

GENERAL INFORMATION

The Department of Tourism, Government of Manipur organizes the Manipur Sangai Festival as an annual event to promote tourism in Manipur. The event is held during 21-30 November every year. In connection with Manipur Sangai Festival (MSF), 2014 as therefore pre-scheduled, the following items of work are to be executed:

1. **Designing, Printing, production & setting-up of outdoor hoardings, road banners and road divider kiosks:**

Sl. No.	Particulars	Size	Quantity	Specificat ion of materials	Budget Available and EMD
	Outdoor hoardings at the locations below at Sl. No. 1 to 25				
1.	Moirang	10' x 20'	1		
2.	Bishnupur	10' x 20'	1		
3.	Thoubal H.Q	10' x 20'	1		
4.	Pheidinga Crossing (Sekmai)	10' x 20'	1		
5.	North AOC	10' x 30'	1		
6.	Khoyathong near D.M. College	15' x 30'			
7.	Airport Road	10' x 30'	1		
8.	Keishampat Junction	15' x 30'	1		
9.	BT Road	15' x 30'	1		
10.	Uripok Flyover	10' x 30'	1		
11.	Opposite Kalimai Temple	10' x 20'	1		
12.	Singjamei Bazar	10' x 30'	1		
13.	Yumnamleikai	10' x 30'	1		
14.	Near T.G. School	10' x 30'	1		
15.	Palace Gate	10' x 30'	1		
16.	Near Thangal General Monument	10' x 30'	1		
17.	Sanjenthong	10' x 20'	1		
18.	Two programme Hoardings at the Main Gate at HaptaKangiebung	10' x 50'	2		
19.	Senapati H.Q	10' x 20'	1		
20.	Tamenglong at Noney Crossing	10' x 20'	1		
21.	Ukhrul H.Q	10' x 20'	1		
22.	Churachandpur H.Q.	10' x 20'	1		
23.	Chandel H.Q.	10' x 20'	1		
24.	Moreh	10' x 20'	1		
25.	M.U.	10' x 20'	1		
26.	Banners across the Roads at 30 location in and around Imphal	15' x 4'	30		
27.	Road Divider Kiosks of uniform height at 310 places: (a) From Airport till Palace Gate, (b) From Governor's Junction till North AOC & (c) From Babupara till Singjamei Bazar	6' x 3'	310		

a) 320
GSM
Non-lit or
front lit
Flex
b) Printing
should be
of 3 pass
printing
quality.

Rs. 5.50 lakhs
EMD: Rs.
27,500/-

Additional Terms:

- Samples of materials for hoarding, banner and kiosks are to be submitted along with bid by tenderer.
- Approval of design of publicity material for hoardings and banner will be obtained from the Director by submitting through the same in hard as well as soft colour copy by the successful tenderer (Agency) before printing.
- Compliance Report on the banners and hoardings set-up to be submitted by Agency along with colour photograph with the immediate location in the background, by 15.10.2014.
- Product Delivery period: 30 days before the commencement of MSF-2014.

[Signature]
30/6/14

Director (Tourism)
Government of Manipur

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2. **Designing, Printing and Delivery of Publicity & Event Material for Manipur Sangai Festival, 2014:**

Sl. No.	Particulars	Size	Quantity	Specification	Budget available and EMD
1.	Manipur Sangai Festival, 2014 Programme Folder containing 5-fold each	22" x 8.5"	10,000	a. 170 gsm imported art paper b. Multi-colour	Rs. 3.00 lakhs EMD: 15,000/-
2.	Invitation Cards for Opening Day and other days – 12 pages	9" X5"	2000	a. 250 gsm laminated art paper, both for envelopes and cards b. Centre binding c. Multi-colour	
3.	Invitation Cards for Closing Function - 4 pages	9"x 5"	1000	a. 250 gsm laminated art paper, both for envelopes and cards b. Centre binding c. Multi-colour	
4.	Multi-colour poster on Four Themes (2 themes for valley area based tourism and 2 themes for hill area based tourism)	19" x 14.5"	8000 (2000 copies for each theme)	a. 170 gsm art paper. b. Multi-colour	

Additional Terms:

- Approval of design of folder, cards and posters will be obtained from the Director by the Agency before printing.
- Product Delivery period: 30 days before the commencement of MSF – 2014.

