

11.04.2018

Public Notice No. PNGRB / 9th CGD Bidding Round Road Show/ 2018

Subject: **Hiring of Event Management Services provider for conducting road show for promotion of 9th Round CGD Bidding**

Corrigendum-2

This corrigendum is furtherance to the Public Notice No. PNGRB / 9th CGD Bidding Round Road Show/ 2018 dated: 28.03.2018.

2. Clarifications regarding the scope of work and the revised price bids are attached as **Annexure-1**.

3 In the para F. Price Evaluation Criteria of Part -2: -

The following point no (v) is inserted.

(v). For 8 domestic locations, the price bid format Annexure-A placed in the Section IV has to be filled by the bidder. For 3 foreign locations, the price bid format Annexure-B placed in the Section IV has to be filled by the bidder. Annexure-A & Annexure- B are to be separately filled and submitted in separate sealed envelopes. Those envelopes shall be put in price bid envelope and sealed.

3. Clause no. 9.3 in the Part -2 stands deleted.

4. Clause no. 15 in the Part – 2 is replaced as follows: -

15.1 Contractor shall not subcontract, transfer or assign the contract, in full or any part under this contract, to any third party (ies). Except for the main services under this contract, Contractor may sub-contract the petty support services under intimation to PNGRB. However, Contractor shall be fully responsible for complete execution and performance of the services under the Contract.

5. In Section -II (Scope of work for event management service for 9th Round CGD Bidding)

- i) New Delhi and Mumbai cities have been excluded from the scope of work.
- ii) It is planned to conduct Roadshows at 8 domestic locations and 3 foreign locations. **In case of any increase/decrease in the number of locations where Road shows are to be conducted, the proportionate amount on the quoted amount will be paid/ deducted as per actual number of Roadshows**

conducted. This condition will be applicable for domestic locations and foreign locations. i.e., in Annexure-A & Annexure B.

ii) The following points are deleted.

- Management of online website with a user-friendly interface, using the recommended content management system. Online registration process should be managed through the website. Regular updates would be posted on website. Website is to be designed keeping in view Circular no:14/4/2001-T dated 17.07.2007 of Ministry of Home Affairs. All other protocols/security safety measures as per prevailing Govt of India guidelines are to be adhered to while designing the website.
- In order to create a sense of inclusivity and participation along with „buzz“ about IX th round of CGD Bidding in the months leading up to the actual event, the agency may suggest the tentative plan for the pre-launch activities and related financials as an optional item. If it is selected, the agency may be requested to execute the pre-launch activity
- To create, design website of IX th round of CGD bidding linked with PNGRB website. to update all the information /infographics as per inputs received from PNGRB and Knowledge partner under approval from PNGRB. The website is to be in accordance with Circular issued by Ministry of Home affairs bearing circular no :14/4/2001-T dated 17.07.2007 and in accordance with the guidelines on security policy (including audit) as laid out for Govt of India websites by the Ministry of Information and Technology from time to time. PNGRB may authorize the knowledge partner to communicate with the event management agency for such content. The same would be communicated accordingly. All social media handles twitter/linked in /Facebook are to be handled by event management agency itself.

7.Statement forming part of Pre-qualification criteria is reproduced below

Quote

The party should have conducted one event management abroad

Unquote

This may be read as

Bidders choosing to bid for Indian Locations shall need to have only local experience in event management as per Pre-qualification criterion listed in tender. Bidders bidding for Indian and Foreign Locations or Foreign Locations alone shall need to have experience of conducting at least one event management in abroad.

Financial evaluation of bidders will be done as per India and Foreign locations separately.

