

Minutes of Pre-bid meeting for the Request for Proposal for Selection of an Event Partner for organizing Lit Fest at Surajkund, 2019

The meeting to discuss the pre-bid issues/ queries submitted by the bidders was held on 10.09.2019 at 11:00 AM in the conference hall on Shiksha Sadan, Sector 5, Panchkula.

Following agencies attended the pre-bid meeting (attendance attached)

- 1) Square Communication Pvt. Ltd.
- 2) Lime Lizard Events & Media
- 3) Wizcraft Pvt. Ltd
- 4) EYP Creations Pvt. Ltd

Also queries received via email by:

- 1) M/s Vibgyor
- 2) M/s Deepali Designs and Exhibits Pvt Ltd
- 3) M/s Showcraft
- 4) M/s Incredible Design
- 5) M/s IDEST ASSOCIATES LLP

Some agencies also submitted their queries via email. The details of the clarifications sought by the agencies and responses issued by the Department are provided in the corrigendum below.

Corrigendum

Responses to the queries received from the interested bidders for “Request for Proposal for Selection of an Event Partner for organizing Lit Fest at Surajkund, 2019

Sr. No	RFP Reference	Name of the Section	Clarification Required	DHE Response
1	A – Document Control Sheet	Bid Security in the form of Bank Guarantee Query by: Wizcraft Pvt Ltd	Can we submit bid security in the form of Demand Draft.	Yes
2	2 – Scope of work	Conceptualize the event based on the venue	What and how much specific area are we using	Suraj Kund Mela Premises

			<p>for the event at Surajkund?</p> <ul style="list-style-type: none"> • How many days in advance will we get the venue for doing the set-up? •How many days/duration will we get for dismantling the set-up? 	<p>02</p> <p>01</p>
3	2.1.A.b	<p>Inaugural Ceremony</p> <p>Query by: Wizcraft Pvt Ltd</p>	<p>1)How many attendees are we expecting for Inaugural?</p> <p>2) All the participants for inaugural will be by participants?</p> <ul style="list-style-type: none"> • Who will inaugurate the event? 	<p>500 people</p> <p>Not Clear</p> <p>Hon'ble CM</p>
4	2.1.A. d	<p>Coordinate with Knowledge Partner.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<p>Who is the knowledge partner for this Event?</p> <ul style="list-style-type: none"> • What is the role of knowledge partner? 	<p>KPMG Team</p> <p>Coordination Liaison ,facilitation and to ensure smooth conduct of fest</p>
5	2.1.B.b	<p>More than 5000 delegates participation.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Is this number inclusive of general public? 	<p>Yes , Per day footfall is expected to be around 5000 people.</p>

			<ul style="list-style-type: none"> •Expected numbers of VVIP, VIP and Delegates etc? • When will we get the confirmed participation list? 	<p>Around 100</p> <p>To be worked out with the agency on board</p>
6	2.1.B.f	<p>Advanced Help desk.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Do we need to provide the setup of the help desk or we need to give manpower to function the help desk? • What will be the location of Advance Help Desk? 	<p>Registration kiosk required</p> <p>No helpdesk is required but phone numbers for concerned person should be shared</p>
7	2.1.B.g	<p>Arrange for artist.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Can we get any specification for artists? • Who will pay for the artists? 	<p>For the cultural activities and performance during the inaugural, conclusion and in between sessions, agency will share the list of regular artists as per the theme to the department. For any eminent author, agency may suggest the name but payment will be done to the artist as per actual if any.</p>

			<ul style="list-style-type: none"> •Do we need to quote for the artists? 	No
8	2.1.C.d	<p>End to end solution for Speakers/Authors/Delegate management.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Who will pay and provide for the travel and accommodation of participants? •Who will do delegation management? 	<p>Panelists /invitee travel and accommodation will be provided by dept as per actual.</p> <p>Agency and Department.</p> <p>Travel and accommodation will be provided by the department, however agency will do the necessary liaison and coordination.</p>
9	2.1.C.f	<p>Arrangement of food stalls.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Will it be paid food stalls? • How are we doing the F&B for Invites? 	<p>Yes</p> <p>Tourism Department</p>
10	2.1.C.h	<p>Digital kiosk at the airport.</p> <p>Query by: Wizcraft Pvt Ltd</p>	<ul style="list-style-type: none"> • Who will pay the rentals at the airport? <p>What will be the size of Kiosk?</p>	<p>No digital kiosk required at airport. Agency people need to welcome the delegates and guide them to hotels and venue</p>
11	2.1.D.e	<p>Theme provided by Media Partner.</p>	<ul style="list-style-type: none"> • Who is the media partner for the event? 	<p>DPR will be taking care of the media partner, if any.</p>

