

**Minutes of Meeting**

**Subject: Minutes of the Pre-Bid meeting & response to queries on Request for Proposal (RFP) for event Management of ICEGOV 2017 and run upto the event**

The RFP for Event management of ICEGOV 2017 and run upto the event was published on 13.10.16. The pre-bid meeting was held on 24.10.16 in Conference Room 4062 at 3.00 PM. The meeting was attended by agencies and technical evaluation committee. The last date of submission of RFP is 11.11.16. The Key responses and amendments are summarized. Below, some are approximate, estimated figures, subject to change.

	<b>Queries</b>	<b>Clarifications</b>
1	What is the total number of foreign delegates expected to come?	Between 200- 300 (Approx)
2	How many days in advance will they arrive?	One day before the conference
3	Can we get a country-wise indicative break-up for costing (tickets & visa)	Not right now
4	What are paper tracks? What happens in it?	Pl see website: <a href="http://www.icegov.org/">http://www.icegov.org/</a>
5	Are the rooms booked in a Hotel (If so, please provide a list of rooms available and booked for the event with which session will happen in which room if already decided)	Venue and rooms have been blocked as required.
6	Opening / Plenary Session – Is the venue for this will be the entire convention hall in Hotel a?	Yes, as per current plan,
7	12 thematic sessions – will these be conducted in Suite 292 (Ruby) (42' x 33'), Suite 293 (Sapphire) (42' x 33'), Suite 294 (Emerald)(42' x 33') or will these be conducted in Friendship lounge (101' x 42') / Banquet Hall (98' x 76')	The plan is to conduct the 12 thematic sessions in convention hall split into 3 partitions. Please see schedule/programme on line at <a href="http://www.icegov.org/">http://www.icegov.org/</a>
8	Poster Exhibition – what is the venue for the poster exhibition and what happens in the poster exhibition?	Most likely, Poster exhibition will be at hard court area across Conventional hall. Pl provide approx. 50 boards with poles for exhibiting posters
9	Closing Event – Our understanding is this will happen in the main plenary, please specify?	Convention Hall
10	Venue for cultural events – What are the venues for these cultural events or should we be suggesting these venues or will these happen on the main stage in the plenary room	Probably in house ( Ashok hotel) but you can suggest other venues also
11	Should these cultural events also be planned on the evenings of 7th – 9th March or are these on different dates?	One Cultural event, most probably on 8th March,2017



12	Invites and Invitations - What are the various functions for which invitation cards will be required? Will NeGD give us the database who has to be invited to the event?	Participants will register through <a href="http://www.icegov.org/">http://www.icegov.org/</a> . Data will be generated and provided. Registration module will open soon.
13	Provision of transport – Please give more details on the expected daily movement of delegates so the cost for transportation can be accounted appropriately	Approx. 300 -400 people on opening day & closing days. May be some required on 2 <sup>nd</sup> & 4 <sup>th</sup> Day. Plus any requirement as per your proposal for offsite event (if so proposed by you).
14	As mentioned which website will be used for online registrations?	<a href="http://www.icegov.org/">http://www.icegov.org/</a>
15	What is expected out of a sponsor?	Applicant to propose possible/feasible sponsorship opportunities.
16	Point -2.4.4 -A little clarification about the preparation of documents mentioned under.	Content writer/ reviewer may be required.
17	The new figures for the number of delegates each day, as the earlier mentioned figure differ from the once discussed today?	Day-1: Approx. 500-1000, Day-2: Approx.400-700, Day-3: Approx.400-700, Day-4: Approx.100
18	Clarity on the Public Relations and Media Management role of the Events Agency?	a. Inviting press during events b. Prepare press brief and circulate to media c. Inputs for Social Media team d. Suggest and plan run up events
19	Plasma Screen -50” or 65” Should specify only one size: 50” or 65”	Quote for both 50" & 65'
20	Backdrop Size (Dimensions) and Material to be specified.	1. Flex rate per sq ft (Mounted on frame) 2. LED rate per sq ft (Indoor) Keep partitioning in mind
21	Poster -do-	Rate for Vinyl & Flex- per sq ft
22	Cover page( front and back) for event documents -do-	300 Gsm art card (for evaluation purpose)
23	Event Brochure Size (Dimensions) to be specified)	See financial format
24	Booklet -do-	See financial format
25	Note Pad -do-	Matrix type: A5, 160 pages, 80 GSM
26	Information Boo -do-	see financial format
27	4.3.1- (Point-4) Transport & Logistics: Cars, Mini Bus and Bus Nos. needed, and on how many days, and for how many hours per day.	Quote for Volvo-45 Seater (AC), Travler-25 Seater (AC) 15 nos. Car per day - Desire, Honda City & 3 nos. Luxury cars per day Pl provide rate for per day (8 hr, 80 km), night charges, extra km, and extra hrs for each vehicle.

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28	Under Qualification criteria, the turnover should be minimum of 15 Crores from advertising & PR related services. There seems to be some mistake here. In our opinion it must be for the conferences/events.	In total 15 Crore turnover (in last three financial year). Turn over from conferences and events
29	4.3.1- Point 6,7 & 8	Quotes may be submitted for all three items and put it in separate envelope
30	Pre-Launch activities- Concepts & Execution	Suggest theme, venue, execution
31	Exhibition Stall :	Rate per sq. mtr (3m x 3m) for Octonorm system with Carpet, Table-1, Chairs-2, Spot Lights-3, Power Socket-1, Facia, Waste Basket-1. Additional Cost for each item
32	Cultural Events: 90 minutes to 120 minutes What cost is required for Networking Dinner & What is the transport requirement?	Approx. 1000 delegates Day-1: Networking Dinner- Approx.1000 Day -2: Cultural event + Networking Dinner-Approx.700
33	Section 7- Point 7.9	Dropped from RFP

**Please Note:** The quantities mentioned in the template are indicative and actual number may vary during the execution of the event.

The committee recommended the above mentioned clarification against the queries raised by the agencies.

  
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