

## Prebid Minutes of Meeting

**Sub: Organising IMHC (Indian Maritime Heritage Conclave) Dec 11-12 at Yashobhoomi New Delhi**

Prebid held on : 19-11-2024 (Online) @ 1230 hours via Zoom

Conducted by : IPRCL

Ref: GeM Tender No.: GEM/2024/B/5605919

Attendance:

From IPRCL Department:

1. Shri Deepak Sabhlok GGM/P/NDLS
2. Shri Hansraj Sharma GGM/NMHC/Lorthal
3. Shri Ashish Choudhary CGM/Finance
4. Shri Sidharth Agrawal Chief Architect/NMHC
5. Shri C V L Phani DGM(C&A)

Following 10 Agencies Attended:

Sr No	Name of Agency	Representative Name
1	Apex Advertising	Mukesh Madlani
2	Expression 360	Sunil Gurav
3	Square Communications	Garima Sawhney
4	Richard Events	-
5	ShowBizHavas	Sidhant, Praveen
6	ShowCraft Productions	Aneesh Mishra
7	D N Marketing	Raj
8	Thomas Cook India Ltd	Dushyant Singh, Kshitij
9	Trident Exhibitors	Kamla
10	Feather Media Pvt Ltd	Sunil Gurav
11	Kakoti & Associates Pvt Ltd	Golap Kakoti
12	GraphisAds	Ankit Goel
13	Axis Communications	Prasannjeet

Meeting commenced with Introduction from the Prebid vendors present and speaking.

IPRCL requested all the participants to share their respective contact details/ email ID including Phone numbers along with whatsapp numbers for post prebid meeting purposes.

IPRCL requested all Vendor Teams present to follow up regularly with website of IPRCL([www.iprcl.in](http://www.iprcl.in)) regarding matters related to the Tender. Also, Website Links of IPRCL & NMHC shall be provided on the Contact Details shared by Vendors (via Chat Box in Zoom).

Following points were discussed / clarified during the Prebid meeting :-

Q: Air ticket of travelers – Vendor desired details of to and fro for people travelling to the event.

A: IPRCL informed that dignitaries from around 30 countries and from within the country shall be travelling. These details have now been uploaded on [www.iprcl.in](http://www.iprcl.in).

Q: Occupancy of Rooms - Vendor desired to know whether rooms shall have single or double occupancy ?

A: It was clarified that based on the Guest list or Confirmation list, Successful bidder shall obtain details of rooms required. Room requirement has now been uploaded on [www.iprcl.in](http://www.iprcl.in).

Q: Number of Stalls - There shall be 20 stalls and one pavilion of size equivalent to 5 stalls , to show case NMHC & on going works and Physical Model (arranged by IPRCL) shall be kept there. Small stalls will show case products by those who will be allocated the spaces. Stall will be closed on 3 sides and top and front shall be open.

Q: Joint Venture , Partnership – JV is permitted or not ?

A: IPRCL cleared that joint venture is not permitted. Vendors shall not be allowed to merge for this function. If a Partnership is already here with requisite experience, same entity shall be permitted.

Q: Qualification criteria – Vendor to be Actively working and 3 years of minimum experience and should have done a function equivalent to PM (Prime Minister) function.

Q: Housekeeping and security – Vendor remarked that these Services are not mentioned.

A: IPRCL informed that these services have been covered and they should be considered by Bidding Vendors.

Q: Vendor desired details of Declaration reading Make in India on Page 14 – A: IPRCL clarified that same should be specified.

Q: Page 33 (notes) specifies that audit balance sheet, P&L sheet need to be uploaded. Due to restrictions of size in page uploading vendor inquired whether only AC report and P&L sheet can be uploaded ?

A: IPRCL agreed for the same.

Q: MSME certificate - Compulsory or not ?

A: IPRCL clarified that details of declaration regarding MSME are contained in Tender Doc in the Opening Page (should submit undertaking of Turnover certificate with MSE validity certificate)

Q: Minimum height of the ceiling –

A: IPRCL informed 5 Mt and as per NSG team concerns all the precautions should be taken where there should not be any entry in the gap between ceiling and roof.

Q: Advance will be released or not ? –

A: IPRCL team informed based on Bank guarantee , advance will be allowed.

Q: EMD to be paid or not?:

IPRCL team informed “yes”, but Exempted for MSE.

Q: Dividing the halls ?

A: yes said by IPRCL.

Q: Tender evaluation 70:30 or 30:70 there is mismatch in the documents ?

A: IPRCL informed it will be 70:30 only. 70 is technical and 30 is financial.

- Q: Whether provide Green Room, SPG and Media room ?

A: IPRCL team informed that there will be cabinet ministers room, Chief ministries room and a dining a pack of 50 persons should be considered. The areas will be 3000+1000+1000+1000 Sqmt or their will be minor changes. With in 3000 Sqmt area stage, panel room, Mic room, caffe room.