9. Other terms and conditions shall remain same.

Additional Adviser (AK)

Clarifications

SN	Entity	Clause No.	Queries/Issues	Clarifications
1	Eksath Event Pvt Ltd.	Section-II, Scope of work, bullet point - •Logistics, protocol and liaison support for Indian and international delegates (including non-financial administrative assistance for visa support etc. where required)	to be charged as per actual according to the venue/place OR please provide detailed requirement for the costing	To be charged as per actual as approved by PNGRB.
2		Section -II, Point no. 2.A. Indian Location	Single Price Option for PAN India	Please See the revised Section IV attached as Annexure – A for PAN India. Please see the New Section IV as Annexure –B for foreign locations
3		Section -II, Point no. 2.B. Foreign Location 1. Europe	Single Price Option for all three foreign locations Europe, Gulf and South East Asia	
4		Section -II, Point no. 2.B. Foreign Location 1. Gulf		
5		Section -II, Point no. 2.B. Foreign Location 1. Gulf		
6		Section-II, Scope of work, bullet point – • Organizing press conferences, press release and media coverage of the conference	• to be charged as per actual according to the venue/place OR please provide detailed requirement for the costing)	
7		Section-II, Scope of work, bullet point- •Various infra- and logistics	to be charged as per actual according to the venue/place OR please provide detailed	Tender conditions will prevail.

		<p>related activities to be coordinated on behalf of PNGRB by the event management agency, which should act as PNGRB's coordinator, manager and interface with the Hotel (s) (and also other external agencies, where so required, for example with travel agencies or flight operators for procuring international/national air tickets in business class for a few invited dignitaries, economy class for others) in all respects, managing/ coordinating on behalf of and under information to/ advice of PNGRB even those areas which are directly being provided by the hotel or any other service provider. For example, wi-fi, ensuring correct F&B, ticketing, webcast, ensuring/coordinating timely and correct partitioning and collapsing of the venue for plenaries, food breaks, and parallel sessions etc.</p>	<p>requirement for the costing</p>	
8	Eksath Event Pvt Ltd	<p>Section-II, Scope of work, bullet point-</p> <ul style="list-style-type: none"> •Arranging transport and logistics for delegates with provision of cars, mini bus and buses, as the case may be. The quality of vehicles and staff should be commensurate with the international stature of the event 	<p>to be charged as per actual according to the venue/place OR please provide detailed requirement for the costing</p>	<p>To be charged as per actual as approved by PNGRB</p>

9		<p>Section-IV, SOR, S.No.16</p> <table border="1" data-bbox="371 371 679 824"> <tr><td>Invitation card</td></tr> <tr><td>Badges with lanyard</td></tr> <tr><td>Event Brochure (4 pages) A4</td></tr> <tr><td>Conference note pads PNGRB Logo</td></tr> <tr><td>Information booklets (10 pages) A4</td></tr> <tr><td>Parking labels</td></tr> <tr><td>Delegate Jute Bags</td></tr> <tr><td>Event labelled pens</td></tr> <tr><td>Document folders</td></tr> </table>	Invitation card	Badges with lanyard	Event Brochure (4 pages) A4	Conference note pads PNGRB Logo	Information booklets (10 pages) A4	Parking labels	Delegate Jute Bags	Event labelled pens	Document folders	<p>minimum requirement shall be quoted for the costing</p>	<p>Please see the revised SOR Section-IV attached as Annexure-A</p>
Invitation card													
Badges with lanyard													
Event Brochure (4 pages) A4													
Conference note pads PNGRB Logo													
Information booklets (10 pages) A4													
Parking labels													
Delegate Jute Bags													
Event labelled pens													
Document folders													
10	Max Mudra	<p>Section -II, Point no. 2.A. Indian Location</p>	<p>Do we have to give the cost :</p> <ul style="list-style-type: none"> · City wise or · 13 location cost (including domestic and international) or · Cost for 10 Domestic locations together and International 3 locations together (Recommended) 	<p>1. Cost for 8 Indian locations (excluding Delhi and Mumbai) as per Annexure-A 2. Cost for all three foreign locations as per Annexure-B</p>									
11		<p>Section -II, Point no. 2.A. Indian Location</p>	<p>Can we get the Venue details for the event locations for costing purpose as costing might also change accordingly</p>	<p>Locations are already available in tender document. However, exact venue has yet not decided.</p>									
12		<p>Section-II, Scope of work, bullet point-</p> <ul style="list-style-type: none"> • Creating a small 	<p>What's the content to be made in the promotional film? Kindly specify as</p>	<p>4-5 Minute film about PNGRB. Contents will be</p>									

