

**Response to Queries in the Prebid Meeting held for the REQUEST FOR EMPANELMENT- for Event Management Company**

A pre-bid Meeting was convened through Video Conferencing Cisco WebEx Meeting at Invest India on 05<sup>th</sup> November 2021 at 15:30 hrs regarding the Tender No RFE/21-22/MOC-1001 dated 01/11/2021 for the REQUEST FOR EMPANELMENT- for Event Management Company. Response to the queries raised in the meeting are as follows:

#	Query	Section in RFP	Details in RFP	Invest India Response/Clarification
1	We would request the extension of the bid submission as the presentation needs to be submitted with the proposal. The week owing Diwali week, sharing a detailed presentation with creative would require time.	2 Important Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum
2	Owing to Covid times, major of the agencies specialising in events do not have 100 or more employees on payroll. Also, the agencies did shut down their offices in different states as there was no business during the Covid times.	2.1.29 Pre- Qualification Criteria	Minimum of atleast 100 employees on payroll of the organization.*	Please refer to corrigendum

3	Marks on years of operation are same as for tier 1 & Tier 2 category. Please provide some relaxation to Tier 3 agencies.	2.1.43 Evaluati on Criteria	The Agency must have been in operation for a minimum of 05 years as on 01 <sup>st</sup> October 2021. 05-10 years - 10 Marks 11-15 years - 15 Marks 16 and above - 20 Marks	Please refer to corrigendum
4	There is discrepancy on marks on minimum value of events. An agency with turnover of 10 Cr can not have five events worth 15 Cr. each (to get 20 marks) OR for that matter even five events worth 5 Cr each. 9to get 15 marks). Please reconsider this marking criteria.	2.1.43 Evaluati on Criteria	The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹1 crores. 01-04.9 Cr - 10 Marks 05-09.9 Cr - 15 Marks 15 and above Cr - 20 Marks	Please refer to corrigendum
5	Event Management services are amongst most affected business because of Global Pandemic of COVID 19 and are operating with minimum overheads. Moreover they get varied kind of projects and hence hire manpower “On Project” basis. Relaxation in marking on no of employees on payroll will be highly appreciated.	2.1.43 Evaluati on Criteria	The Agency must have a minimum of 20 employees on its payroll as on 01st October 2021. 20-49 employees - 10 Marks 50-99 employees - 15 Marks 100 and above - 20 Marks	As per Section 2.1.43 of the evaluation criteria of the RFE.  The minimum number of employees on the permanent roll of the firm is kept as 20 which is required for suitable execution of the project.
6	Event Management agencies operate on Networking Basis through local associates. Request you to relax marking criteria for Pan India presence through number of offices for Tier 3 category.	2.1.43 Evaluati on Criteria	The Agency must have a Pan India presence in atleast 5 cities. 05-09 cities - 5 Marks 10 and above cities - 10 Marks	Please refer to corrigendum

7	Please restrict an agency to apply in only one Tier. An agency qualifying for higher tier (on average turnover criteria) should not be allowed to apply for lower tier.	2.1.29 Pre-Qualification Criteria	N/A	As mentioned in Section 2.1.43 One bidder can apply under only one of the three Tier category's mentioned hereunder
8	The Agency must have successfully completed at least 5 events in the last 3 years each having a minimum value of ₹2 crores. As you are asking for physical / virtual / hybrid concept in the presentation. So, we request you to consider for physical / virtual / hybrid events here as well.	2.1.29 Pre-Qualification Criteria	The Agency must have successfully completed atleast 5 events in the last 3 years each having a minimum value of ₹2 crores.*	As mentioned in Section 2.1.29 The Agency must have successfully completed atleast 5 events in the last 3 years each having a minimum value of ₹2 crores.* These events can be physical / virtual / hybrid events. The agency must submit (Completion Certificate/ Work Order/ Purchase Order or CA certified certificate) as a proof of undertaking such events.
9	Looking at the market place due the pandemic very few companies had done such big scale event in last three years. We would request you to re consider the value of the work.	2.1.43 Evaluation Criteria	The Agency must have successfully completed at least 5 events in last 3 years each having a minimum value of ₹2 crores. 02-4.9 Cr - 10 Marks 05-9.9 Cr - 15 Marks 10 and above Cr - 20 Marks	Please refer to corrigendum
10	What do mean by Pan India presence here? There is always one registered office for a company. Usually the EMA collaborates in different cities. Request to re consider this clause.	2.1.43 Evaluation Criteria	The Agency must have a Pan India presence in atleast 5 cities. 05-09 cities - 5 Marks 10 and above cities - 10 Marks	Please refer to corrigendum

