

GOVERNMENT OF TRIPURA  
DIRECTORATE OF INFORMATION AND CULTURAL AFFAIRS  
AGARTALA

No.F.76(69)-ICA/2024/Cul

19.12.2024

**Short Notice Inviting Quotation**

Short Notice Inviting Quotation in sealed cover is hereby invited from interested agencies/proprietors regarding real time live streaming/webcasting and Departmental Social media management for 43<sup>rd</sup> Agartala Book Fair from 2<sup>nd</sup> January to 14<sup>th</sup> January, 2025.

Sealed Quotation to be submitted in a larger envelope which have to contain 2(Two) separate smaller envelopes i.e one smaller envelope with documents pertaining to Technical Bid and another smaller envelope with quoted rate in prescribed format for Financial Bid. Such sealed quotation should reach to this Directorate of ICA, Gandhighat, Agartala on or before 3:00 PM of 27<sup>th</sup> December, 2024.

Terms & Condition pertaining to it can be collected from Directorate or same can be downloaded from the Departmental Website [www.ica.tripura.gov.in](http://www.ica.tripura.gov.in).

Sd-  
Director  
Information & Cultural Affairs

**Terms & Conditions pertaining Short Notice Inviting Quotation for real time live streaming / webcasting with generation of link for 43<sup>rd</sup> Agartala Book Fair -2025 from 2<sup>nd</sup> January to 14<sup>th</sup> January, 2025.**

**1. Scope of Work:** Real time live streaming / webcasting with generation of link of the entire event of 43<sup>rd</sup> Agartala Book Fair -2025 from 2<sup>nd</sup> January to 14<sup>th</sup> January, 2025. Pertinent to add here that this will facilitate to display in LED Screens , Social Media Platforms etc .

a. Area of Coverage Should is entire premises of Hapania International Fair Ground and both the Stages. Detailed particulars are cited below :

Location	Video Camera required
Cultural Stage, Seminar & Kabi Sammelan Stage and entire premises of Hapania International Fair Ground.	4 full HD video Camera with stand, 1 wireless Camera, 1 Jimmy Zip with Camera, 2 Still Camera.

b. Platforms and electricity connection will be provided by ICA Department. The selected vendor only needs to identify the place for the platform as per their convenience in consultation with concern official of ICA Department.

c. The selected vendor needs to arrange all other required equipment, internet connection etc for the said event

d. For safety and uninterrupted webcasting / live streaming selected vendor needs to arrange for additional power backup on their own.

e. Vendor needs to establish temporary and uninterrupted continuous communication system between all the camera locations for observation and management of the entire programme.

f. Vendor needs to install PTZ Camera apart from the entire scope of webcasting/live streaming

g. Vendor shall arrange to display the content of concerned programme in live streaming

**2. ELIGIBILITY:** Bidders need to submit all the required documents to meet the technical eligibility criteria.

a. Relevant Trade Licence

b. GST registration Certificate

c. PAN Card

d. Document (e.g. work order/ sanction order) pertaining to experience of real time live streaming/webcasting for at least 5 (Five ) events in the Department(s) under the State Government /PSU within the period of 1<sup>st</sup> January , 2022 to 30<sup>th</sup> November, 2024 .

### **3. Others:**

A. Sealed Quotation to be submitted in a larger envelope which will contain 2(two) separate envelopes i.e one envelope for Technical Bid and another envelope for Financial Bid. Such sealed quotation should reach to the Directorate of ICA, Gandhighat, Agartala on or before 3:00 PM of 27<sup>th</sup> December, 2024.

B. Quotation received after stipulated date & time will not be entertained.

C. Received Quotations within stipulated period are likely to be opened on same day (27<sup>th</sup> December, 2024) at 4:30 PM or as intimated otherwise.

D. On top of the envelope name of the assignment along with full name & address, contact number, e-mail id of the bidder should be mentioned.

E. In the context of Financial Bid rate to be quoted as per following format in the envelope earmarked for Financial Bid-

Quoted rate for following items	Total Amount (Inclusive of all Taxes)

F. All types of arrangement for the purpose to be completed by the bidder.

G. Income tax and GST will be deducted from the bill as per the existing norms.

H. Payment will be made after completion of work as per work order.

I. No enhancement of rates within the validity period of the contract shall be entertained. The offer rate validity will be 90 days from the last date of quotation.

J. The undersigned reserved the right to cancel or accept the tender without assigning any reason

K. The rates of the particulars should be quoted as package wise instead of item wise. All the items in the package should be mentioned in the quoted rate. The L1 bidder will be selected on the basis of whole package.

L. Other Terms & Conditions of the Quotation will be followed as per Manual of procurement of goods-2018, Govt. of Tripura.

**Signed by Bimbisar  
Bhattacharya**

**Date: 19-12-2024 08:59:02**

Director  
Information & Cultural Affairs

**TECHNICAL BID FORM FOR TIME REAL LIVE STREAMING/WEBCASTING OF 43<sup>rd</sup> AGARTALA BOOK FAIR FROM 2<sup>ND</sup> JANARY TO 14<sup>TH</sup> JANUARY, 2025**

1.	Names & Address of Regd. Office of Company/firm / Agency	
2.	Contact No(s)	
3.	Registration No. Company/firm/Agency & Nature of ownership	
4.	Name, Designation, Address and Telephone No. of Authorized person	
5.	Please specify as to whether Bidder is sole proprietor/Partnership firm/ Private or Limited Company	
6.	Name, Address and Telephone No. of Directors/Partners (please attach separate sheet.)	
7.	Name, Address & Contact No. of Branch Office of Company/firm/Agency in Agartala	
8.	PAN number(copy to be attached)	
9.	GST No. (copy to be attached)	
10	Trade License No(copy to be attached)	
11	Whet her Agency is Black listed by any Central/ State Govt. /PSU during the last two years if not attach self-certificate.	

FINANCIAL BID

Annexure-II

Scope of Work	Rate (Including all taxes) with detail break up
Real time live streaming/webcasting and Departmental Social media management for 43 <sup>rd</sup> Agartala Book Fair from 2 <sup>nd</sup> January to 14 <sup>th</sup> January, 2025.	

DECLARATION

I do hereby certify that the information furnished above is full and correct to the best of my knowledge. Also I undertake to abide by the stipulations/conditions of the SNIQ and all related decisions of the department in this regard.

(Signature of Authorized Signatory)