



उ.पू.ह.ह.वि.नि.
NEHDC

पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड
(भारत सरकार का उद्यम)

North Eastern Handicrafts and Handlooms Development Corporation Limited
(A Government of India Enterprise)

GSTIN: 18AABCN3014D1Z1



No.HHDC/DOBD/Ashtalaxmi-Mahotsav2024

Date 8th November'2024

MINUTES OF VIRTUAL PRE BID MEETING

FRIDAY, 8TH NOVEMBER'2024

TIME: 10:00 AM – 12:00 PM

1. Name of the Request for Proposal (RFP): Selection of Event Management Firms/Agencies/Organizations" for organizing a mega event "1st EDITION ASHTALAKSHMI MAHOTSAV" at Bharat Mandapam, New Delhi
2. Request for Proposal(RFP) No: HHDC/DOBD/Ashtalaxmi-Mahotsav 2024/56/3957
3. Tender ID : 2024_NEHHD_213380_1
4. Bid Validity: 20 days
5. Tender Inviting Authority: Managing Director, North Eastern Handicrafts and Handlooms Development Corporation Limited (NEHDC)
6. Tender Published Date: 04/11/2024
7. Last Date of submission of Bid:18/11/2024
8. Technical Bid opening Date: 19/11/2024
9. Bidders Present:
 - A. ICU EVENTS
 - B. WIZCRAFTS
 - C. SHOW CRAFTS GLOBAL PVT.LTD.
 - D. MODERN STAGE SERVICE PVT.LTD
 - E. NK KAPUR & COMPANY PVT.LTD
 - F. THOMAS COOK PVT.LTD
10. In Attendance:
 - A. Ms Roushan Rahman, DGM (Finance), NEHDC
 - B. Mr Nibir Barman, Manager (Sr. Grade), HR and BD
 - C. Mr Subharsish Hazarika, Manager (Jr. Grade), HR and Admin
 - D. Ms Dolly Gogoi, (Jr. Grade), HR and BD
 - E. Ms Luicy Bora, Asstt. Manager (Jr. Grade), BD
 - F. Ms Bindiya Gogoi, Sr. Executive, HR and Admin
11. Queries and Decision:
Enclosed as Annexure A


Managing Director
NEHDC

CIN: U361010ML1977GOI001696 | website: www.nehhdcl.com | email: md.nehhdcl@gmail.com

शिल्प संवर्धन एवं अनुभव केंद्र, गरचुक, पमोही रोड, गुवाहाटी- ७८१०३५

Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati- 781035



Scanned with OKEN Scanner

THOMAS COOK

S.No	Clause /	Query	RESPONSE
	Page No.		
1	Generic	In the excel BOQ number of days are not mentioned - Please advise do we have to quote for only 01 day for the items which comes on daily rental basis and final cost will be calculated after final consumption? Or, if in case we have provide cost as per SoW days, should we consider it for all 3 days? and please advise if dry run days should be also included for a day prior, Please confirm?	The intending bidder have to single quote (Lumpsum) the price considering the corresponding dates in relation the respective events as per the given dates.
		1: Please suggest the day wise activities and venues booked? 2: Also, when the dry run will be done, venue wise?	The day to day activities will be available at the official website of NEHHDC (nehhdc.com). The handover of set up has to be done by 11:30 pm on 5th december 2024. All the protocol related formalities (Dry Run) will take place after handing over
2	Generic	3: Also, do we have to consider cost of dry run as one day? Since the cost Format has no days column how are we supposed to quote? Please clarify.	The handover of set up has to be done by 11:30 pm on 5th december 2024. All the protocol related formalities (Dry Run) will take place after handing over
3	BOQ 1.02-A	1: Please elobrate what all arrangments to be made for Point No. A in Auditorium 2 on Stage by EMC? 2: Is anything else is happening in Auditorium 2 other than Inauguration?	The arrangements include stage floral decoration, tech rider for the opening performance, sound setup, and microphones at the dais. The dais seating capacity is set for 12 individuals (Cabinet Minister level and above). NEHHDC will handle booking for the emcee and high tea for the inauguration, scheduled at 3 PM in Auditorium 2. The inauguration will last for four hours, and no other events will take place in Auditorium 2 after the innauguration
		1: It is mentioned that technical session is for 2 days- please specify the dates and duration? 2: Sitting of 100 Pax will be Theater Style?	Each day will feature four technical sessions, each lasting 1.5 hours, totaling 16 sessions over two days. Seating for the technical sessions will be in theater style, while seating for the BSM will be arranged face-to-face between buyers and sellers.