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Director (Tourism)
Government of Manipur

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3. **Designing, manufacture and delivery of Miniature Sangai Models as Mementos for Manipur Sangai Festival, 2014**

Sl. No.	Particulars	Quantity	Specification	Budget Available and EMD
1.	Miniature model of standing Sangai (Brow Antlered Deer)	200	Base: Oval Shaped platform engraved with the following	Rs. 5.00 lakhs EMD: Rs. 25,000/-
			Manipur Sangai Festival – 2014 (Logo) with best compliments from Department of Tourism, Government of Manipur	
			Material of model: High Grade Brass: Material of Base: High quality wood. Features: Highly polished finishing	

Additional Terms:

- Approval of model complete in all respects will be obtained from the Director by the Agency before large scale production.
- Delivery Period: 30 days before the commencement of MSF-2014.
- Dimensions of the model : Detail can be had from the Directorate.

Note:

Sangai Model of previous year can be inspected at the Directorate of Tourism, Manipur for reference.



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4. Design, production and delivery of Souvenirs for Manipur Sangai Festival, 2014:

Sl. No.	Particulars	Size	Quantity	Specification	Budget available and EMD
1.	Wooden pen with case (single)		150		Rs. 1,59,900.00 EMD: 7,995/-
2.	Pen Stand		150		
3.	Paper weight		100	Transparent Glass	
4.	Round neck cotton T-shirt	UK Medium	75		
5.	Round neck cotton T-shirt	UK XL	75		
6.	Key chain		200	Wooden	
7.	Summer Caps		100		
8.	Colour Coffee Mugs	250-300 ml capacity	100		
9.	Cotton Collar T-shirt	UK Medium	75		
10.	Cotton Collar T-shirt	UK XL	75		
Additional Terms: i. All items would be embossed with official logo of Manipur Tourism. ii. Approval of design of each sub item will be obtained from the Director before production. iii. Delivery period: 30 days before the commencement of MSF-2014.					


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Director (Tourism)
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5. **Designing, dyeing, printing, manufacture and delivery of jute silk stole for Manipur Sangai Festival, 2014:**

Sl. No.	Particulars	Size	Quantity	Specification	Budget available and EMD
1.	Jute Silk Stole	2.4 ft.X 6.6 ft.	200	High quality	Rs. 2.50 lakhs EMD: 12,500/-
Additional Terms: <ol style="list-style-type: none"> All items would be embossed with official logo of Manipur Tourism. Approval of design of stole will be obtained from the Director before production. Delivery period: 30 days before the commencement of MSF-2014. 					



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6. Videography and Photography coverage for Manipur Sangai Festival, 2014:

Sl. No.	Particulars/Items	Specifications	Budget available and EMD
1.	Videography coverage of different events at main venue at Hapta Kangjeibung & BOAT and other events of the Festival at various venues including events conducted at Mapal Kangjeibung and Khuman Lampak Stadium etc.	Video coverage should be in HD/DVD format. At least 2 video cameras will be deployed for Video coverage. Firm should ensure clean audio recording by deploying separate sound recording system.	Rs. 2.50 lakhs
2.	Still photography coverage of different events at main venue and other venues.	At least 2 full frame still cameras of minimum 15 megapixel capacity with minimum 7.50x Zoom should be deployed. DVD (Produced on Sony DVD) containing a minimum of 10 colour photograph (each not less than 4MB) of each event item in soft copy and an album containing a minimum of 2000 photos (6"x4" Matt print) covering all event items should be submitted at the end of the Festival by 05.12.2014.	EMD: Rs. 12,500/-
Additional terms: <ul style="list-style-type: none"> (i) Original cassette recordings, DVDs (produced on Sony DVDs) should be submitted at the end of the Festival by 05.12.2014. (ii) All video productions will be property of Tourism Department, Government of Manipur. (iii) All photographs will be the property of Tourism Department, Government of Manipur. (iv) Required manpower for videography and Photography coverage will be deployed by the Agency. 			


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Director (Tourism)
Government of Manipur

GENERAL INFORMATION

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7. Designing, Printing, Production and Delivery of Sticker and Accreditation Card for Manipur Sangai Festival, 2014

Sl. No.	Particulars	Size	Quantity	Specification	Estimated amount and EMD
1.	Sticker on 4 themes	½ A4 size	2000	Dragon Sheet paper 200 gsm	Rs. 1.75 lakhs EMD: Rs. 8,750/-
2.	Accreditation Card	4" x 3"	2500	Broad customized ribbon in four colours, hard card holder of size: 4" x 3", plastic card paper steel clip, plastic belt	

Additional terms:

- i. Sample of quality of material to be used will be submitted with tender documents.
- ii. Approval of design will be obtained from Director before production
- iii. Delivery period: 30 days before the commencement of MSF 2014.



