

**Response to queries during the online pre-bid meeting held on 7 February 2022 for
Tender-for Event-Management of Vigyan-Sarvatra-Pujayate-2022**

All intended bidders are requested to keep following broad points in mind submitting their bids

- i.** The area comprises the weightlifting hall and open space from Gate no 2.
- ii.** The opening and closing ceremony and film festivals and cultural programmes will take place in the weightlifting hall.
- iii.** The book fair hanger (with small stage 20X25 Feet with an open area to accommodate 50 people with COVID protocol), five food stalls and mega exhibition hanger (with VVIP lounge, food court, media centre, camp office) hanger are to be in the open ground.
- iv.** The help desk and registration, one each will be in the open ground and area outside the weightlifting hall.

Further the point-wise replies to the queries raised during the pre-bid meeting are as under:

Sl. No.	Queries	Clarifications
1.	Firm deals in services related to accommodation, so could they join with other groups (Joint Venture) and participate in the bid.	Joint ventures are not allowed. In this context the Para No. 3.3 (vii) of the bid document may be referred
2.	Clarity sought regarding number of food stalls (5 food stalls and 5 food zones; Page 9, pt 5)	There should be at least 5 food stalls. These stalls should be pocket friendly and adhere to utmost hygiene standards. It should cater to the basic food requirements of various age groups and ethnic Indian origins as far as possible Bidders may take sponsorships for these food stalls. Sponsorship amounts can be adjusted against the bid amount.
3.	Octonorm stalls are inside the hanger or separate. (Pg 10, pt. 9)	Octonorm stalls should be placed inside the hanger.
4.	What will be the venue for cultural events?	Wrestling auditorium Near Gate NO. 1 of JLN Stadium
5.	Two Registration Counters & Help desk are inside the hanger or separate place (Pg 11, pt 13)	The registration counter should ideally be outside the hanger. The registration for Invited delegates organisers and the institutional partners is required. There will be no registration for the mega expo visitors. This will act as a help desk for the visitor.

6.	Whether the CV of all the members of the group must be submitted or only the main representative for this project. (Pg. 25, Pt 3.6.1)	CV of the key professionals associated with the organization of the event has to be submitted (Pg. 25, Pt 3.6.1). This will form part of the Technical bid and will accordingly be evaluated by the Technical Committee.
7.	Quantity of the resource material is not mentioned (Pg 22, pt 21)	<p>1.Docket Folder, Paper 300gsm Hand Made Paper, Printing Four Colour: Qty = 500 copies</p> <p>2.Leaflet: Size A4, Paper 300gsm Art Paper, Printing, Four Colour Page 2; Qty = 500 copies</p> <p>3.Leaflet: Size A4 Paper 300gsm Art Paper, Printing, Four Colour Page 8; Qty = 500 copies</p> <p>4.Programme Booklet: Qty = 500 copies</p> <p>5.Invitation Card: Qty = 500 copies</p>
8.	Format is not mentioned of Pre-Qualification Bid Submission letter, Technical Bid Submission letter, Financial Bid Submission Letter (Pg 23, pt 3)	The bidders can use their own format for pre-qualification bid submission.
9.	Sizes of the area of the location and venue are not specified	<p>As stated the venue for event will be:</p> <p>A. Auditorium near Gate No. 1 Jawahar Lal Nehru Stadium, New Delhi 22 February 2022 and 28 February 2022 respectively</p> <p>B. Ground near Gate No. 1 and 2 Jawahar Lal Nehru Stadium, New Delhi. (Bidders are encouraged to visit the site before submitting bids)</p> <p>The sizes for hangers and other activities as stated in the bid documents may be referred.</p>
10.	Waterproof ceiling will be inside the hanger? (Pg 11, pt. 10)	This required inside the hangers to neutralize the impact of dew as a result of condensation.
11.	Will Media Lounge inside the main hanger or separate (Pg 14, pt 5)	The Media Lounge will be inside the main hangar.