4	BOQ 1.02-B	3: Arrangement of branding of the 8 different session would be Digital or physical? If physical please suggest Size.	The branding of 8 different sessions would be digital plus 5 NO.s of Standees at the halls. Size - 6ft x 3ft
5	BOQ 1.02-C	Arrangement of branding of the 8 would be Digital or physical? If physical please suggest Size. What all is required for Stage Setup i.e. Tables & Chairs, LED, Sound, Side Panels, Size of the Stage, How many pax expected on Stage etc?	The branding of 8 different sessions would be digital plus 5 NO.s of Standees at the halls. Size - 6ft x 3ft. The arrangements include stage floral decoration, tech rider for the opening performance, sound setup, and microphones at the dais & 8pax sitting at the stage
6	BOQ 1.02-D	What all is required for Stage Setup i.e. Tables & Chairs, LED, Sound, Side Panels, Size of the Stage, How many pax expected on Stage etc?	The stage setup will require dais seating for 8 people, decoration, LED screens, sound, and microphones. A stage platform and a dropdown projector are already available in Halls 6 and 7.
7	BOQ 1.03	These Manpower are required for how many days and how many hours?	These manpower are required for 3 days throughout the event hours (10am to 9pm)
8	BOQ 2.01	Will NEHHDC provide content and video for the LED Thematic Gate?	No. The Implementing Agency will have to make the content
9	BOQ 2.15	Who will provide the content for the same?	For AR-VR Tourism Gallery, NEHHDC will provide the content
10	BOQ 2.16	Who will provide the content for the same?	The Implementing Agency will have to make the content
		Stage Size seems small, please suggest what exactly will be happening on this stage? Please suggest the Size of the LEDS required on the stage?	Stage in Hall No.14 will have musical & cultural & fashion show. The stage will be occupied with such performers throughout the event. The updated size of the stage is 40ft x 24 ft preferred & ramp size would be 8ft x 12ft
11	BOQ 2.17	Who will provide the content for the LED?	The Implementing Agency will have to make the LED Content
		For Fashion Show Annexure VII is mentioned in BOQ but the details are there in Annexure V (As mentioned in the RFP)	For Fashion show please refer to ANNEXURE - V
		In the tech rider (Annexure V)- Size of the Stage, ramp, LED Walls, Sound, Box Truss are missing. Please suggest the sizes?	Stage in Hall No.14 will have musical & cultural & fashion show. The stage will be occupied with such performers throughout the event. The updated size of the stage is 40ft x 24 ft preferred & ramp size would be 8ft x 12ft. LED size to be considered based on this given stage size
		Will this be different Stage from the one mentioned under BOQ 2.17? Will all the bands also perform on the Fashion Show stage Only?	Different bands will perform at different timing within 7th & 8th December 2024. Musical Calendar for Hall No.14 will be available at nehhdc official website
	BOQ 2.18	Under Annexure V- Display requirements are also mentioned such as Mannequins, Structure with LED strips (21 Qty), Props (15 box & 15 Circle), A4 Display boards (21) etc. are these to be quoted under Fashion Show i.e. BOQ 2.18?	Under Annexure V- Display requirements are also mentioned such as Mannequins, Structure with LED strips (21 Qty), Props (15 box & 15 Circle), A4 Display boards (21) etc. are these to be quoted under FASHION SHOW



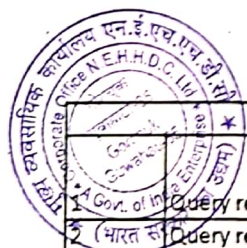
13	BOQ 2.20	Annexures Numbers mentioned in the BOQ is not matching with the Annexures mentioned in the RFP document which is correct.	Kindly refer to the Annexures referred in the RFP. A corrigendum will be published in the CPP Portal at the earliest
14	BOQ 3.01	I hope Kitchen Area for the food stalls are not part of the EMC SOW and will be arranged by the Caterer.	Kitchen area will not be a part of the implementing agency
15	BOQ 3.03	I hope branding location rental to ITPO will be paid by NEHHDC and EMC has to only fabricate the branding	Any rental related to ITPO will be handled by NEHHDC
16	RFP-Point F	There is no mention of Concept & Methodology Presentation and selection is on the Technical qualification as per documents required under Point B & C and then the shortlisted agency will go in the second round and final selection of the vendor is as per the L1 quote. Please confirm.	The presentation has to be presented before the concern authority of NEHHDC by the L1 bidder due to time constraint in this particular RFP. Based on the technical qualification, all the technically qualified bidders will move to the second round (Financial bid). However all the bidders have to elaborately define their experience, NER Presence etc as mentioned in Tech Form 1
17	RFP-Point G	Please mention in how many days post submission of final invoice the final payment will be made?	Refer to Point G. - Page 11 of the RFP

MODERN STAGE SERVICE

	QUERIES	RESPONSES
1	Could you please provide some references of the pavilions for ideation/design	The design for reference will be available at the official website of nehhd
2	According to annexure VI, are we expected to provide only the tech riders or we also required to cater the details of travel, lodging and boarding?	Regarding the techriders annexures in the RFP, any aspects related to travel, lodging, and boarding will not be the responsibility of the L1 Party
3	Please allow to submit the ISO Certificate instead of Trade License	Trade licence is necessary to submit

WIZCRAFT

	QUERIES	RESPONSES
1	Query regarding confirmation of power Supply in the venue	The power supply will be provided by ITPO, however the requirements must be communicated to ITPO well in advance
2	Query regarding confirmation of Internet connectivity at the venue	Internet Connectivity will be provided by NEHHDC



	Query regarding Janitorial Services at the venue	Janitorial support for the washrooms will be provided by ITPO. However, all other cleaning responsibilities, from setup to dismantling, must be managed by the agency itself.
4	Query regarding PM Protocol to be followed at the venue	The handover of set up has to be done by 11:30 am on 5th December 2024. After which SPG will take over the entire venue. No one (including the host organisation) will be allowed without the permission of SPG security.
5	Query regarding extension of Dismantling Timeframe	The venue is booked on 6th December 2024 for dismantling.

