

Minutes of the Pre-Bid Meeting req. World Food Moscow 2024 held on 01 July 2024

The point raised by the bidders during the pre-bid meeting organized on 01 July, 2024 for inviting bids for organizing World Food Moscow 2024 and reply of APEDA thereon is as follows:

Point no. of TOR	Existing Provision	Reply of APEDA
4.1	Agencies meeting the following qualifying criteria in terms of desired experience/ expertise in execution of the similar work at similar platforms, and possessing sound financials, with supporting documents may participate in the bid process.	Agencies, which are in existence for the last five years , and meeting the following qualifying criteria in terms of desired experience/ expertise in execution of the similar work at similar platforms, and possessing sound financials, with supporting documents may participate in the bid process.
4.2.1	<p><u>The agency should have conducted</u> at least three international events requiring conceptualizing, designing and maintaining the pavilions on turnkey basis during the last 5 years organized outside India, where</p> <p>(a) The area of the pavilion should not have been less than 150 sq. mtrs for each event</p> <p>(b) The financial value of such event should not be less than Rs. 50.00 Lakh per event</p>	<p>The agency should have conducted at least three international events requiring design, construction and maintenance of the pavilions on turnkey basis during the last 5 years organized outside India, where</p> <p>(a) The area of the pavilion should not have been less than 150 sq. mtrs for each event</p> <p>(b) The financial value of such event should not be less than Rs. 50.00 Lakh per event.</p>
4.2.2	<p><u>The agency should have earned average turnover of Rs. 3,00,00,000, (Three Crores Only)</u> from Event management business (related to construction, designing and maintenance of pavilion(s) in international Trade Fairs) during any three years out of last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.</p>	<p>The agency should have earned a minimum turnover of Rs. 3,00,00,000, (Three Crores) per year from Event management business (related to design, construction and maintenance of pavilion(s) in international Trade Fairs) during any three years out of last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.</p>
5.2.1	Theme area measuring approx. 36 sq. mtrs. should be distinguished with raised wooden floor.	Theme area measuring approx. 42 sq. mtrs. should be distinguished with raised wooden floor, out of which 6 sq. mtrs. area is to be designed for publicity of Indian Banana with a provision for sampling and testing of Banana. Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies.

5.4.3	Suitable backlit branding of BHARAT (INDIA) (in English, Russian & Hindi) and APEDA Logo has to be provided in adequate numbers. The dimensions of the same should be that of 3 Mtrs. in length and of the maximum permissible height as per the organizer's guidelines. The branding shall be placed at prominent place all over the pavilion.	Suitable backlit branding of BHARAT (INDIA) . There are two island pavilion/stands. One Backlit branding of BHARAT (INDIA) (in English, Russian & Hindi) and APEDA Logo has to be provided on each side of the fascia totaling 8 such arrangements on both the pavilions. The dimensions of the same should be that of 3 Mtrs. in length and of the maximum permissible height as per the organizer's guidelines.
5.5.3	For wet sampling the specified products and their quantity will be as under: (a) 10 Kg Basmati rice for veg biryani (b) 10 Kg Basmati rice for non-veg biryani (c) Organic Tea, Coffee, Organic Turmeric Latte etc. The agency shall coordinate with APEDA officials for transport of the abovementioned products from APEDA's Delhi office to the APEDA pavilion at Moscow along with the products to be displayed (as mentioned in clause 5.2.10). Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies.	The agency has to organise wet sampling the specified products as per the quantity mentioned as under: (a) 10 Kg Basmati rice for veg biryani per day (b) 10 Kg Basmati rice for non-veg biryani per day (c) Organic Tea/Coffee, Organic Turmeric Latte etc. for full day. The agency has to ensure use of Indian Basmati rice and NPOP certified Tea, Coffee and Turmeric for sampling. Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies. Payment shall be made as per actuals.
5.5.7	The agency shall make provision for printing of 100 copies Exhibitors Directory (in English) (size: 6x8 inch 2pprox..) containing details of the participants of World Food, Moscow (out of which 90 shall be handed over at the fair site to team APEDA and the balance 10 copies submitted to APEDA officials at Delhi office along with the bills).	The agency shall make provision for printing of (a) 200 copies Exhibitors Directory (in English & Russian) (size: 6x8 inch approx..) containing details of the participants of World Food, Moscow (out of which 190 shall be handed over at the fair site to team APEDA and the balance 10 copies submitted to APEDA officials at Delhi office along with the bills). (b) Corporate Brochure of APEDA (200 copies, size 7inch x 9.5 inch) in English & Russian. (c) Exhibitors directory and Corporate Brochure shall be QR code based and downloadable on mobile.
5.5.12	For visitors' souvenirs in the form of Brochures, Lapel Pins, Fridge Magnets at least 5000 in numbers with designed approved by APEDA.	The agency shall arrange 200 souvenirs in the form of Lapel Pins/ Fridge Magnets as per design approved by APEDA.
8.3.4 (iv)	Average Turnover of the Company for last 5 financial years. Breakup of marks is given below: (a) Rs. 4-6 crores 3 marks (b) Above Rs. 6 crores 5 marks	The agency should have earned a minimum turnover of Rs. 3,00,00,000, (Three Crores) per year from Event management business (related to design, construction and maintenance of pavilion(s) in international

