

Proceedings of Pre-Bid meeting for “RFP for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest” for Department of Tourism (DoT) on 07th November 2022 at 03:30 PM through Video Conferencing Mode

The Pre bid meeting for “RFP for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest” was held on 7th November 2022 at 03:30 PM through Video Conferencing (VC) Mode under the Chairmanship of Director Tourism.

Members present:

1. Shri Sachin R. Jadhav, Director Tourism (Virtually)
2. Shri A.N. Singh Laguri, Additional Secretary, DoT (Physically)
3. Shri Saroj Jena, Asst. Director (R), DoT (Virtually)
4. Representative, PMU (Physically)

Meeting Proceedings:

- Department of Tourism engaged with prospective bidders to discuss the terms under the RFP.
- The following participants and agencies participated in the pre-bid meeting.

	Participant Name	Agency
1	Samit Garg	E-Factor
2	Vinod	Team Rustic
3	Priyanka Gupta	CRI Events

- The agencies expressed their interest in the scope of work and conditions of the RFP.
- The queries raised by the bidders and clarification provided by the committee are appended at Annexure-I.
- The committee responded to the queries of the potential bidders accordingly on the VC.
- The committee decided that, no corrigendum needs to be issued and all the clauses of RFP remains same.
- The meeting ended with a vote of thanks to the chair.

Sd/-
Representative
PMU

Sd/-
Asst. Director (R), DoT

Sd/-
Additional Secretary, DoT

Sd/-
Director, DoT

Annexure – 1

SI	RFP Clause No. / Page No.	Clause Details	Query	Clarification
<i>M/s. E-Factors Experience Pvt. Ltd.</i>				
1.	-	-	The bidder sought clarification on obligation of site levelling of the event venue.	The site would be handed over to the successful bidder on as is where is basis.
2.	-	-	The bidder sought clarification on the duration of firework.	The duration of the firework will be as mentioned in the RFP.
3.	-	-	The bidder sought clarification regarding shifting of power cable at the venue.	The agency is required to plan the layout taking into account the existing situation of the ground, including the power cable.
<i>M/s. Team Rustic</i>				
1.	-	-	The bidder requested for handing over of site at least 3 weeks before the start date of the event.	DoT will decide the date of handover in consultation with the district administration and the selected agency.
2.	-	-	The bidder sought clarification of the allotment of parking space.	The successful bidder will have to make adequate arrangements for parking within the venue.
<i>M/s CRI Events</i>				
1.	-	-	The bidder requested for exemption of EMD at the time of submission of bid.	No exemption on submission of EMD will be allowed to bidders.