11	<p>Need a clarification about the event? What kind of event you are expecting here? “Azadi ka Amrit Mahotsav” is just a theme. Please be specific for the event so that we work on presentation accordingly. Name / details of the event should be very specific.</p>	2.1.43 Evaluation Criteria	<p>2 Presentations (1 Past event of minimum 2 crores and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 2 crores) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other. The presentation must be made keeping in mind both physical and virtual event. 15 Marks for each presentation. - Understanding of Concept &amp; conceptual clarity - Understanding of TOR - Software and hardware usage - Detailed planning with contingency plans - Ideation and novelty factor</p>	<p>As mentioned in Section 2.1.43 the agency has to prepare a presentation within the budget of 2 crores in line with the theme of Azadi ka Amrit Mahotsav. The Agency may choose to work on any event of their choice. However, the presentation must be made keeping in mind the possibility of having both physical and virtual event.</p>
12	Due to Diwali holidays we would request you to extend the submission date.	2 Important Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum
13	If an agency is registered with DPIIT as Start-up and they are claiming exemption from eligibility criteria, So how it is going to be applicable on Scoring Segment of all tier.	2.1.29 Pre- Qualification Criteria	* [DPIIT Recognized Startups are exempt from these criterion]	Please refer to corrigendum

	<p>For Example - Company is not qualifying the basic Criteria of any tier that is so it is claiming Exemption from basic Criteria, In such case we assume that such agency is exempted to fulfill the Scoring segment as well for all three tiers. Hence the agency can participate for any of the tier subjects to furnish the Start Up Certificate. Please specify how it is going to be considered for evaluation in the scoring segment.</p>			
14	<p>Since the quantum of the Project is not provided and this an empanelment tender, What are the aspects to be covered in the presentation? Please elaborate for better understanding and conceptualization.</p>	<p>2.1.43 Evaluati on Criteria</p>	<p>2 Presentations (1 Past event of minimum 1 crore and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 1 crore) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other.</p> <p>The presentation must be made keeping in mind both physical and virtual event.</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none"> <li>- Understanding of Concept &amp; conceptual clarity</li> <li>- Understanding of TOR</li> <li>- Software and hardware usage</li> <li>- Detailed planning with contingency plans</li> </ul>	<p>As mentioned in Section 2.1.43 the agency has to prepare a presentation within the budget of 1 crore in line with the theme of Azadi ka Amrit Mahotsav.</p> <p>The Agency may choose to work on any event of their choice. However, the presentation must be made keeping in mind the possibility of having both physical and virtual event.</p>