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8. **Delivery and arrangement of furniture on hire for Manipur Sangai Festival, 2014 for use at BOAT and other event venues, and designing & decoration of 'Manipur Tourism Counter' at Hapta Kangjeibung and BOAT:**

Sl. No.	Particulars/Items	Specifications	Quantity	Upper Ceiling on Budget and EMD
1.	VIP sofa set with Glass Table at BOAT	High and Satisfactory quality, well cushioned wherever required	25 sets consisting of 1 triple seater, 2 single seaters and 1 center table each	Rs. 2.70 lakhs EMD: Rs. 13,500/-
2.	Maharaja chairs with Glass Table		15 chairs and 15 tables	
3.	Podium		2	
4.	Senga with red velvet cloth cover		5	
5.	VIP mini Chair with white cover and table and white table cover		40 each	
6.	Name plate holder		25	
7.	Carpet for dais, VIP areas and foot path and 2 Tourism stalls	Tourism stall each of area 15ft x 20 ft.	Dais area & VIP area, Foot path and Tourism stall as required	
8.	Lamp lighting	High quality brass and other required materials	1	
9.	Carpet for 3 rooms (size: 15' x 20')	High quality	3	
10.	Plastic doormat for tourism stall	5' x 4'	2	
11.	Plastic chairs with cover	High quality	50	
12.	Stall designing, decoration and maintenance	As per approved design		
13.	Plastic tables with cover	High quality	20	
14.	Decoration of stalls with electric bulb, etc.	As per approved design		
15.	Flower pot (minimum 18" x 18")	Uniform plant size and species wherever pots are to be placed in groups	60	
16.	Additional terms: Agency will ensure the following: <div><div>(i)</div><div>Deployment of minimum 5 staffs from setting-up, arranging, caretaking and cleaning of chairs, table, sofas and carpets, etc, for all days during the 10 day Festival.</div></div> <div><div>(ii)</div><div>All tables and chairs are arranged before start of event on all days of the Festival failing which the entire performance Guarantee Deposit (PGD) would be forfeited.</div></div> <div><div>(iii)</div><div>Arranging own staff for supervision and caretaking since any loss of furniture and other items would be the responsibility of firm and no claim to the Directorate of Tourism will lie in this regard.</div></div> <div><div>(iv)</div><div>Arrangements are made for removing carpets and other furniture after every programme whenever changeover are required/scheduled between programmes on all days of the Festival failing which the entire Security Deposit and / or Performance Guarantee would be forfeited.</div></div> <div><div>(v)</div><div>Delivery period: By 18.11.2014.</div></div>			

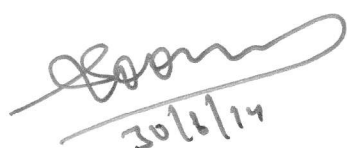

 30/11/14
 Director (Tourism)
 Government of Manipur

GENERAL INFORMATION

The Department of Tourism, Government of Manipur organizes the Manipur Sangai Festival as an annual event to promote tourism in Manipur. The event is held during 21-30 November every year. In connection with Manipur Sangai Festival, 2014 as therefore pre-scheduled, the following items of work are to be executed:

9. Design, creation and maintenance of 'Sangai Theme Park' for Manipur Sangai Festival, 2014.

Sl. No	Items	Minimum Quantity
1.	Pey: 6 ft with 6 ft. diameter	4
2.	Traditional Shatras; 25 ft	100
3.	Multi-colour Flags on strong bamboo/iron poles	100
4.	Hoarding backdrop of size: 10 x 30 Sq. ft in the backdrop of the theme park and from two different angles	3
5.	Maintenance during the festival	-
Budget available: Rs. 5:00 lakhs		
EMD: Rs. 25,000.00		
Additional terms: <ol style="list-style-type: none"> Delivery period, work should be completed before 7 days of commencement of MSF-2014. Miniature sand/clay/plastic model of theme park will be submitted for approval to Director before actual creation on site and within 4 days of award of tender. Agency will produce certificate of experience from Government Department / PSU for having designed and executed works of similar nature such as tableaux for Independence Day and Republic Day Celebrations at national and State Levels. 		



Director (Tourism)
Government of Manipur

NON TRANSFERABLE
(VALID FOR ONLY SINGLE ITEM IN THE TENDER DOCUMENT: APPENDIX-I)

(Valid for item No. 10 of the NIT/Appendix-I)

Sl. No.

Issued to: -----

The tender format may also be downloaded in duplicate with tenderer retaining one copy of it.

Invitation for tender and instructions to tenderers for Online PR, Social Media, Publication and Brand Manual of Manipur Sangai Festival-2014 from 21-30 November, 2014 at Imphal.