- Q: Vendor inquired about the furniture set up and other requirements ?

A: IPRCL team informed ground tables, chairs , Dias an different Round tables not possible. Sofas arrangement should be made with small tables. Also IPRCL team informed page no 9 have all the details. During 27<sup>th</sup> Meeting who ever is qualified will have there creative ideology on the set up.

- Q: Inauguration hall set up details ?

A: IPRCL team informed Green room and other general set up will be there as per the PM function category. And also bench mark is based on PMS function.

- Q: Vendor inquired about hotel check in and check out details for how many days ? A: IPRCL team informed for 2 days and RSVP have all the detail in Page no 6.

- Q: Vendor inquired about the tackling of Force Majeur and if the event is cancelled , the same vendor will be selected or again retendering will be done or not ?

A: IPRCL team informed that resolution mechanism in past such cases of that nature will be adopted.

Q: Vendor inquired whether they need to design the logo or not ?

A: IPRCL said yes.

Q: One of the vendor inquired that EMD can be adjusted or not.

A: IPRCL team informed that based on BG adjustment EMD return is possible.

**General Points clarified by IPRCL during Meeting:**

- IPRCL informed that day 1 1000 people conference and 3 break out rooms will be there.
- IPRCL informed that beyond 23<sup>rd</sup> Nov 2024, no extension of time will be provided.
- IPRCL informed 9<sup>th</sup> and 10<sup>th</sup> preparatory days for the event organization and 3000 to 6000 sqmt will be the approximate area and there will be no modification or re modelling is allowed once the stalls and pavilion is created.
- IPRCL informed 20 booths / stalls will be outside the hall need to be provided and location will be finalized.
- IPRCL informed that 1 pavilion will be allocated to NMHC to showcase the model. ([www.nmhc.in](http://www.nmhc.in))
- IPRCL team informed that stage-1 23<sup>rd</sup> will be the last date to submit all the documents with their offers.
- IPRCL team informed that stage-2 27<sup>th</sup> will be a meeting at IPRCL Mumbai office with vendor with their presentation to be provided who were short listed.
- IPRCL team informed that stage-3 Financial opening .
- Cultural evening whether there will be a dance performance or music ? IPRCL team informed they will confirm and the event will be to showcase the heritage of INDIA.
- Scientific installation - IPRCL team informed that page no 10 clause no 6.7 to be referred.
- IPRCL team informed that should go through the website [www.nmhc.in](http://www.nmhc.in)
- IPRCL team informed big event performance is compulsory.
- IPRCL informed that if there is any conflict/mismatch between information given at GeM portal and that given in the bid document, the bid document shall prevail.
- A service room with phone, computer (desktop/laptop), colour printer, with 100% standby of each equipment shall be provided by the firm at the venue.

SN	Clause as per document	Query	IPRCL Reply
	<b>Hall</b>	<b>Part 1</b>	
1	<p>Page- 5: PDF file 2 A. Conference and Exhibition • 20 exhibits of suitable size and one pavilion equal to size of five exhibits have to be made.</p> <p>• 2C Hall will be converted into enclosure with 3 panel rooms which will have to be made sound proof by using wooden panels, packed with glass wool / any other suitable material for all the walls and ceilings.</p> <p>• Pavilion to be made outside the 2C hall at a suitable location.</p> <p>• Construction of green room , SPG room, VIP room, media lounge, 2 nos Hall for Apex Committee meeting of 120 pax &amp; Panel Discussion (with stage) for 120 pax each, Partition and masking of partition wall for inauguration function in one half &amp; 2 halls, VIP rooms etc. and Dining space in other half of hall.</p>	<p>Our Understanding is that in one part of the Hall - There will be Green Room, SPG Room, VIP Room, Media Room, 2 Halls for Apex Committee Meeting and Panel Discussion for 120 pax with stage and Dining Hall for 500 Pax. Please confirm if our understanding is right?</p> <p>Please clarify above requirement setup and furniture required hall wise as above?</p> <p>What is the Setup expected in Apex and Panel Discussion Hall?</p> <p>How do we need to divide Hall 2C? Do we need keep the space for 1000 pax Conference + 3 Breakout Rooms for 120 pax each + Pre-Function Area + F&amp;B Area + Area for Booth and Pavilion + VIP room, Media Room, Office Room, Green Rooms + SPG Room + (all within hall 2C</p> <p>What setup and requirement is expected, please explain?</p> <p>We understand that this setup to be done on second part of Hall 2 C, please confirm?</p> <p>Please advise, where to be made? And what kind of setup is expected and for how many pax?</p> <p>What setup and requirement is expected, please explain? And this should be made on which side of the Partitioned of Hall?</p> <p>If we understand correctly you are looking at 5 Panel Discussion Halls including Apex Committee meeting and Panel discussion for 120 pax as mentioned under serial number 1. Please confirm?</p>	<p>as per page 5 - under Conference and Exhibition and as per requirement of the organisers</p>
5	<p>20 exhibits of suitable size and one pavilion equal to size of five exhibits have to be made.</p>	<p>What are the exact sizes of each stalls to be planned?</p> <p>Is it customized or octonorm booths?</p> <p>Please advise location for these stalls?</p>	<p>To be proposed by Agency as per site and got approved by Organisers</p> <p>Customised</p> <p>Design has to be proposed by Agency and got approved by organisers</p>

