verify the same vis-à-vis the deliverables to be provided.

### **Force Majeure:**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. 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 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 being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

ment of Jammu & Kashmir  
ation & Public  
Rail Head, Jammu

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory 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.

### Terms of Payment

1. No advance payment shall be made to the agency.
2. The agency shall submit the bill for payment after the successful completion of the event. The Bill after the due verification as per the scope of work, if found eligible, shall be paid by the Directorate of Information and Public Relations J&K.
3. Agency shall furnish only the original GST Bill for payment along with the Bank account details.
4. DIPR reserves the right to deduct the payment if any deliverables is found missing/ not delivered.

### Arbitration

1. For any dispute between the executing agency and Department, the decision of DIPR shall be final and binding upon the executing agency.
2. The executing agency shall be responsible for all safety measures at sites.
3. Dispute if any arises and could not be resolved mutually, the matter shall be referred to the Director Information J&K, or any officer nominated by him for arbitration. The decision of the Arbitrator as above shall be final & binding on both the parties to the contract.

### Penalty Conditions

1. Time of competition, being essence of contract, the executing agency is bound to complete the allotted work within stipulated time frame as per the job order failing which penalty to the extent of 100% of the total cost of the work allotted shall be imposed upon the agency.
2. In case of failure of successful execution of the event in time bound manner, the same shall be considered as breach of contract.
3. In case of breach of contract, the CDR/FDR will be forfeited and the agency shall be recommended for blacklisting.
4. A notice sent through email to the executing agency will be sufficient to initiate action against the contractor/agency and will be considered as the notice served to the contractor/agency.

**Annexure-I**

**Declaration of not being blacklisted**

To be provided on 'Company letter head'

Director Information,  
J&K

Subject :- Declaration of not being blacklisted.

Sir,

This has reference to the DIPR No.....dated ..... for engagement of agency for organizing of J&K Film Conclave 2024 .

In this context, I/We, as an authorized representative(s) of company, declare that presently our Company/ firm is having unblemished record and is not declared ineligible with regard to corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect my/our earnest money without prejudice to any other action that may be taken, may be forfeited in full and the tender, if any, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

*[Handwritten signatures and initials in blue ink on the left margin]*

**Annexure-II**

**Undertaking**

To be provided on 'Company letter head'

Director Information,  
J&K

**UNDERTAKING**

Sir,

This has reference to the DIPR\_\_\_\_ No.....dated ..... for engagement of agency for organizing of J&K Film Conclave 2024. In this context, I/we, as an authorized representative(s) of company, I/We certify that the agency will undertake the assignment in accordance with the Scope of Work detailed in the Bid document and at the cost submitted by the agency in the financial proposal.

Thanking you,

Name of the Bidder: .....

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