1.	Tender Reference:	No. 6/234/2014-DTSM
2.	Date of commencement of sale of Tender Document:	04.07.2014
3.	Last date for issue of Tender Document:	15.07.2014
4.	Last date for receipt of Tender Document:	28.07.2014 (2.00 p.m.)
5.	Date, Time & Venue for opening of Technical Bids:	31.07.2014 (9:30 a.m.), Office of Director (Tourism), Manipur
6.	Address for Communication:	Director (Tourism), Manipur, North A.O.C., D.M. Road, Imphal-795001
7.	Fee for Tender Document:	Rs. 500/-

Note: If the date fixed for opening of Tender is declared a holiday by the Government, the same would be opened on next working day with time for opening of technical Bid remaining the same as indicated above.

- (i) Director (Tourism), Manipur reserves the right to extend the date for acceptance of Tender Offer by up to 7 (seven) days, such an extension would be binding on the tenderers.
- (ii) Director (Tourism), Manipur reserves the right to extend the date to acceptance of Tender Offer by up to 7 (seven) days, such an extension would be binding on the tenderers.


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Director (Tourism)
Government of Manipur

**GOVERNMENT OF MANIPUR
DIRECTORATE OF TOURISM**

TENDER FOR ONLINE PR, SOCIAL MEDIA, PUBLICATION, DESIGNING AND BRAND
MANUAL OF 'MANIPUR SANGAI FESTIVAL, 2014'

DELIVERABLES EXPECTED FROM AGENCY

1. **SOCIAL MEDIA:** Creation and maintenance of **official Facebook page, Twitter profile, Flickr profile and YouTube channel** on Manipur Tourism. To give the social media platforms a new look every month by putting up new creative.
2. Integrate the Facebook page, Flickr Profile and YouTube channel to the official website of Department of Tourism, Manipur.
3. Regular update: Facebook page, Flickr and YouTube channel. Updates would be covered in the form of text updates, photos, videos, interview, news items about the Festival. Regular updates to be posted on Facebook page, Flickr and YouTube channel. Updates would be covered in form of text updates, photos, videos and visitor chats/interviews. These updates should be about all land and events of the Festival and Feedback etc. after the Festival.
4. Query Management: All the queries on this page to be replied and addressed on daily basis.
5. Gate keeping: Moderation of these pages on 3 times a day basis. Pages to be kept free of spams, unauthorized advertisements, inappropriate contents etc.
6. Tagging: Relevant Tagging of pictures to be done.
7. A still photo-bank needs to be developed taken by professional photographers (to be commissioned by the Agency) consisting of a minimum of 100 high quality and high resolution aesthetic photographs of landscapes, cultural practices, peoples, artifacts, food, different historical sites etc. and the Department of Tourism will have users rights over these photos for all times to come.
8. The videos posted on the Facebook/Flickr/YouTube will be developed by the Department of Tourism and these will remain the property of the Department and supplied to the agency for uploading.
9. **ONLINE PR:** The firm will every month develop at least a total of 3 (three) features, consisting of either **interview or quiz** or feature **stories or event schedule** related to Manipur Tourism and get them published in 3 (three) online tourism sites.
10. The firm shall send vetted press release of Department of Tourism to **online media (trade media)** about positive events or news items and also press rebuttals to them regarding any malicious story published online on Manipur's Department of Tourism and the Manipur Sangai Festival.
11. The firm shall collect and collate Manipur's tourism related stories from anywhere in India and abroad and upload them on Social Media platforms.
12. Copy Right: All the pictures and video to be copyright protected. A control on the use of this content and unauthorized use of this to be monitored.
13. Performance Reports to be submitted by the agency to the Department of tourism on monthly basis during the period of contract.


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Director (Tourism)
Government of Manipur

Government of Manipur

Department of Tourism

Imphal, Manipur, India

TENDER FORM

1. Tender for "Online PR and Social Media Management of Department of Tourism, Manipur.
2. Name & Postal Address of the firm : _____
3. Addressed to: The Director, Department of Tourism, Imphal, Manipur.
4. Reference to tender Notice No. _____
5. The tender form fee amounting to Rs.500/- has been deposited vide cash receipt No. _____ dated _____/DDNo. _____
6. We agree to abide by the all the conditions mentioned in tender form issued by the Department of Tourism, Manipur & also further conditions of said tender notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms & conditions mentioned therein)
7. The rates quoted for the above will be valid up to four months from the date of opening of the tenders. The period can be extended on mutually agreed terms.
8. Rate for the Online PR and Social Media Management is for a period of four months starting September, 2014 till December, 2014 all expenses as per scope of work mentioned in the Annexure 'A'.
9. The work of Online PR and Social Media Management to be done on daily basis for a period of four months. The comments and status are to be updated on regular basis.
10. Rates should be inclusive of all taxes, octroi and all other expenditures etc.
11. The bank draft/banker's cheque no _____ drawn on (name of the bank)/cash receipt no. _____ dated _____ amounting to cover Rs.42,500/- as earnest month is enclosed with the technical bid.
12. Firm should submit experience related documents of having executed works of at least equal to the value of estimated amount of the tender.

