

GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION AND CULTURAL AFFAIRS
AGARTALA

No.F.98(187)-ICAT/98/Cul/P-II

Dated, Agartala, the 3rd November, 2023

SHORT NOTICE INVITING QUOTATIONS

FOR WEBCASTING/LIVE STEAMING OF "DEWALI FESTIVAL, 2023"

Sealed Quotation in two (2) bid system is hereby invited from the experienced Agencies/firms for Webcasting/ live streaming on all social media platforms, LED Screens of ICA Department for the Dewali Festival on 13th November, 2023.

The detail information, terms & conditions, description, specification may be collected from Culture Section of this Directorate on any working day (during office hours) till 9th November, 2023 or the same can be downloaded from the website www.ica.tripura.gov.in.

The last date of submission sealed quotation is up to 3.00 p.m. of 9th November, 2023. Sealed quotation will be opened at 4.30 PM of 9th November, 2023 which may be changed with due intimation to all concerned.

Sd/-

Director
Information & Cultural affairs
Government of Tripura

1. Scope of Work:

Webcasting/ live streaming in all social media platforms, LED Screens of ICA department and other Government departments of the Dewali Festival on 13^h November, 2023.

Suggestive locations of camera will be as cited below:

Sl. No	Location	Video/Still Camera
1	Tripura Sundari Temple premises	1 full HD video camera with stand
2	Mayer Mandir	2 full HD video camera with stand,
3	Kalyan Sagar Area & Mangal Arati	1 full HD video camera with stand
4	Dhanyamanikya Stage	1 full HD video camera with stand 1 wireless camera, 1 Jimmy Zip with camera,

- a. Platforms and electricity connection will be provided by Mela Committee. The selected vendor only needs to identify the place for the platform as per their convenience which is to be finalized in consultation with District Officer, ICA , Gomati.
- b. The selected vender needs to arrange all other required equipment, internet connection etc. for uninterrupted webcasting / live streaming and social media management for "Dewali Festival-2023" at Matabari, Udaipur on 13th November, 2023.
- c. For safety and uninterrupted webcasting / live streaming Vendor needs to arrange additional power backup on their own.
- d. Vendor needs to establish temporary and uninterrupted continuous communication system between all the camera location for observation and management of the entire rally.
- e. Vendor needs to Install 3 PTZ Camera apart from the entire scope of webcasting / 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. Experience in coverage of minimum 5 programme pertaining to Government (Central / State) /PSU covering the period of 2022-23 and in ongoing 2023-24 (up to 31st October, 2023) using Multi camera, supported by work order / similar issued by the competent authority.

3. TERMS AND CONDITION

- A. Quotation shall have to be submitted in sealed cover addressing to the Director, Information & Cultural Affairs Department, Government of Tripura, Gandhighat, Agartala within 3.00 PM of 9th November, 2023 .
- B. On the left side of the envelope date of submission by the bidder concerned should be mentioned.
- C. The Quotations are likely to be opened on same day at 4.30 p.m. Bidder or authorized representatives may remain present at the time of opening of quotations. No separate invitation will be given to the bidders. However, if there is any change of stated time of opening then intimation will be made in due course .
- D. The interested bidders shall submit the bids in 2 (two) separate envelopes for Financial Bid and the Technical Bid with proper indication of same on the right hand corner of the envelope to get clear idea about which one contains the technical bid and which one contains the financial bid at the time of evaluation .

- E. Envelope meant for the Technical Bid shall contain all relevant details regarding the items offered by the bidder, compliance of terms and conditions submission of documents etc, in other words, everything except the rate offered.
- F. Call/Demand Draft/On Demand Pay on any scheduled Bank for an amount of Rs.**5000/-** (Rupees Five thousand) only in favour of the Director, Information & Cultural Affairs Department, Government of Tripura as earnest money shall have to be furnished without which no quotation will be considered. The Draft should be attached with technical bid documents.
- G. The Envelope meant for Financial Bid shall contain only the rate offered by the bidder.
- H. Rate should be quoted in words and in figures. The percentage of Taxes or charges should be mentioned clearly and separately.
- I. The quotation should be submitted to the Directorate of Information & Cultural Affairs Department, Government of Tripura Agartala, Gandhighat, West Tripura within 3.00 PM of 9th November, 2023 positively.
- J. Both envelopes for Technical and Financial bid shall be placed inside a larger sealed envelope and the said larger sealed envelope to be dropped in the Tender Box to be available in Culture Section of this Directorate of ICA.
- K. While processing the bids for evaluation, the technical bids will be open first and the technically qualified bidders meeting all requirements will only be short-listed.
- L. Thereafter, financial bids of only short-listed bidders will be opened and the lowest bidder will be selected.
- M. Earnest money of the un-successful bidders will be returned after the finalization of the SNIQ.

- N. Earnest money of the successful bidder will be treated as security money process.
- O. The security money shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of contract on the part of the successful bidder
- P. The Quotation submitted after the schedule time and date , if any will not be entertained and will not be taken up for evaluation.
- Q. Income tax and GST will be deducted from the bill as per guidelines of the Govt /Society, if needed.

Signed by Bimbisar

Bhattacharya

Date: 03-11-2023 18:14:17

Reason: Approved

Director

Information & Cultural affairs
Government of Tripura

ANNEXURE-I**TECHNICAL BID FORM FOR WEBCASTING/LIVE STEAMING OF
"DEWALI FESTIVAL 2023" UNDER ICA DEPARTMENT.**

1	Names & address of Regd. Office of Company / firm / Agency.	
2	Telephone 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 Tenderer 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)	
11	GST No.	
12	Trade License No. under	
15	Details of EMD	
18	Whet her Agency is Black listed by any Central/ State Govt. /PSU during the last two years if not attach self-certificate.	

ANNEXURE- II

FINANCIAL BID

Name of work	Rate (Including all taxes) with detail break up		
	Value	Tax	Total
Webcasting/ live streaming on all social media platforms, LED Screens of ICA Department and other Government Departments of the entire procession of "DEWALI FESTIVAL, 2023" at Matabari Udaipura on 13 th November 2023.			

DECLARATION

I do hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the Department in future besides for feature of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

(Signature of Authorized Signatory with Date and Seal).