		promotional film for PNGRB	the costing will depend on the length, shooting requirement and the after-effects required	given by PNGRB. Rate may be quoted at S.No. 17 of SOR-Section-IV (Annexure-A)
13		Section-II, Scope of work, bullet point- • Logistics, protocol and liaison support for Indian and international delegates (including non-financial administrative assistance for visa support etc. where required	The VISA process will also cover the delegates or its only restricted to PNGRB officials, can we get a tentative no of people for which we have to incorporate the cost?	Only for PNGRB officials. VISA charges / fees to be charged as per actual as approved by PNGRB.
14		Section-II, Scope of work, bullet point- • Printing of event documents, collaterals and publicity material.	Kindly specify the number of Collaterals required for costing purpose, as otherwise it's very open ended	Tender Conditions will prevail.
15		-	Kindly specify if the International Event for delegates (Stakeholders) for corporate sector will be considered for qualification.	Yes
16		-	Kindly revisit the sizes for the Stage mentioned in the BOQ, as there are some discrepancy, also would be great if we can get the size of all backdrops of elements to be fabricated	Tender conditions will prevail.
17	Max Mudra	Section IV	Below are the deliverables which are not the part of the price format (Section IV), so	Already clarified vide aforesaid clarifications

			<p>how do we quote the cost of the same.</p> <ul style="list-style-type: none"> · The charges for VISA Process · Press Conference and PR release · Promotional Film · Web cast · Transport and logistic support for delegates · Power backup- to be arranged by Venue or gensets to be arranged and hence price format should incorporate the details. 	
--	--	--	--	--

In addition to the aforesaid clarifications, following clarification is also need to be considered by the bidders:

Clause no.2 of the Section-II:

Two locations Delhi and Mumbai have been removed and now bidders are required to consider only remaining 8 locations in India for SOR (**Annexure-A**). There is no change in foreign locations and bidders are required to submit SOR (**Annexure-B**) for all the three foreign locations.

Annexure-A

Sr. No	Description*	UOM	Indicative/ Tentative/ Minimum Qty.	Unit Rate exclusi ve of Taxes	Tax as applicable on unit rate	Net Amount
			Required			
			M	U	T	N=M * (U + T)
1	Fabrication and erection of Stage 30 x 20 x 2 ft. Rates are to be quoted per square feet in case stage size varies	AU	1x8=8			
2	LED Back drop with watch out 24x9 ft with option of live telecast and computer presentation	No.	1x8=8			
3	Professional sound system along with required nos. of mics	Unit	1x8=8			
4	LED TV with stand. (Sony, LG, samsung Hitachi or equivalent)Preferable LED	Nos.	6x8=48			
5	Professional Photographer (Still) with required equipments	No.	1x8=8	A lump sum amount to be given		
	Printing of photographs, to be quoted in a batch size of 50	Nos.	50x8=400			
	Professional Videographer with required equipments for recording as well as webcast	No.	1x8=8			
6	Master of Ceremonies-lady well spoken in English. CV with past two years achievements is to be provided	No.	1x8=8			
7	Ushers Boys/ girls- In uniform	Nos.	4x8=32			
8	Network enabled Laptops (3) i5 and above with DVD writer, pen drive option	No.	3x8=24			
9	Laser Printers (heavy duty) multi utility fax and copier	No.	2x8=16			
10	Flower Decoration at Venue and arrangement of Bouquet	AU	1x8=8	A lump sum amount to be given		
	Podium Banner of size (2X4 Ft)	Nos.	2x8=16			
	Lobby Welcome Panel (4 x 4 ft)	NO.	1x8=8			