		Trade Fairs) during any three years out of last 5 financial years Breakup of marks is given below: <table border="1"> <tr> <td>(a) Rs. 4-6 crores</td> <td>3 marks</td> </tr> <tr> <td>(b) Above Rs. 6 crores</td> <td>5 marks</td> </tr> </table>	(a) Rs. 4-6 crores	3 marks	(b) Above Rs. 6 crores	5 marks								
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8.3.4 (v)	<p>Previous international level works similar nature for proposed WORLD FOOD MOSCOW- 2024. Breakup of marks is given below:</p> <table border="1"> <tr> <td>(a) 4-6 years</td> <td>3 marks</td> </tr> <tr> <td>(b) Above 6 years</td> <td>5 marks</td> </tr> </table>	(a) 4-6 years	3 marks	(b) Above 6 years	5 marks	<p><u>The agency should have conducted</u> at least three international events requiring design, construction and maintenance of the pavilions on turnkey basis during the last 5 years organized outside India, where</p> <p>(a) The area of the pavilion should not have been less than 150 sq. mtrs for each event. and</p> <p>(b) The financial value of such event should not be less than Rs. 50.00 Lakh per event.</p> <p>Breakup of marks is given below:</p> <table border="1"> <tr> <td>(a) 4-6 events</td> <td>3 marks</td> </tr> <tr> <td>(b) Above 6 events</td> <td>5 marks</td> </tr> </table>	(a) 4-6 events	3 marks	(b) Above 6 events	5 marks				
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Annexure-1 S. No. 8	Turnover during last five years (Please refer clause 4.2.2) (Average turnover Rs. 3,00,00,000) (Three Crores Only) (from business related to Conceptualising, Designing and Setting up of Pavilions for international Trade Fairs during any of the three years during the last 5 years) (Please attach CA certificate as per Annexure- 4 with copies of Work Orders). The turnover shall be in the name of applicant organization only and not that of group/ sister organizations.	Turnover during last five years (Please refer clause 4.2.2) (Minimum turnover Rs. 3,00,00,000) (Three Crores) per year (from business related to Design, Construction and Maintenance of Pavilions for international Trade Fairs during any three years out of last 5 years) (Please attach CA certificate as per Annexure- 4 with copies of Work Orders). The turnover shall be in the name of applicant organization only and not that of group/ sister organizations.												
Annexure-1 S. No. 9	Experience Details (Please refer clause 4.2.1) (Please attach copies of Work Orders for designing, construction and maintenance of pavilion(s) of at least three international events covering an area of minimum 150 sq. mtrs (75% of the proposed area) or at least 3 Three events of not less than Rs. 50 Lakhs each during last 5 financial years organized outside India.	<p>Experience Details (Please refer clause 4.2.1) (Please attach copies of Work Orders for design, construction and maintenance of pavilion(s) of at least three international events covering an area of minimum 150 sq. mtrs (75% of the proposed area) or at least 3 (Three) events of not less than Rs. 50 Lakhs each during last 5 financial years organized outside India.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Work orders</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> </tr> </tbody> </table>	Year	Work orders	2019-20		2020-21		2021-22		2022-23		2023-24	
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