12.	Is VVIP lounge or VIP food courts separate or same? (Pg 14, pt 6.1)	<p>VVIP lounge should ideally be regulated access a separate area inside the hangar. The VVIP Lounge and the Food Court are different. Food court will cater to the food requirements of Invited delegates organisers and the institutional partners whereas the VVIP lounge will be used for extending the hospitality to Ministers/Member of Parliament and Senior Officers of the rank of Secretary and above. In these two areas kitchen is provided for in the tender document.</p> <p>The food stalls are visitors to pay and purchase.</p>
13.	Location & purpose of outdoor stage setup (Ref: (2 vii) of scope of work) Page 10 of the tender document)	The scope of work has been revisited and the requirement is removed.
14.	Are Inaugural & finale function and expo open for all?	Inaugural & Finale function will be Restricted entry (with invitation only) whereas Expo and events other than Inaugural & Finale in Auditorium will be open for the public.
15.	Price Range of resource material and mementos (Pg- 21)	<p>Media & delegate kit (max amount) per kit : Rs. 700</p> <p>Memento (max amount per piece): Rs. 600</p> <p>Memento quantity may be read as 500</p>
16.	How many days will be given for mounting and dismounting	<p>2 days (17-18 February 2022) for mounting and one day (1 March 2022) for dismounting. Bidders may propose the additional days required for mounting and dismounting as a part of their technical evaluation.</p> <p>Hanger for expo should be handed over by 18 February 2020 (Midnight) and the hander for Book Fair should be handed over by 19/02/2022 (MidNight)and book fair should be handed over</p>

17.	How many stalls are there in the Octonorm area for exhibitions? (Pg 8, pt 1b)	Approx. 500 octonorm stalls (3x3 sqm area) for exhibition which may vary as per the requirement which are still emerging. Cost per octonom may also be highlighted in the bid.
18.	Provision of Common Breakout seating area for a general audience.(Pg 8, pt 1g)	Common breakout areas should be open for the general public and should be linked to food stalls for the convenience of the general public and to ensure optimum utilisation of available space.
19.	Requested to lower down the criteria for similar completed work experience (Evaluation of Proposal, pg 27, pt 2)	The pre-qualification criteria has been devised after considering the nature; scale of the event; complexities involved and the limited time available for the event. As such there is no change in the prescribed criteria.
20.	Meeting cum conference room will be inside the hall or outside?	This should preferably be inside the hall. Rest bidders as a part of their technical presentation can always suggest a better option to ensure optimum utilization of available space and to ensure smooth flow of event.
21.	Purpose of outdoor stage setup and its location Construction of Outdoor STAGE SETUP (Size 40 x 32) with Double-ply on top, carpet flooring/platform, for cultural activities and public function with Skirting on front with both side 8 ft' wooden steps with a railing along with side wings for stage. (Ref : 2(xix)- Scope of work	This may be considered as a part of Book Fair hanger. A stage admeasuring 20X25 Feet with Double-ply on top, carpet flooring/platform, for book launch, Hands on activities and small public function with Skirting on front with both side 6 ft' wooden steps with a railing along with side wings for stage.
22.	Can the proceeds of Sponsorship be decided based on profit sharing. (Pg 33, pt 3.18). Firm wanted to remove this clause.	It is clarified the bidders have to give a guaranteed sponsorship which will be set off against the bid value for the purpose of determining Lowest financial bid.
23.	Furnishing of bank guarantee (Pg 33, pt 3.19 payment terms)	Advances given will be the secured advances as such Bank Guarantee of equal amount of advance is required to be furnished.

24.	Media Lounge is inside the main hanger or separate (Pg 14, pt 5)	Media Lounge is inside the main hanger.
25.	Requested to lower down the criteria for similar completed work experience (Evaluation of Proposal, pg 27, pt 2)	The pre-qualification criteria has been devised after considering the nature; scale of the event; complexities involved and the limited time available for the event. As such there is no change in the prescribed criteria.
26.	3.18 Sponsorship	Para number may be read as 3.20 instead of 3.18.
27.	Digital Media Engagement (Ref:14 Page 18)	Minimum three Million outreach/engagements are to be ensured
28.	Media planning-(Ref:15 Page 18)	Keeping in view the necessity of media publicity through the print, electronic, social and digital media separately, different media meets would be required. The media plan will be evaluated by the technical committee as a part of technical presentation. Bidders are requested to furnish a concrete media plan with deliverables. Compliance of the same will be ensured during the execution phase after award of work.

Sd/-
Registrar
Vigyan Prasar