



General Terms & Conditions : Call for proposals for the selection of a Production Company or an Independent Producer to prepare, implement, coordinate and manage the logistics and budgets of five French productions in India.

Section 1 : CONTRACTING AUTHORITY.

- Name & Address : **French Institute in India, 2, APJ Abdul Kalam Road, New Delhi - 110011**
- Communication : The documents can be downloaded from the website of the French Institute in India (<https://www.ifindia.in/>) and technical riders related to the selected productions are available on request at the following address : artistic@ifindia.in
- Address from which further information can be obtained (**only in writing to the following address**) : Ms. Amandine ROGEMAN, Cultural Attaché, (artistic@ifindia.in).

Section 2 : OBJECTIVE

2.1. Scope of the Market : PURCHASE OF SERVICES.

Short description: Fixed-price service contract for the preparation, implementation, coordination and management of logistics of five French productions in India.

2.2. Description of services : Implementation of five live performance productions which will take in India and Sri Lanka, in the field of theater, music, dance and circus, on dates finalized beforehand.

2.3. Requirements :

-Scrupulous compliance of Production Brief attached in annex.

-Ability to carry out all tasks defined in the Production Brief. Applications that only partially cover the mission will not be considered. If subcontractors are identified, the candidate will remain the only official point of contact for IFI.

-The producer must make itself available at least 2 months before the first performance dates (fixed at the end of August 2023).

-The Producer will also have to take charge of the follow-up of the operations and ensure the various administrative regulations after the last performance dates (planned for the end of December 2023).

2.4. Criteria of Selection (par ordre d'importance dans la note finale) :

- Quality of the services offered **(30%)**.
- General pricing conditions **(30%)** :
 - Global pricing (20%).
 - Ability to carry out international payments (10%). (*The producer must be able to issue payments directly to France and Sri Lanka. (No re-invoicing to IFI outside the market possible).*)
- Compliance with the production brief **(24%)**.
- Experience of the producer and its agents, as well as any subcontractors. **(10 %)**.
- Ability to travel and work throughout the national territory and in Sri Lanka **(3%)**.
- Fluent and operational command of the English language by the producer and its agents **(3%)**.

2.5. Duration of the Tender : From 1st June 2023 to 31 January 2024.



This contract cannot be renewed.

Section 3 : LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION.

3.1. Conditions of participation : *Tender open to a production company or an independent producer, authorized to exercise the professional activity.*

3.2. Technical and professional capacity :

- Presentation of the company and the team dedicated to the tender, including experience and turnover.
- Presentation of any pre-identified subcontractors.

3.3. Conditions of the tender :

- Sub-contracting is accepted in the case where the producer remains the sole point of contact for IFI.

3.4. Special conditions of execution :

- Ability to travel and work throughout the Indian national territory and in Sri Lanka.
- Fluent and operational command of the English language by all agents.
- Bill payments in India, France and Sri Lanka.

Section 4 : PROCEDURE.

4.1. Deadline for receipt of proposals : **24/05/2023 at 5:00pm (IST)**

4.2. Conditions : **Electronic proposals, in ZIP format, should be sent by email to the following address :**
artistic@ifindia.in

Following documents are expected :

-Presentation of the company and the team dedicated to the project as well as the references of the services provided ;

-Detailed proposal ;

-Service implementation schedule ;

-Budget of the service.

4.3. Languages that can be used in the proposal: English - French.

4.4. Minimum period during which the producer is required to maintain his proposal : **firm and final price for the entire duration of the contract.**

4.5. Selection procedure :

The selection committee will be composed of the COCAC/Director of IFI, the Deputy COCAC, the Secretary General, the Accountant and the Head of Sector.

The Committee will only examine proposals submitted within the authorized period and containing all the information (Cf.4.3).

4.6. Bid opening date : from 05/25/2023 onwards