	Box Gate at Venue Entrance	No.	1x8=8			
	Inaugural lamp arrangement with accessories (minimum 4ft.)	No.	1x8=8			
11	HD Projector	Nos.	1x8=8			
12	Backdrops and signage at Conference venue, airports, various points in the city, flags, welcome arches on approach roads			A lump sum amount to be given for 8 Indian locations		
13	registration desk with laptops	Nos.	2x8=16			
14	Adequate nos. of Directional panel with stand /frame for guiding the guests to the hall.	nos.	1x8=8			
15	Box Gate with proper height along with flex at the entrance of the venue for warm welcome of the guests.	nos.	1x8=8			
16	The following are to be quoted in multiples of 100 in the bid and incremental quote of 50 is also to be provided for all 8 Indian locations.			A lump sum amount to be given		
	Invitation card					
	Badges with lanyard					
	Event Brochure (4 pages) A4					
	Conference note pads PNGRB Logo					
	Information booklets (10 pages) A4					
	Parking labels					
	Delegate Jute Bags					
	Event labelled pens					
	Document folders					
17	4-5 Minute Audio-Video film about PNGRB. Contents will be given by PNGRB			A lump sum amount to be given		
	Total Cost inclusive of all applicable taxes in INR					
*	All equipment cost is on rental basis					

Annexure-B

Sr. No	Description*	UOM	Indicative/ Tentative/ Minimum Qty.	Unit Rate exclusi ve of Taxes	Tax as applicable on unit rate	Net Amount
			Required			
			M	U	T	$N=M * (U + T)$
1	Fabrication and erection of Stage 30 x 20 x 2 ft. Rates are to be quoted per square feet in case stage size varies	AU	1x3=3			
2	LED Back drop with watch out 24x9 ft with option of live telecast and computer	No.	1x3=3			
3	Professional sound system along with required nos. of mics	Unit	1x3=3			
4	LED TV with stand. (Sony, LG, samsung Hitachi or equivalent)Preferable LED Size: 40"/52"/65"	Nos.	6x3=18			
5	Professional Photographer (Still) with required equipments	No.	1x3=3	A lump sum amount to be given		
	Printing of photographs, to be quoted in a batch size of 50	Nos.	50x3=150			
	Professional Videographer with required equipments for recording as well as webcast	No.	1x3=3			
6	Master of Ceremonies-lady well spoken in English. CV with past two years achievements is to be provided	No.	1x3=3			
7	Ushers Boys/ girls- In uniform	Nos.	4x3=12			
8	Network enabled Laptops (3) i5 and above with DVD writer, pen drive option	No.	3x3=12			
9	Laser Printers (heavy duty) multi utility fax and copier	No.	2x3=6			
10	Flower Decoration at Venue and arrangement of Bouquet	AU	1x3=3	A lump sum amount to be given		
	Podium Banner of size (2X4 Ft)	Nos.	2x3=16			
	Lobby Welcome Panel (4 x 4 ft)	NO.	1x3=3			
	Box Gate at Venue Entrance	No.	1x3=3			
	Inaugural lamp arrangement with accessories (minimum 4ft.)	No.	1x3=3			
11	HD Projector	Nos.	1x3=3			
12	Backdrops and signage at Conference venue, airports, various points in the city, flags, welcome arches on approach roads			A lump sum amount to be given for 3 foreign locations		

13	Registration desk with laptops	Nos.	2x3=6			
14	Adequate nos. of Directional panel with stand /frame for guiding the guests to the hall.	nos.	1x3=3			
15	Box Gate with proper height along with flex at the entrance of the venue for warm welcome of the guests.	nos.	1x3=3			
16	The following are to be quoted in multiples of 100 in the bid and incremental quote of 50 is also to be provided for all 3 foreign locations.		A lump sum amount to be given			
	Invitation card					
	Badges with lanyard					
	Event Brochure (4 pages) A4					
	Conference note pads PNGRB Logo					
	Information booklets (10 pages) A4					
	Parking labels					
	Delegate Jute Bags					
	Event labelled pens					
	Document folders					
17	4-5 Minute Audio-Video film about PNGRB. Contents will be given by PNGRB		A lump sum amount to be given			
Total Cost inclusive of all applicable taxes in INR						
*	All equipment cost is on rental basis					