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E-TENDER No. TRTI/2024/MUSEUM/2649

Date: 09/09/2024

MINUTES OF PRE-BID MEETING FOR TENDER REFERENCE NO:

TRTI/2024/MUSEUM/2544

For "Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to Celebrate Cultural Program /Event Management/Various Conference"

[GEM ID: GEM/2024/B/5342614 dated 30 August 2024]

Date & Time: 06th September 2024 at 16:00 hrs, Friday

Venue: Meeting held at Conference Hall, Tribal Research & Training Institute, Pune, 411001

Agenda: Pre-bid meeting for Tender Title Name – "Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to Celebrate Cultural Program /Event Management/Various Conference" (GEM ID - GEM/2024/B/5342614, dated 30th August 2024).

The pre-bid meeting was organized to address the queries raised by the bidders for the said RFP. The tender is for Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to Celebrate Cultural Program /Event Management/Various Conference. The Bid Evaluation Committee clarified the queries point wise raised by the bidder and the same is recorded. The queries received by bidder's representatives with Bid Evaluation Committee remarks are placed as below. The Bid Evaluation Committee has also decided that the pre-bid meeting minutes should be treated as part of the RFP conditions and shall be binding to Bidders.

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
1	Page No-28	ANNEXURE IV: FINANCIAL BID (BOQ Format) – Sr No 26(ii. Memento/ Frame)	What will be size of Memento/ Frame?	As per the sample shown in physically during the pre-bid meeting.
2	Page No-30	ANNEXURE IV: FINANCIAL BID (BOQ Format) – Sr No 48	Please elaborate about Press conference in details	Need to arrange Press conference hall or sitting arrangement with breakfast or snacks.

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
3	Page No-30	ANNEXURE IV: FINANCIAL BID (BOQ Format) – Sr No 51	Please mention size of Mojo Barricading	Mojo Barricading frame size will be 4 Feet X 10 Feet
4	Page No-30	ANNEXURE IV: FINANCIAL BID (BOQ Format) – Sr No 52	Please elaborate the detail about VVIP Green Room?	This will consist of Air conditioning water proof Pagoda with VVIP sofa, Tpooy, Chemical Toilet, First Aid kit & attached pantry.

It was also decided that the queries received after the deadline as per RFP & after pre-bid meeting, shall not be considered for reply and e- tender bidding. The meeting ended with a vote of thanks.


(Chanchal Patil)

Joint director,
Tribal Research and Training
Institute, Pune