Signature of the Tenderer


30/6/14

Director (Tourism)
Government of Manipur

Scope of Work for Online PR and Social Media Management of Manipur, Department of Tourism

1. The work of Online PR and Social Media Management to start right from the day when tender is awarded for the period of 4 months.
2. SOCIAL MEDIA: Creation and maintenance of official Facebook page, Twitter profile, Flickr profile and YouTube channel on Manipur Tourism. To give the social media platforms new look every quarter by putting up new creatives.
3. Integrated the Facebook page, twitter profile, Flickr profile and YouTube channel to the official website of Department of Tourism, Manipur.
4. Regular updates: Facebook page, twitter profile, Flickr profile and YouTube channel. Updates would be covered in the form of text updates, photo, videos, interviews, news items about the Department and quizzes.
5. Regular updates to be posted on Facebook page, Twitter, Flickr and YouTube channel. Updates would be covered in the form of text updates, photo, videos, and visitor chats/interviews. These updates should be about all landmarks, festivals and cultural events promoted by Department of Tourism.
6. Query Management: All the queries on these pages are to be replied and addressed on daily basis.
7. Gate Keeping: Moderation of these pages on 3 times a day basis. Pages to be kept free of spams, unauthorized advertisements, inappropriate contents etc.
8. Tagging: Relevant Tagging of picture to be done.
9. A still photo-bank needs to be developed taken by professional photographers (to be commissioned by the agency) consisting of a minimum of 100 high quality and high resolution aesthetic photographs of landscapes, cultural practices, peoples, artifacts, food, different historical sites, etc. and the Department of Tourism will have users rights over these photos for all times to come.
10. The video posted on the Facebook/Twitter/Flickr/YouTube will be developed by the Department of Tourism and these will remain as property of the Department and supplied to the agency for uploading.
11. **ONLINE PR:** The firm will every month develop at least a total of 3 (three) features, consisting of either **interview or quiz** or feature **stories or event schedule** related to Manipur Tourism and get them published in 3 (three) online Tourism sites.
12. The firm shall send vetted press release of Department of Tourism to **online media (trade media)** about positive events or news items and also press rebuttals to them regarding any malicious story published online on Manipur's Department of Tourism and Manipur Sangai Festival.
13. The firm shall collect and collate Manipur's tourism related stories from anywhere in India and abroad and upload them on Social Media platforms.
14. Copy Right: All the pictures and video to be copyright protected. A control on the use of this content and unauthorized use of this to be monitored.
15. Performance Reports to be submitted by the agency to the Department of Tourism on monthly basis during the period of contract.

Responsibilities of the Department of Tourism (DoT) would be as under:

- i. DoT would provide all necessary information on the event/fair or festival as per the Department's festival calendar available.
- ii. DoT would provide videos to the firm in advance from time to time and other official content as and when required by the agency. The agency will make endeavour to get the information desired from the concerned officers.
- iii. All the necessary information such as logo of Department/events/press release issued for traditional media and updates etc. will be supplied by the DoT to the agency.
- iv. Any other permissions/information as required will be given to the agency by the DoT.

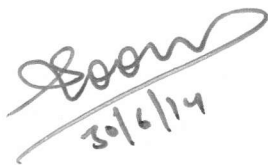

30/6/17
Director (Tourism)
Government of Manipur

**Government of Manipur
Department of Tourism**

**Technical Bid Form
For Online PR and Social Media Management
of Department of Tourism**

Sl. No.	Item	Required information available at page no.
1.	Name & Address of the firm Telephone No. Fax No. Mobile No. e-mail address:	
2.	Date of establishment (enclosed evidence)	
3.	Status of the firm (Proprietorship/Partnership/Pvt Ltd. Co. etc.) (copy of certificate to be enclosed)	
4.	Service Tax Registration Details, if any (Copy of registration)	
5.	PAN No. (Copy enclosed)	
6.	Documents attached as proof of experience	
7.	The firm having minimum experience of 3 projects in "Online PR and Social Media management) in the Government, out of which one each should be in a North Eastern state and the other in any Central Government Department. Remaining one may be in Government or in Private Sector or NGO sector.	
8.	Details of earnest month (Enclosed receipt/DD/challan)	
9.	Address proof of the firm (Rent agreement/electricity Bill)	
10.	The annual turnover of the individual agency/firm eligible to be participate must be must not be less than 1 (one) crore in the last 3(three) years combined together or cumulatively.	

