

Response to Issues Discussed at Pre-bid Meeting
For
Event Management Bid
for
Regional Summit for Himalayan States 2017
Date : 9-8-2017

Sl. No.	Issues Raised by Bidders	Response
1	Bidders have asked for total number of expected guests & category of hotel rooms so as to help them cost for accommodation part of the event.	<p>Since the event dates and number of guests are not finalized at the moment, it has been decided that the scope of work will not include arranging hotel rooms. Event Manager will be responsible for rest of the guest reception, transportation & accommodation etc. as defined in scope of work.</p> <p>Hotel room requirements will be decided afterwards in consultation with event manager and rates could be asked from eligible hotels separately. Payments could be made to hotels directly by SPC or through event manager.</p> <p>During discussion bi</p>
2	Bidders have submitted that Government would get better rates than Event Manager and it would be better that if space booking and payments were done by government for advertising etc. Event manager will do conceptualizing, designing, production & installation related works for this part of the scope of work.	Suggestions accepted.
3	One bidder submitted that their Balance sheet doesn't show event management revenues separately and it includes revenue from other sources also.	Bidder has been asked to submit balance sheets as it is but submit separate CA certified statements for event management revenues. Work order/invoice copies

		should support this statement.
4	Bidders have submitted that they don't have audited balance sheets for FY 2016-17.	Bidders have been asked to submit Un-audited balance sheets for FY 2016-17.
5	One of the bidders requested to decrease minimum average turnover to Rs. 10 Crore as only very big companies in India would have such large turnover from Event Management Activity.	No change in this condition.
6	Bidders have submitted that bid due date should be extended to enable them to prepare bids.	Bid due date is extended upto 16/8/2017
7	One bidder enquired if Internet related facilities would be needed for the event and if yes then specifications should be provided for that in the RFP	Suggestion accepted and a minimum of 100 MBPS internet connections at the venue and wi-fi availability requirement will be added in scope of work of the bidder.
8	Bidders also suggested that if the event dates are likely to be postponed then bid validity period may also be revised.	Suggestion accepted and bid validity would be revised to 120 days.
9	Bidder pointed out that in Power of Attorney related clauses there are mentions of lead bidder, which may confuse bidders about eligibility of consortiums. This maybe corrected	Noted, will be corrected to clarify that only single entities would be eligible and any such anomalies would be removed.