6	Pavilion to be made outside the 2C hall at a suitable location	Please advise if this possible, because venue does not provide space out side of 2C hall for any event setup?	Design has to be proposed by Agency and got approved by organisers
		what are the exact sizes of pavilion?	Design has to be proposed by Agency and got approved by organisers
		Is it customized or octonorm booths?	Design has to be proposed by Agency and got approved by organisers
7	Provision of tables, chairs, sofas, and podiums for panelists, guests, and invitees.	what will be total quantity in each room?	Design has to be proposed by Agency and got approved by organisers
		And what is setup and furniture requirement is these halls?	Design has to be proposed by Agency and got approved by organisers
8	Audio-Visual Equipment:	Please suggest BoQ/Unit and clear requirement?	Design has to be proposed by Agency and got approved by organisers
9	100 participants in 5-star hotels.	what is total number rooms required?	Details of room requirement is now attached.
		Are they on Double and Single sharing?	
		what is preference of meal in the room package?	
		And Check In and Check out date?	
10	50 participants in 3-star hotels.	what is total number rooms required?	Details of room requirements is now attached.
		Are they on Double and Single sharing?	
		what is preference of meal in the room package?	
		And Check In and Check out date?	
11	Arrange vehicles for airport/train station pick-ups and drop-offs.	Kindly advise on type of vehicle?	Yes
		Kindly advise on total nos of days required, should keep it on 8hr/80km package?	
12	Shuttle services between hotels and the venue.	what is required here Coaches or Cars?	125-150 AC vehicles as per the requirement .
		what location should be considered for Shuttling?	
		what is the total nos of vehicle and days required, should keep it on 8hr/80km package?	
13	Booking of Air tickets (Domestic)	what will be the sectors to give costing?	Sector will be conveyed later . 100-125 air tickets required
		Is 100 nos is to and from inclusive?	
14	Lunch, Dinner, tea, snacks, and refreshments for attendees.	Is it required from Agency or to be taken from the Venue?	Event flow shall be designed and proposed by Agency and got approved by Organisers.
		Should we quote for Venue Lunch & Dinner only?	

15	Special arrangements for a cultural networking dinner for 500+ invitees.	Is there any separate stage required in the dinner area on performance can happen in Inauguration stage and dinner at planned area?	Options shall be provided for approval of organisers
16	Design and manage seating arrangements and table setups for VIP guests.	Please specify more on this requirement on expectation.	Design and options must be given by Agency for approval.
17	Escorting and hosting VIPs during dining.	Do you need bouncers for this requirement?	Govt VIPs arrive with their respective security systems.
18	Grand stage setup with thematic backdrops.	Please elaborate the expectation here?	Agency to provide the solutions for this to IPRCL. Same shall be got approved by Organisers.
19	Distribution of invitations and RSVPs to VIPs.	What is total quantity for Invitation distribution? Is it physical or Online?	Designs of Invite and numbers of each type shall be prepared by Agency and got approved by Organisers.
20	Ensuring proper seating arrangements for dignitaries and participants.	Please elaborate the expectation here?	Agency to provide the solution to IPRCL
21	Program brochures, delegate directories, and schedule booklets.	Please advise quantity?	Figures shall be assessed by agency and got approved by Organisers.
22	Invitation cards, table tops, ID cards, and event folders.	Please advise quantity?	
23	Registration kit	Please advise quantity and items?	
24	Publicity on platforms like Twitter, Facebook, and Instagram.	What will be the duration of Social Media activities?	All kinds of publicities shall be managed by the agency, including all permissions.
25	Display banners and signage across NCR (e.g., from the airport to the venue).	What is total sqft of printing required? Permissions to be obtained by EMC or Ministry will do it?	
26	Installation of banners, standees, and thematic installations.	What is total sqft of printing required?	
27	EMD Refund	Rerun and Adjusted in BG.	Yes, EMD will be adjusted against Security Deposit
28	Advance Payment	What is process of Advance?	Against Bank Guarantee decided by mutual consent.
29	BOQ	Since the BOQ is not there in RFP, we would request share one BOQ sheet with all of us for Apple to Apple to compare.	This is an EPC work
30	On-ground security and crowd management during the event.	What is total count for the security arrangement?	Agency has to carry out the assessment studies and prepare forecasts for approval by organisers. This shall be duly incorporated in the Flow of Events.