			- Ideation and novelty factor	
15	As we comprehend that the scope of work is quite huge and which requires an extensive period for ideations. Hence it is our humble request to you to please extend the due date of presentation.	2 Important Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum
16	For Tier 1/ 2 /3, in the Pre Qualification Criteria - A minimum average turnover of 50 crores in the past 3 financial years.* and The Agency must have successfully completed at least 5 events in the last 3 years each having a minimum value of ₹5 crores.* - Is this a mandatory criteria? Will an agency be disqualified if the turnover is less or non-submission of the above? Will they lose the allotted marks and still qualify?	2.1.29 Pre- Qualification Criteria	A minimum average turnover of 50 crores in the past 3 financial years.* The Agency must have successfully completed atleast 5 events in the last 3 years each having a minimum value of ₹5 crores.*	As mentioned in Section 2.1.29 The Agency must fulfil all the pre-qualification requirements to proceed for technical evaluation. Further, the agency shall be evaluated on the basis of criteria mentioned in 2.1.43 and in order to proceed forward they must secure a minimum of 70 marks as mentioned in Section 2.1.65.
17	Kindly share the delivery details / expectations of the Two presentations to be presented/created for the Technical Evaluation pitch?	2.1.43 Evaluation Criteria	2 Presentations (1 Past event of minimum 5 crores and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 5 crores) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other.	As mentioned in Section 2.1.43 the agency has to prepare a presentation within the budget of 5 crore in line with the theme of Azadi ka Amrit Mahotsav. The Agency may choose to work on any event of their choice. However, the presentation must be made keeping in mind the possibility of having both physical and virtual event.

			<p>The presentation must be made keeping in mind both physical and virtual event.</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none"> <li>- Understanding of Concept &amp; conceptual clarity</li> <li>- Understanding of TOR</li> <li>- Software and hardware usage</li> <li>- Detailed planning with contingency plans</li> </ul>	<p>The second presentation needs to be of a previous event which has been successfully executed by the Agency in the past within a budget of 5 crores.</p>
18	<p>Will the presentations be design oriented (the proposed plan with elaborate designs) or just concept oriented ?</p>	<p>2.1.43 Evaluati on Criteria</p>	<p>2 Presentations (1 Past event of minimum 5 crores and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 5 crores) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other.</p> <p>The presentation must be made keeping in mind both physical and virtual event.</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none"> <li>- Understanding of Concept &amp; conceptual clarity</li> <li>- Understanding of TOR</li> <li>- Software and hardware usage</li> <li>- Detailed planning with contingency plans</li> </ul>	<p>As mentioned in Section 2.1.43 the agency must ensure that the presentation covers all aspects including designs and concepts.</p>

19	What kind of proof is required to be submitted for the 5 offices in India?	2.1.43 Evaluati on Criteria	The Agency must have a Pan India presence in atleast 5 cities. 05-09 cities - 5 Marks 10 and above cities - 10 Marks	The agency may submit the list of registered/branch offices with agency's address on agency letterhead duly signed by the authorized representative of the agency.
20	If the particular agency is registered under 'StartUp India' are all the pre-evaluation criteria waved off for the particular agency? How is the agency evaluated on technical evaluation and scoring in that case?	2.1.43 Evaluati on Criteria	* [DPIIT Recognized Startups are exempt from these criterion]	Please refer to corrigendum
21	Since it's a festival weekend, request you to kindly extend the date of submission to a further date. Request you to kindly consider.	2 Importa nt Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum
22	Do we need to submit our presentation with the technical bid on 10th November'21 ?	2.1.43 Evaluati on Criteria	2 Presentations (1 Past event of minimum 5 crores and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 5 crores) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other. The presentation must be made keeping in mind both physical and virtual event. 15 Marks for each presentation. - Understanding of Concept & conceptual clarity	As mentioned in Section 2.1.60 the agency must submit the Technical Proposal along with Pre-Qualification Proposal and documents in support thereof during the time of bid submission.

			<ul style="list-style-type: none"> <li>- Understanding of TOR</li> <li>- Software and hardware usage</li> <li>- Detailed planning with contingency plans</li> </ul>	
23	For Pan India presence, what proof do we need to submit?	2.1.43 Evaluation Criteria	The Agency must have a Pan India presence in atleast 5 cities. 05-09 cities - 5 Marks 10 and above cities - 10 Marks	The agency may submit the list of registered/branch offices with agency's address on agency letterhead duly signed by the authorized representative of the agency.
24	For Past Event experience , The events which we have done with similar theme or similar in nature or any event will work ?	2.1.29 Pre- Qualific ation Criteria	The Agency must have succesfully completed atleast 5 events in the last 3 years each having a minimum value of ₹5 crores.*	As mentioned in Section 2.1.60 the agency must have experiance in event management work which may be of a similar nature.
25	We are also requesting for extension of dates because of the festival season so that every company who is participating can prepare better for the same.	2 Importa nt Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum
26	It should be minimum of atleast 20 employees on payroll of the organization.*	2.1.29 Pre- Qualific ation Criteria	Minimum of atleast 50 employees on payroll of the organization.*	Please refer to corrigendum
27	The Agency have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹2 crores.	2.1.29 Pre- Qualific ation Criteria	The Agency must have succesfully completed atleast 5 events in the last 3 years each having a minimum value of ₹2 crores.*	Please refer to corrigendum

