

**Minutes of Pre-bid meeting held on 06-06-2023 at 03:00 pm at G3, VisioNxt Creative Lab at NIFT, New Delhi for “Hiring of Event Management Agency for Design and set up of Trend Book Launch at Taj Palace Hotel”**

E-Tender was uploaded on 30-05-2023 on CPP Portal for “Hiring of Event Management Agency for Design and set up of Trend Book Launch at Tal Palace Hotel”. A pre-bid meeting with the prospective bidders was held on 06-06-2023 at 03:00 pm in VisioNxt Creative Lab at NIFT, New Delhi. The following committee members were present in the meeting:

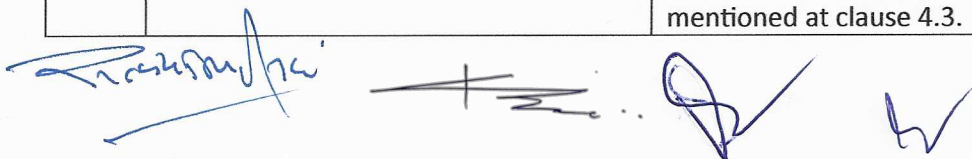
1. Dr. Kaustav Sen Gupta, Principal Investigator-Chennai – Joined Online
2. Dr. Sibichan K Mathew, Associate Principal Investigator (Admin)
3. Mr. S.P. Singh, Deputy Director (F&A)
4. Mr. Vikram Verma, AD-PO

Following bidders were present in the pre-bid meeting:

1. M/s. Design Smith PVT. LTD.
2. M/s. Times of India
3. M/s. Ease my Trip
4. M/s. Expression 360
5. M/s. Promodome
6. M/s. Live Pixel Technologies
7. M/s. Pine Tree Pictures Pvt. Ltd.


In the pre-bid meeting total 07 Agencies had attended the pre-bid meeting. Queries from Ms. Chitra Singh <[chitra@bigshows.in](mailto:chitra@bigshows.in)> via email dated 05-06-2023 has also received for seeking clarification. The clarifications on the queries raised are given below:


S.No.	Queries by Bidder(s)	Reply to the Bidder(s)
1	Clause 3.1 “Earnest Money Deposit” Whether Tender Fee and EMD exempted to MSME?	There is no Tender fee to apply for the tender. Yes, EMD amount is exempted to MSME, NSIC etc. subject to submission of valid Certificate issued by the appropriate authority along-with technical bid.
2	Clause 3.2 “Performance Security Deposit” What will be the mode of payment of Performance Security?	Mode of submission of Performance Security Deposit of 8% by the selected Agency should be in the form of Bank Guarantee/DD/Online transfer
3	Clause 4.1 (v) “No-conviction Certificate” Is there any format for submitting the non-conviction certificate?	Self-declaration certificate must be submitted by the bidder on Company’s Letter head as mentioned in the tender document
4	What will be the marking scheme in case of MSME companies for the Turnover marking	In case of MSME/startup companies, the condition of prior experience and prior turnover criteria as per clause 4.1 of the tender document will be relaxed as per norms which is also mentioned in the clause 3.9 of the tender.  70 Lakhs turnover is in the pre-qualification eligibility criteria only. On qualification in the pre-qualification eligibility criteria, bid documents will be evaluated in the next stage of the Evaluation under clause 4.3 i.e. Technical Evaluation criteria. This tender is under Quality cum Cost Based Selection criteria (QCBS) and therefore greater turnover from the minimum 70 Lakhs will be awarded marks accordingly as per the rating sheet mentioned at clause 4.3.



5	Is there any confirmation of date for organizing the event?	Date is tentative and if any changes will be intimated.
6	General queries regarding Audio/Video and branding etc.	Audio and short video should be arranged by the Agency based on the theme. Sample of the theme can be taken from our website www.visionxt.in. Agency must provide the appropriate seating plan in the hall and set up the Experience zone inside the hall.
7	It was requested by the bidders to include 3 years prior to Covid-19 i.e. 2016-17 to 2018-19 and to consider best 3 years in last 5 years.	<p>Additional 02 financial year i.e. 2017-18 and 2018-19 have been added and therefore 05 financial year may be read as 2017-18 to 2021-22. Annual Turnover asked in pre-qualification eligibility criteria at clause 4.1 (iii) should not be less than Rs. 70 Lakhs in atleast 03 financial years in each year in the last 05 financial years i.e. 2017-18 to 2021-22.</p> <p>Similarly, clause 4.1 (iv) under "Experience Certificate" The bidder should have successfully executed artistic projects / Events specially in the area of Fashion/ Lifestyle / Promotion / similar nature of work - atleast 03 projects of minimum value 25 Lakhs each or greater in the last 05 financial years i.e. 2017-18 to 2021-22 for any National / International, Central Government / State Government / PSU's or recognized educational institutes of repute.</p> <p>Similarly, in the clause 4.3 under clause "Annual Turnover, Execution of numbers of Projects and Value of Projects Executed" 05 financial years i.e. 2017-18 to 2021-22 will be considered.</p>

  
**(Dr. Kaustav Sengupta)**  
 PI 2 (VisioNxt Project)

  
**(Dr. Sibichan K Mathew)**  
 API – Admin (VisioNxt Project)

  
**(Mr. S. P. Singh)**  
 DD (VisioNxt Project)

  
**(Mr. Vikram Verma)**  
 PASS (VisioNxt Project)