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E-TENDER No. TRTI/2022/MUSEUM/DESK-05/२०११

Date: 31/10/2022

MINUTES OF PRE-BID MEETING FOR TENDER REFERENCE NO:
2022 TRTIP 845857 1

For "Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to celebrate Janjati Gaurav Din (15/11/2022 to 18/11/2022) at Nashik"

[Tender ID: 2022_TRTIP_845857_1]

Date & Time: 28.10.2022 at 16:00 hours

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

Agenda: Pre-bid meeting for the tender: "Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to celebrate Janjati Gaurav Din (15/11/2022 to 18/11/2022) at Nashik" (Tender ID: 2022_TRTIP_845857_1 dated 21 October 2022)

The following bidders were present at the pre-bid meeting:

1. Pactic Media Concepts, Pune
2. Large Events, Pune

The pre-bid meeting was organized to address the queries raised by the bidders for the said tender. This tender is For "Request for Proposal (RFP) for Selection of Service Provider Agency to Organize a Program to celebrate Janjati Gaurav Din (15/11/2022 to 18/11/2022) at Nashik". The committee clarified the queries pointwise raised by the bidder and the same is recorded. The queries received by above bidder with Tender committee remarks are placed as below. The committee has also decided that the pre-bid meeting minutes should be treated as part of the Tender 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 13	Clause No 15 Schedule of Bidding Process - Key Events and Dates	Technical bid opening is on 9th Nov & post that presentation and commercial bid opening. What will be the date for issuing a work order? It will require at least 5-7 days to get the setup ready.	After opening of Technical Bid and PPT Presentation to Assessment & Evaluation Committee (AEC), TRTI then work order will be issued immediately.
2	Page No 15	Clause No 11 Meals for Participants & Officials/Team Leaders	What is the number of pax for breakfast, lunch and dinner? (VIPs & Attendees/participants)	Approx. 500-800 pax per day for 5 days
3	Page No 23	Clause No V.A.4 Eligibility Criteria - Bidder registered with DIPP should be given preference	This clause should be removed	This clause has been removed
4	Page No 23	Average Annual Turnover in last five financial years – FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22: Rs 5.00 Crores.	As per the Tender Document estimated Tender Cost is Rs 125 Lakhs so it is requested to consider average turnover up to Rs 150 Lakhs for the participation of the Bid	Average Annual Turnover in last Five financial years – FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22: should be Rs 150 Lakhs.
5	Page No 23	The bidder must have successfully completed at least 3 similar projects over the last 5 years having a minimum order value of INR 1 Crore (attested Copies of work orders, Contract for each of the mentioned assignments required, Recommendation letters, Awards/Appreciation letters)	Request raised by Bidder to change the similar projects criteria.	The bidder must have successfully completed at least 1 similar projects over the last 5 years having a minimum order value of INR 1 Crore (attested Copies of work orders, Contract for each of the mentioned assignments required, Recommendation letters, Awards/Appreciation letters)

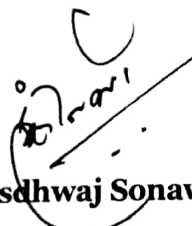
6	Page No 31	Accommodation, Food & Local Transportation for 500 participants per day for 5 days	What is the number of pax we need to arrange accommodation for? (VIPs & Attendees / participants)	Approx. 500-800 pax per day for 5 days
7	-	General Query	Who will pay the rent of the proposed ground?	TRTI will pay rent for Proposed Ground

As per the query raised below will be revised Evaluation criteria with Marks

SN	Criteria	Marks	Supporting Documents Required
1	Total Turnover of the agency/ firm: (Average Annual Turnover* of last five financial years i.e. 2017-18, 2018-19, 2019-20, 2020-2021 & 2021-22) <i>*Average Annual Turnover of at least INR 1.5 Crore required.</i> <ul style="list-style-type: none"> ▪ Average Annual Turnover of INR 1.5 Crore – 5Marks ▪ Additional 5 marks for each additional INR 50 Lakhs upto a maximum of 20 marks. 	20	CA Certificate/ Annual Audited Statements of Accounts.
2	Number of similar nature* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporates etc. during the past 05 (Five) financial years. <ul style="list-style-type: none"> ▪ Experience of managing One (01) similar* melas/ events – 10 marks ▪ Additional 5 marks for each additional similar* mela/ events organized – up to a maximum of 30 marks. (*Similar nature of events would mean managing melas, large scale events that include provision of hangars /stalls with minimum area of 2000 Sq Meters.).	30	Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criterion.

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


(Vinit Pawar)
 Account Officer
 Tribal Research and Training Institute
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(Hansdhwaj Sonawane)
 Joint director
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