

**Minutes of the Pre-Bid Meeting held on 22/07/2024 at APEDA Conference Room
for Fine Food Australia 2024**

The point raised by the bidders during the pre-bid meeting held on 22nd July, 2024 for inviting bids for “Design, Construction and Maintenance of APEDA/India pavilion during Fine Food Australia 2024” and reply of APEDA thereon is as follows:

Point no. of TOR	Existing Provision	Reply of APEDA
5.2.1	Theme area measuring approx. 36 sq. mtrs. should be distinguished with raised wooden floor. out of which 6 sq. mtrs. area is to be designed for live demo of Indian cuisines by a professional chef from a reputed Indian restaurant. There will be provision for sampling and tasting of the same by the visitors. Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies at suitable table and chairs for all the four days.	Theme area measuring approx. 36 sq. mtrs. should be distinguished with raised wooden floor. out of which 6 sq. mtrs. area is to be designed for live demo of Indian cuisines by a professional chef from a reputed Indian restaurant. There will be provision for sampling and tasting of the same by the visitors. Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies at suitable table and chairs for all the four days. A provision for water and drainage is to be made alongwith cooking and wet sampling. Charges will be paid as per actual.
5.5.3	The agency has to organise wet sampling / live demo of preparation and tasting Indian cuisines by a professional chef from a reputed Indian restaurant as per the quantity mentioned as under: (a) 10 Kg Basmati rice for veg biryani each day (b) 10 Kg Basmati rice for non-veg biryani each 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 by a professional chef and serving of delicacies. Payment shall be made as per rules.	The agency has to organise wet sampling / live demo of preparation and tasting Indian cuisines by a professional chef from a reputed Indian restaurant as per the quantity mentioned as under: (a) 10 Kg Basmati rice for veg biryani each day (b) 10 Kg Basmati rice for non-veg biryani each 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 by a professional chef and serving of delicacies

<p>5.6.6</p>	<p>The agency has to make a provision for one male and one female attendant for wearing mascots and moving around in the pavilion. The mascots are to be prepared for various products in consultation with APEDA.</p>	<p>The agency has to make a provision for one attendant for wearing mascots and moving around in the pavilion. The mascots are to be prepared for various products in consultation with APEDA.</p>
<p>5.6.10</p>	<p>The agency shall make provision for printing of:</p> <p>(a) 300 copies of Exhibitors Directory (in English) (size: 6x8 inch approx.) containing details of the participants of Fine Food Australia 2024 (out of which 290 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.</p> <p>(b) Corporate Brochure of APEDA (300 copies, size 7 inchx9.5 inch) in English.</p> <p>(c) 300 (three hundred) Recipe Books showing preparation of the items presented during live demo and Wet Sampling, (d) Exhibitors Directory and Corporate Brochure shall be QR Code Based and downloadable on Mobile.</p>	<p>The agency shall make provision for printing of:</p> <p>(a) 300 copies of Exhibitors Directory (in English) (size: 6x8 inch approx.) containing details of the participants of Fine Food Australia 2024 (out of which 290 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.</p> <p>(b) Corporate Brochure of APEDA (300 copies, size 7 inchx9.5 inch) in English.</p> <p>(C) Exhibitors Directory and Corporate Brochure shall be QR Code Based and downloadable on Mobile.</p> <p>(c) At least 150 Recipe Books (Size 11 × 8.5 inches with a horizontal page orientation) showing preparation of the at least 15 items presented during live demo and Wet Sampling,</p>