

### Minutes of Pre-Bid- Meeting

**Brief Description:** Expression of Interest for Hiring of Event Management Agency for Celebration of Silver Jubilee of QCI

**Date and Time for Pre-Bid meeting:** October 22, 2021, 2.30 PM to 3.00 PM

**Mod of Pre-Bid Meeting:** Video Conference

**The following Bidders' Representatives attended the pre-bid meeting:**

<b>S. No.</b>	<b>Name of the Prospective Bidders/Firms</b>
1.	Art Konnect
2.	SparkBiz Integrated Marketing Services Pvt Ltd
3.	MACH Conferences and Events Pvt Ltd
4.	Attitude Events Pvt Ltd
5.	IDEST Associates LLP
6.	Axis Communications
7.	Graphis Ads
8.	CS Direkt Events Pvt Ltd
9.	TV Network 18

QCI officials were present in the pre-bid meeting to provide clarification to the queries from the prospective bidders. The meeting began with a brief by the committee on QCI and its operations and the project intended to be undertaken through this EOI document.

In order to bring uniformity and clarity among the prospective bidders on the expectations of QCI, various terms and conditions as mentioned in the EOI document, the queries received from bidder(s) during pre-bid meeting were discussed and clarified. The queries regarding the event, prospective dignitaries expected to arrive on the event day, venue etc. were discussed. The clarifications arrived thereof are indicated as under:

SR. No.	Content of Para / Clause under Reference as per Bid Document	Queries/Suggestions	Response
1	<u>Venue</u>	The Firms requested if the venue was to be decided by the QCI or the event management firm shall offer options to QCI	The Venue shall be mutually decided depending upon the confirmation of the arrival of the dignitaries. It can be either suggested by the event management agency or QCI.
2	<u>Agenda/Expected Outcome of 2<sup>nd</sup> Day Gala Event</u>	The firms requested the clarification on the Expectations, Duration, Agenda etc. for the Day 2 of the Event.	It shall be a day-long event with four sessions. The events will comprise two panel discussions in the morning session followed by Lunch. The third session shall be a Ted-talk style monologue session by some re-known personality from the industry. It would be followed a small felicitation ceremony. The last session shall be the entertainment session.
3	<u>Logistics Support</u>	The firms requested if there would be a requirement of arrangement of logistics in terms of travel and stay.	Most of the guests would be from Delhi-NCR. Hence, there would not be any requirement of travel or hotel arrangements.
4	<u>Page No. 5: 3. Scope of Work: E. Coordination and Staffing ii.</u> Coordinating with relevant agencies for getting requisite permission, NOCs and approval for various activities like blocking of venue, power/water supply, firefighting arrangements, traffic authority, security, visa approvals, insurance and other such activities.	The firms requested if there would be any requirement of visa approvals.	All the participants shall be the inland residents and QCI isn't expecting any arrivals from overseas. So, there won't be a requirement of any visa approval.  Necessary corrigendum shall be uploaded in this regard. The Bidders are requested to check the QCI website for corrigendum, if any, before submission of proposals.
5	<u>Page No. 2: 5.</u> The Technical Bids may be submitted at the following address on or before October 28, 2021 by 3 P.M. via post.	The firms requested if the proposals can be submitted by Hand in the QCI office.	The firms are allowed to submit their proposals by hand on or before the last date of submission.

- ❖ All above points are noted and decided by QCI.
  - a. These minutes of pre-bid meeting shall form the part of bid document/Agreement.
  - b. Rest of the terms and conditions and specifications of the bid document shall continue to remain same subject to corrigendum issued.
  - c. The above amendments/ clarifications are issued for the information for all the intending bidders.
  - d. The submission of bid by the firm shall be construed to be in conformity to the bid document, Corrigendum and amendments/ clarifications given above.