**Signature of Tenderer
(with seal)**


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Director (Tourism)
Government of Manipur

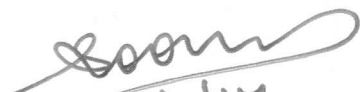
Government of Manipur
Department of Tourism, Imphal.

Form for submission of Rates

Consolidated Rate for a period of 4 months as per Scope mentioned above including all taxes and expenditures:

In words _____

**Signature of Tenderer
(with seal)**


30/6/17


Director (Tourism)
Government of Manipur

GENERAL TERMS AND CONDITIONS

Note: Tenderers should read these conditions carefully and comply while sending their tenders


1. Tenders must be submitted in properly sealed envelope. "Tender for Online PR and Social Media management to Department of Tourism, Imphal" should be clearly written on the envelopes.
2. Tender will be in two stages: i) Technical (Envelope-'A') and ii) Financial (Envelope-'B').
3. Envelope 'A' will have documents relating to Technical experience of the firm in the relevant field as per the Annexure-'B'.
4. Envelope 'B' will have the financial rates as per the form at Annexure-'C'.
5. The firm having minimum experience of 3 projects in "Online RP and Social media management" in the government, out of which one each should be in a North Eastern State and in the Central Government Department. Remaining one may be in government or in private sector companies or in NGO.
6. The cumulative turnover of the firm for last 3 years should not be less than Rs.1 crore and it should be duly certified by a Chartered Accountant.
7. Tender forms shall be filled in black ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
8. Rate shall be written both in words and figures. Over-writings, corrections, if any, should be made clearly and initialed with dates. The rates should mentioned elements of the service charges or any other charges separately.
9. Validity: Tenders shall be valid for a period of four months from the date of opening of the tender.
10. Agency shall not assign or sublet his contract or any substantial part thereof to any other agency, nor can the agency have consortium arrangement with other company for bidding purpose.
11. EMD will be forfeited by the Department if the services are not provided to its satisfaction, after giving an opportunity to the tenderer of being heard and recording the reasons thereof.
12. Scope: Scope of work would be as per Annexure-'A'.
13. Inspection
 - (i) The Director, Department of Tourism or his duly authorized representative shall at all reasonable time have access to the premises and shall have the power at all reasonable time to inspect any working day.
 - (ii) The tenderer shall furnish complete address of the premises of his office where inspection can be made together with name and address of the person who is to be contacted for the purpose.
14. In the event of any loss, damage or any shortage, the tenderer shall be liable to make good such loss and shortage found at the event for the products/materials and services by the consignee. No extra cost on such shall be admissible.

15. Termination: The contract can be terminated at any time by the Director of Tourism, if the services or the items supplied are not up to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.
16. Director or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
17. In case of delay in supply or in respect of services to be provided within the prescribed period in the work order, liquidated damages will be charged, as per of GF & AR.
18. Earnest money:
 - (i) Tender shall be accompanied by an Earnest Money Deposit (EMD) as indicated in the Notice Inviting Tender, and the EMD should be in the form of D-at-Call/Bank Draft of any Scheduled bank in favour of the Deputy Director, Tourism, Government of Manipur, payable at Imphal.
 - (ii) EMD submitted in any other form or bids without EMD shall not be accepted.
 - (iii) The EMD of the successful bidder shall be retained till completion of the work and shall not carry any interest.
 - (iv) If the successful bidder fails to execute the arrangement within the specific time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
19. Forfeiture of earnest money: The earnest money will be forfeited in the following cases:
 - (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - (ii) When tenderer does not execute the agreement, if any, prescribed within the specified amount.
 - (iii) When he fails to supply the items or commence the services as per work order within the time prescribed.
20. The expenses of completing and stamping the agreement shall be paid by the tenderer and the Department shall be furnished free of charge with one executed stamped counter part of the agreement.
21. Liquidated damages: The items should be supplied within 7 days of the confirmed order after which firm will be liable for liquidity damages as per Government Rules.
22. Delay:
 - (i) If the firm requires an extension of time in completion of contractual service on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated time. The case will be examined and permission in writing will be necessary for the tenderer.
 - (ii) Delivery period may be extended with or without liquidated damages if the delay in the services is on account of hindrance beyond the control of the tenderer.
23. Recoveries: Recoveries of liquidated damages shall ordinarily be made from Security Deposits. Amount may also be withheld in case of failure in satisfactory services. Amount of liquidated


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damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Manipur PDR Act or any other law in force.

