

FILM & TELEVISION INSTITUTE OF INDIA, PUNE
NOTICE INVITING TENDER FOR HOTEL ACCOMMODATION FOR NSFA-3

The Purchase Officer on behalf of Director Film and Television Institute of India, Law College Road, Pune invites Quotations for hotel accommodation/dinners for its various activities related to NSFA-3 in FTII, Pune commencing from 24/02/2015 to 02/03/2015 from 4 Star and 5 Star Hotel situated within the 4 kms from FTII by road distance can Quote their rates for providing Hotel Accommodation to the delegates from India and Abroad.

Terms & Conditions and the prescribed format for Quoting the rates including Technical bid and Financial bid can be collected from this office free of cost during office hours on all working days up to 05/02/2015 between 10:00 am to 3:00 pm or can be downloaded from FTII, Website: www.ftiindia.com Tender should received on or before 05/02/2015 upto 3:00pm and will be opened on the same day at 3:30pm at Conference Hall, FTII, Pune. Those who had applied earlier need not apply again.

Date : 30/01/2015

Reference No:- D/21013/NSFA/NP/886/2014-15/PS

The Hotel Manager,

Subject:- Requirement of Hotel Accommodation/Dinner for NSFA-3.

Dear Sir,

Director Film and Television Institute of India, Law College Road, Pune is organising the Third National Students Film Awards and Students Film Festival of India i.e NSFA-3. In this connection we require to arrange Hotel Accommodation for our guests. In addition to accommodation we do arrange Lunch/Dinner in their honour. A tentative requirements of the hotel accommodation is from 24/02/2015 to 02/03/2015.

You may Quote the rates for all the points mentioned in the Financial bid see (Annexure-I). The bidding process is divided into two parts i.e. Technical and Financial (Annexure-II) only.

Those meeting the Technical criteria would only be considered for Stage-2 i.e Financial bidding. Both the bids are to be responded together. Room rent may be quoted inclusive of breakfast charges including all applicable taxes.

You are requested to send the reply in two sealed covers separately prescribed "Quotation for Technical bid" and "Quotation for Financial bid" addressed to the Purchase Officer, Law College Road, Pune-411004 by 05/02/2015 before 3:00 pm positively.

Quotations will be opened at 3:30 pm on the same day in the presence of parties available at the time of opening the Quotations.

The Director FTII, Pune reserves the right to reject any or all quotations without assigning any reasons.

Nilesh Dhote
Purchase Officer

ANNEXURE- I

FILM & TELEVISION INSITITUTE OF INDIA, PUNE

TECHNICAL BID – Part 1

Only those parties who qualify on technical grounds would be eligible to advance to financial bid stage i.e. the financial bids of only successful parties would be opened and considered.

Point No.	Details	(to be filled by the Hotel) Mention your option and information
1	Lunch / Dinner: for about 200 persons. The hotel must have Banquet facility for Lunch/Dinner, sufficient space for free movement of guest is essentially required to avoid any inconvenience to the guests.	
2	The Hotel must have sufficient parking space for the vehicles.	
3	Total numbers of rooms available in your Hotel should be minimum 75 rooms	
4	Lobby Size, Parking Space should be adequate	
5	Location and approach to Hotel including the distance from FTII by road maximum 4 km	
6	Whether the Hotel agrees to sign a contract on award of the work	Yes / No
7	Complimentary Buffet Breakfast	Yes / No
8	24 Hour room service	Yes / No
9	Electronic safe	Yes / No
10	Packaged drinking water in the room	Yes / No
11	Replenishment of Tea & Coffee maker in the room	Yes / No
12	Satellite Television	Yes / No
13	Newspaper	Yes / No
14	Hair Dryer	Yes / No

15	Communication Centre	Yes / No
16	Laundry	Yes / No
17	Swimming Pool	Yes / No
18	Fitness Centre	Yes / No
19	Travel & Car Arrangements	Yes / No
20	Foreign Exchange	Yes / No
21	Doctor on Call	Yes / No
22	Free Pick up and Drop of guests from Airport or railway stations.	Yes / No
23	Food & Beverage Venues	
24	Conference/Banquet Venues for approx.200 persons	

(Signature of the Hotel Authority)
Name of Hotel (with stamp)

ANNEXURE- II

FILM & TELEVISION INSTITUTE OF INDIA, PUNE

FINANCIAL BID – Part 2

Hotel Accommodation

Sr.No	Room Rent	Total Rent per day (inclusive all applicable taxes)
1	Rs. _____ Single occupancy with complimentary breakfast	
2	Rs. _____ Double occupancy with complimentary breakfast	
3	Rs. _____ VIP Suite with complimentary breakfast	