31	Curate and execute cultural performances with professional dance troupes and artists.	What is duration expected?	Timing and Duration of Cultural function shall be based upon Chronologically minutised programme and flow of events after same is approved by organisers , after the proposal is prepared and put up by Agency.
32	<p>QUALIFICATION CRITERIA:</p> <ul style="list-style-type: none"> <li>The Bidder must be a Goods Service Tax (GST) registered firm / company. Bidder must be an actively working event/exhibition management company for a minimum period of 3 years (sub-authorization/ Joint-venture / consortium/ partnership/ societies/ trust shall not be accepted).</li> </ul>	<p>With reference to the subject cited above, we kindly request you to revise the existing criteria to include Partnership Firms, as they are recognized as legal entities under the norms of the Government of India. We, Axis Communications, have over 20 years of extensive experience in organizing and managing high-profile events, including those for the Prime Minister, the President, as well as national and state-level exhibitions. Our proven track record demonstrates our capability and expertise in delivering exceptional outcomes for such significant occasions. We believe that including Partnership Firms in the eligibility criteria would not only expand the pool of qualified participants but also enhance the quality of services provided</p>	Existing Partnership Firms with requisite qualifications and Experience can participate. Newly Spawned Partnership without requisite Experience or partnerships formed for the purpose of the instant work are not allowed
		For an MSME Organisation, can the EMD be exempted	yes . Bidder shall submit Self-Declaration from Bidder regarding status of MSEs
30		Can the date of the tender submission be extended to Monday 25th November 2024 EOD	No
		What is the minimum height requirement for the ceiling for the sound proof room	Sound Isolation and Insulation shall be provided by Agency after proposing the Layout and getting it approved form the Organisers. Same shall be done as per BIS Codes and best industrial practices. Evaluation of Noise level in each functional space shall be got certified by chief

			Architect IPRCL Sri S Agrawal.
31	BIDS should be submitted through online process: Security deposit of 10% of cost of work awarded shall be deposited with IPRCL within 2 days of award of work	what percentage of the amount we can secure from the IPRCL against the BG	10% as mentioned in page 4 under Submission of bid
32	Day 1: Inauguration & Panel discussions, tea/snacks, lunch, mega dinner, cultural programme. b) Day 2: Panel Discussion, tea/snacks, lunch etc. The Agency will be required to make all the following arrangements including and not limited to following for the function:	Agenda Day 1: Conference + Lunch + Cultural Evening + Dinner + Snack & tea/coffee Day 2: Break out session (3) + Snack & tea/coffee + Lunch Is the above, correct? If there's a tentative flow or agenda of the event, please share with us.	Chronologically Minutised Program i.e. flow of events shall be prepared by Agency and got approved from the organisers.
33		what do you mean by Pavilion to be made outside the 2C hall at a suitable location?	Layout of Pavilion has to be proposed by Agency. Agency shall visit site as per Qualification Criteria at page 6 and understand the Pavilion requirement mentioned at Page 5 of Tender Document. This shall be subject to review of Suitability by organisers.
34		what do you mean by designs for scientific installations, Concept for Science Village/Theme Area?	Theme shall be as decided by Advisor IPRCL Dr Vasant P Shinde
35		Do we need single occupancy rooms in the 5-star hotel for 100 guests?	between 75-100
36		Do we need single occupancy rooms in the 3-star hotel for 50 guests?	upto 50
37		Do we need to take care 150 pax transfers (airport & Railway station)?	between 125-150 pax
38		Do we need to create any logo for the Conclave Name	Yes
39		Do we need to suggest any theme for the Conclave	Yes
40		Does cultural evening need to be only dance program, or do you need any Musical Band also?	As per requirement and decided by Advisor IPRCL Dr Vasant P Shinde

41		<p>Could you please provide details on the payment terms, including any supporting documents required for billing, the number of days post-event to raise an invoice, and the process for requesting advances</p>	<p>Bank account Details GST number and Online transfer details (one cancelled bank cheque). Certificate of Completion from DGM (C&amp;A) IPRCL Sri CVL Phani &amp; Chief Architect IPRCL NMHC Lothal Sri S Agrawal shall be required for payment processing. For Advances, complete Advance shall be covered via Bank Guarantee for entire period and shall be interest free. Advance shall be recovered from the single shot final bill.</p>
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Category	Hotel Category		Air Travel	Ground Transfer
	5 Star	3 Star		
International	23	0	23	23
National	52	49	100	100
National ( Delhi Local )	0	0	0	18
<b>Total</b>	<b>75</b>	<b>49</b>	<b>123</b>	<b>141</b>