		Query by: Wizcraft Pvt Ltd	<ul style="list-style-type: none"> • Who will provide the content for fliers, pamphlets, program brochures etc. • What is the role of Media Partner? 	Agency Not required.
12	As per portal	Event Budget- 50 lakh. Query by: Wizcraft Pvt Ltd	Can even budget be increased?	Agency should quote according to the scope, theme covering all costs.
13	3.2.A.f	Business plan with a tentative list of sponsors. Query by: Wizcraft Pvt Ltd	Can the clause of sponsorship be removed from the SOW of event management agency?	No, but agency shall assist department in bringing sponsors.
14	3.1	Entity. Query by NSB production and Lime Lizard Pvt Ltd, Wizcraft Pvt Ltd	An additional clause should be added which should say that proprietorship and consortiums shall be added in minimum requirements	<ul style="list-style-type: none"> • Consortium of two entities are allowed. • Entity may be <ul style="list-style-type: none"> ○ Company incorporated under Indian Companies Act 1956/2013 as the case may be (with no commercialization) or any entity from outside India under equivalent law; or ○ Society registered under Society Registration Act 1860; or

				<ul style="list-style-type: none"> ○ Registered public trust under Indian Trusts Act 1882; ○ Sole proprietorship. <p>Any of the consortium partner need to fulfil the pre-qualification and technical -qualification criteria</p>
15	3.1 b	Turnover of 1 cr average. Query by NSB production and Lime Lizard Pvt Ltd, Wizcraft Pvt Ltd	Average turnover of the company should be 3 crores instead of 1 cr.	No, it should remain same.
16	3.2	Evaluation criteria. Query by NSB production.	Evaluation criteria should include maximum 20 marks for experience in branding and identity creation for government and private clients.	No
17		Timings for the event. Query by NSB production and Lime Lizard Pvt Ltd, Wizcraft Pvt Ltd	Specify the timings of the event, the opening ceremony and the closing ceremony.	The tentative timings for the opening ceremony shall be 10.30 AM in the morning and 6:pm the closing ceremony.
18		Query by M/s Showcraft and M/s Incredible design.	1. We are a MSME certified by Min. of MSME, Govt.	Not Accepted

			of India. Certificate is attached herewith. As per the MSME regulations, EMD is exempt to the MSME units?	
		Query by M/s Showcraft and M/s Incredible design.	<p>2. Kindly specify the Estimated Tender Value.</p> <p>3. Kindly specify the venue of the event in Surajkund.</p> <p>4. Request you to kindly share a detailed BOQ so that there is clarity of the Cost inclusions. Kindly specify the timings of the event, the opening ceremony and</p>	<p>Bidders are envisaged to bid as per their scope of work .</p> <p>Rajhans Hotel, Surukund mela Premises</p> <p>Already mentioned above.</p>

			the closing ceremony.	
19		Query By M/s Vibgyor ,Poornima	<ol style="list-style-type: none"> 1. What is the QCBS Method. 2. Where do we need to submit the tender. 3. What all we need to submit to show as our event/project experience. Do we need to submit completion certificate only or we can give PO or payment transaction? 	<p>Quality cum cost-based selection.</p> <p>On Haryana E web portal www.etenders.hry.nic.in</p> <p>Work orders.</p> <p>Yes, need to submit completion certificate</p>
20		Query by Deepali designs and Exhibits Pvt Ltd	<p>What kind of set-up do you need at the venue? Hanger structure or something else?</p> <p>Total No. of attendees you are looking for? Dates and timing for the event?</p> <p>Venue booking will be done by us or you?</p> <p>Who will invite and pay all the</p>	<p>Open venue</p> <p>5000 people per day days. Dates and timing mentioned above</p> <p>By tourism Department</p>

			<p>guests/speakers/authors /performers/brand-ambassador?</p> <p>Define Roadshow</p> <p>How many stalls for the exhibition?</p> <p>How many numbers of activities you are looking for?</p> <p>Who will get the knowledge partner on board?</p>	<p>Already Addressed above.</p> <p>To create buzz and sensitize college youths about the event.</p> <p>To be decided later.</p> <p>To eb decided later with the agency.</p> <p>KPMG is the knowledge partner</p>
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Main Highlights:

- 1) There shall be two stages and 3 activity areas in the Rajhans mela premises.
- 2) Catering and hospitality will be taken care by Haryana tourism Department.
- 3) The media coverage, Advertisement etc will be taken care by DPR.
- 4) KPMG is the knowledge partner and will be helping in coordinating this event.
- 5) The event will be 3 days event now most probably on 13th, 14th and 15th December 2019.
- 6) List of authors and celebrities will be made jointly by the department and the agency.
- 7) Event agency shall help in calling the authors to the event.
- 8) Logistics specially vehicles to get authors, celebrities, and delegates will be done by the Agency. Preferable Innova.
- 9) Themes and decorations will be done by the agency.
- 10) Coordination with the department and other agencies will be done by the selected partner for lit fest.
- 11) The venue will be given 2 days in advance to set up the theme and 1 day to dismantle the theme after the event is over.

- 12) Electricity and power backup will be provided by the for lighting and decorations will be provided by the Surajkund authorities.
- 13) Accommodation, food and beverages for delegates and general public will be taken care by the Tourism Department, Haryana.
- 14) The venue will be the Surajkund mela Premises in Rajhans hotel, which happens every year in the month of feb. The same premises will be used for LIT Fest.
- 15) The Breakfast, lunch and dinner will be served in the Rajhans hotel only for the delegates.
- 16) Decorations as per theme of the main venues, gates will be done by the agency however decorations of the surrounding of the mela ground will be done by the Surajkund authorities.
- 17) Designing of the material for the media coverage by the agency.