28	The Agency must have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹2 crores. 02-4.9 Cr - 10 Marks 05-9.9 Cr- 15 Marks 10 and above Cr - 20 Marks	2.1.43 Evaluati on Criteria	The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹2 crores. 02-4.9 Cr - 10 Marks 05-9.9 Cr- 15 Marks 10 and above Cr - 20 Marks	Please refer to corrigendum
29	The Agency must have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹2 crores. 02-4.9 Cr - 10 Marks 05-9.9 Cr- 15 Marks 10 and above Cr - 20 Marks	2.1.43 Evaluati on Criteria	The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹2 crores. 02-4.9 Cr - 10 Marks 05-9.9 Cr- 15 Marks 10 and above Cr - 20 Marks	Please refer to corrigendum
30	The Agency must have a minimum of 20 employees on its payroll as on 01st October 2021. 20-49 employees - 10 Marks 50-99 employees- 15 Marks 100 and above - 20 Marks	2.1.43 Evaluati on Criteria	The Agency must have a minimum of 50 employees on its payroll as on 01st October 2021. 50-99 employees - 10 Marks 100-149 employees- 15 Marks 150 and above - 20 Marks	Please refer to corrigendum
31	The Agency must have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹1 crores. Please clarify technical evaluation Tier 1, Tier 2 and Tier 3 with different Project cost.	2.1.43 Evaluati on Criteria	The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹1 crores. 01-04.9 Cr- 10 Marks 05-09.9 Cr- 15 Marks 15 and above Cr - 20 Marks	Please refer to corrigendum

32	We have a pan India presence with offices in 5 cities. Can we submit the details of these offices (Full style address with Contact person name and phone numbers, alongwith the relevant rent agreements of these offices.)	2.1.43 Evaluation Criteria	The Agency must have a Pan India presence in atleast 5 cities. 05-09 cities - 5 Marks 10 and above cities - 10 Marks	The agency may submit the list of registered/branch offices with agency's address on agency letterhead duly signed by the authorized representative of the agency.
33	We have more than 20 people working in our organisation, out of which some of the employees are on our payroll and some are on Contract basis. This was necessitated due to the current pandemic situation. If required, we can bifurcate the details of employees on payroll & employees on Contract basis, on our letterhead. Please advise if we can adopt this method to fulfill this criteria.	2.1.29 Pre- Qualific ation Criteria	The Agency must have a minimum of 20 employees on its payroll as on 01st October 2021. 20-49 employees - 10 Marks 50-99 employees - 15 Marks 100 and above - 20 Marks	Please refer to corrigendum.
34	We have delivered few such projects in last 3 years but have submitted multiple invoices for project, please advise on this as well, can we submit PO's & invoices of these.	2.1.29 Pre- Qualific ation Criteria	The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹1 crores. 01-04.9 Cr- 10 Marks 05-09.9 Cr- 15 Marks 15 and above Cr - 20 Marks	As mentioned in Section 2.1.29 the agency can also provide copy of PO and invoices in lieu of Work order / Completion certificates.
35	We would request you to kindly help extend the deadline for the submission of the proposal (presentation) scheduled for 10th November.	2 Importa nt Dates	The last date for Bid Submission is 10 November 2021 02:00 PM	Please refer to corrigendum