24. If a tenderer imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued for the Director of Tourism.
25. Remittance charges on payment made to the firm will be borne by the Tenderer.
26. The Director of Tourism reserves the right to accept any tender not necessarily the lowest or reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distributed to more than one firm/Agencies.
27. Payments: advance payment will not be made in any case. Payment will be made on monthly basis on submission of bill by the tenderer to the Director, Department of Tourism, Manipur along with performance report. All remittance charges will be borne by the tenderer.
28. The tenderer shall furnish the following documents at the time of execution of agreement:
 - (i) Attest copy of Partnership Deed in case of Partnership Firms or memorandum of article in case of limited company.
 - (ii) Registration Number and year of registration in case partnership firms is registered with registrar of Firms.
 - (iii) Address of residence and office, telephone numbers in case of Sole Proprietorship.
29. Security Deposit:
 - (i) Successful Tenderer shall furnish within 7 days of acceptance of his tender, a Security Deposit @ 5% of the accepted gross tendered value in the form of Demand Draft or fixed deposit issued by Public Sector Banks in favour of the Director, Directorate of Tourism, Government of Manipur, Imphal for the due, proper and complete discharge of all their obligations under the Contract. The Security Deposit shall not earn any interest.
 - (ii) In the event of the Tenderer's failure, after the communication of acceptance of the tender by the Department to deposit the security deposit within 7 days of acceptance of his tender, his Contract shall be summarily terminated besides forfeiture of the Earnest Money and the Department shall proceed for appointment of another Agency.
 - (iii) The Security Deposit will be refunded to the Agency on due satisfactory performance of the services, and on completion of all obligations by the Agency under the terms of the Agreement, and on submission of a "No demand certificate", subject to such deduction from the Security Deposit as may be necessary for recovering the Department's claims against the Agency. The Department will not be liable or payment of any interest on the Security Deposit.
 - (iv) Whenever the Security Deposit falls short of the specified amount, the Agency shall make good the deficit so that the total amount of Security Deposit shall not at any time be less than specified amount.
 - (v) Any losses or damages arising out of and incurred by the Department by the conduct of the Agency will be recovered from the Agency, without prejudice to any other right and remedies of the Department under the Contract and Law. The Agency will also be debarred from participating in any future tenders of the Department for a period of five years. After the completion of prescribed period of five years, the party may be allowed to participate in the future tenders of the Department provided all the recoveries/dues have been effected by the Department and there is no dispute pending with the Agency/party.


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GENERAL INFORMATION

The Department of Tourism, Government of Manipur organizes the Manipur Sangai Festival as an annual event to promote tourism in Manipur. The event is held during 21-30 November every year. In connection with Manipur Sangai Festival, 2014 as therefore pre-scheduled, the following items of work are to be executed:

11. Design, Organization and Conduct of Pre-Festival Campaign on Motor Bikes covering all hill/valley districts of Manipur:

Sl. No.	Particulars	Size/ Quantity	Specifications	Upper Ceiling on Budget and EMD
1.	Design, Organization and conduct of pre-festival campaign by road covering all Hill/valley districts of the State.	At least 30 motor bikes in the motorcade	Rally to originate from Imphal and to end at the main venue of 'Manipur Sangai Festival, 2014' i.e. Hapta Kangeibung at 4:00 P.M of 21 st November, 2014	Budget available Rs. 3.50 lakhs EMD @ 5% of the Budget available
2.	Design, Printing, production and display hoardings for each leg of the rally			
3.	Video coverage of the event		All legs of the campaign to be covered and good quality video to be submitted in 3 copies in Sony CD.	
4.	Photo coverage of the event	At least 10 photographs in each district and 20 photographs in case of Imphal West, to be submitted as album and soft copy in Sony CD	Matte paper to be used for hard print Soft copies of photographs to be submitted, each of size not less than 4MB Each photographs to be duly captioned	
5.	Refreshment, fooding and campaign/night-halt requirements of the motorcade	As required	Hygienic food and secure locations shall be used.	

