

## **MINUTES OF THE PRE BID MEETING HELD ON 29<sup>TH</sup> JULY 2016**

A Pre Bid Meeting was organized on 29<sup>th</sup> July 2016 at 2.30 PM in APEDA, New Delhi.

Following companies have participated in the Pre Bid Meeting:

1. M/s Lallooji & Sons
2. M/s Nirmal Advertising Pvt. Ltd.
3. M/s TRIMFO
4. M/s Falcon Exhibitions Pvt. Ltd.
5. M/s 6<sup>th</sup> P Marketing
6. M/s Vivid India Advtg & Mktg
7. M/s CIM Global
8. M/s Vibgyor Brand Vision

Following queries were emerged during the Pre Bid Meeting:

1. One of the participant sought clarification on Point No. 5 where it has been mentioned that Modular design is recommended for Foodex Japan and Natural Products Expo, Anaheim, The query was whether the APEDA common area in these exhibition will be of modular or wooden based.

It was clarified that for these events the common area would be of modular design,

2. There was a query regarding Point No. 11.b wherein it is mentioned that “the company should have been in the business of providing event management & Brand promotion services in India”.

It was clarified that an addendum has already been issued in this regard. It should be read as “outside India”.

3. There was another query regarding Point no. 11.b “the company should have been in the business of providing event management & Brand promotion services outside India” whether this will also include the experience in PR activities.

It was clarified that the experience of PR activities will also be included in the scope of event management and brand promotion services.

4. There was a query regarding location of APEDA pavilion at the event place.

It was informed that the location of APEDA pavilion is in Hall No. 3 and further it was informed that the layout of Hall No. 3 will be hosted along with the pre bid minutes.

5. Whether one set of supporting documents can be submitted for all proposed events.

It was informed that one set of supporting documents may be submitted for all events of phase I. Further it was also clarified that the technical proposals (designs) for each event should be submitted separately.

6. Query was raised for the quantity of booklets and flyers to be printed.

It was informed that the quantity will be informed in BOQ.

7. There was a request for extending the date of the tender for two days.

It was informed that it's not possible to extend the dates of the tender.

8. Clarification was sought about the Service Tax and TIN Number.

It was clarified that Service Tax is mandatory and TIN number is optional.

9. Whether one theme can be submitted for all events.

It was clarified that the theme should be submitted as per the requirement of the event.

10. Query was raised regarding the Point no. 12.2 that what all will include in the assignment.

It was informed that the assignment will include the designing of pavilion, publicity material etc. as mentioned in the tender

11. Is there will be extra budget for BSM.

It was informed that the BSM activity has to be covered in the proposed budget.

12. Participants inquired about the date of submission of Financial Bid.

It was informed that the date for submission of Financial bid will be informed along with BOQs.