Additional Terms:

1. Budget available: Rs. 3.50 lakhs and EMD @ 5% of the Budget available.
2. Schedule of the rally is to be prepared by the agency and submitted along with tender.
3. The agency should have past experience of conduction and organizing goodwill tours and rallies for causes as Health, Environment, Communal harmony, etc. in different districts of the State.
4. Department shall not be responsible for hygienic condition of food served to participant and security of participants in the campaign.

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GENERAL INFORMATION

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12. Management of entry and exit of visitors, ticketing and management of parking vehicles during Manipur Sangai Festival, 2014:

Sl. No.	Items	Quantity	Minimum BID and EMD
1.	Printing of numbered tickets	As required	Bid amount shall not be less than Rs. 50.00 lakhs. EMD Rs. 2.50 lakhs
2.	Provision of uniformed and trained security staff	Minimum of 25 security personnel for main venue in addition to own requirement of agency	
3.	Provision of staff location banners, Roadside Direction banners, and a minimum 6 (six) bouncers	As required	
4.	Provision of uniformed manpower for manning ticket counters and parking areas	As required	
5.	Liaisoning with the Police Department for traffic management and security set-up.	As frequently as required	
6.	Issue of tickets by charging entrance fee of Rs. 20/- per adult, Rs. 10/- per child and students (on production of valid Identity card)	As required	
Additional terms: (i) Responsibility for loss of any vehicle shall be borne by the agency. (ii) Responsibility for damage to any vehicle shall be borne by the agency. (iii) EMD would be forfeited if bidder withdraws at any stage.			


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13. Supply of Carpets for Manipur Sangai Festival, 2014:

Particulars	Measurement	Quantity	Specification	Estimated amount and EMD
a) Doormat	3 ft. x 15 ft.	12	-	Rs.7.00 lakhs EMD: Rs.35,000/-
b) Red Carpet	18 ft. x 750 ft. = 13500 ft ²	2	Thickness:4 mm Width - 6 ft.	
c) Plastic sheet for placing beneath the red carpet	18 ft. x 750 ft. =13500 ft ²	2	-	

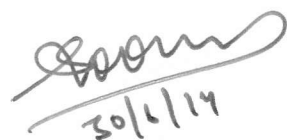
Additional Terms:

Agency will ensure the following:

Deployment of minimum 5 staffs for setting up and arranging carpets before the start of the 10 day Festival.

Delivery period: 30 days from date of award of tender.

The above noted items are to be delivered/furnished by 19.11.2014.



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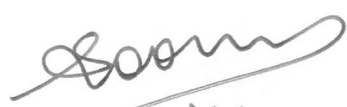
GENERAL INFORMATION

The Department of Tourism, Government of Manipur organizes the Manipur Sangai Festival as an annual event to promote tourism in Manipur. The event is held during 21-30 November every year. In connection with Manipur Sangai Festival, 2014 as therefore pre-scheduled, the following items of work are to be executed:

14. Installation of CCTV cameras during Manipur Sangai Festival, 2014.

Particulars	Specifications	Quantity	Estimated amount and EMD
a) Camera	IR Bullet camera & PTZ of different TVL & lenses	32	Rs.3.00 lakhs EMD: Rs.15,000/-
b) Digital Video Recorder	16 channel DVR	2	
c) Internal Hard Disk	1 TB HDD	1 HD per DVR	
d) Adaptor	12 V 2 A/SMPS	32	
e) Cable	RG 6 Co-axial	As required	
f) A.C. wire	1 mm/ 2mm	-do-	
g) Monitor	22" LED Computer monitor/TV	2	
h) Accessories	Cable Tie/Cable Clip/PVC Box/Screw/Flexible Pipe/Black tape/VGA Cable/HDMI Cable	As required	
i) Manpower	Laying cable, Camera installation, DVR setting & service round the clock during Manipur Sangai Festival, 2014.		

The above items are to be installed successfully at the venue by 19.11.2014.


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15. Production of documentary films on Manipur Tourism and Manipur Sangai Festival:

Theme of Documentary Film	Specifications	Delivery period/Completion period	Budget available and EMD
a) Manipur Tourism (5-7 Minutes)	Final production should be submitted Beta cam SP/Digi Beta/DV Cam format with 2 (two) copies of DVD	30 days from the date of award of tender.	Rs. 1.65 lakhs EMD: Rs. 8250/-
b) Manipur Sangai Festival (3-5 Minutes)			
c) Adventure & Sports tourism in Manipur (3-5 minutes)			
d) Eco-Tourism in Manipur			

Additional Terms:

Agency/firm should have:

- Three years income Tax Clearance papers.
- Three years bank transaction records.
- 5 years experience in the field of Documentary production.


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