

**RFP for Selection of Event Management Agency for organization/implementation/execution of 50 Glorious Years of Full Statehood of Himachal Pradesh 2021**

**Replies to Pre-bid queries**

<b>S. No.</b>	<b>Query</b>	<b>Response</b>
1.	We would like to know if consortium is allowed in the NIT	No, Consortium is not allowed to participate in this bid.
2.	Total bid value of the tender	The Bidder has to propose the financials according to their plan & concept.
3.	Tentative dates of the event	The details will be notified to the selected agency, well in time.
4.	Period of working days	Please refer to RFP, page no 7
5.	Where to download the tender from.	<a href="https://himachal.nic.in/showfile.php?lang=1&amp;dpt_id=21&amp;level=1&amp;lid=20961&amp;sublinkid=20693">https://himachal.nic.in/showfile.php?lang=1&amp;dpt_id=21&amp;level=1&amp;lid=20961&amp;sublinkid=20693</a>
6.	When do we submit the sale documentation fees	Please refer S. No. 'v' under Section 4.4 SUBMISSION OF PROPOSAL WITH COVERING LETTER.
7.	Total Area For landscaping and flowering	<b>2,000 sq. ft.</b>
8.	Total WiFi Requirement and is there any separate specification for media	Total area to be covered under WiFi is approx. 65,000 sq.mtr.
9.	Total Area of city branding	Around 300 hoardings of size 20 ft X 10 ft are to be installed all across the city of the event
10.	Duration of the event	Most likely it will be a one day event, but in case it changes, then the selected agency will be informed about the same, well in time.
11.	What kind of artist is required and how many	Local renowned Himachali artists and troupes
12.	Is it a multi city event and if so will it happen simultaneously	Most likely it will be a one day event, but in case it changes, then the selected agency will be informed about the same, well in time.
13.	What will be the budget of the event	The Bidder has to propose the financials according to their plan & concept.
14.	What is the budget of Cultural as there is no specifications mentioned in the RFP.	The Bidder has to propose the financials according to their plan & concept.
15.	As mentioned in RFP, we would request you to consider Employees payroll EPF till 31st March 2021 as per financial year.	<b>Clause as per RFP:</b> <b>7. TECHNICAL EVALUATION CRITERIA, S. No. 5:</b> Total number of employees as on company payroll as on 21st Jan 2021 50 – 100 : 5 marks Above 100 : 10 marks

S. No.	Query	Response
		<b>Revised Clause:</b> <b>7. TECHNICAL EVALUATION CRITERIA, S. No. 5:</b> Total number of employees as on company payroll as on <b>31st March, 2021</b> 50 – 100 : 5 marks Above 100 : 10 marks <b>Supporting documents to be submitted as per RFP.</b>
16.	Venue: Is there any preferable city area / venue for the event that you would be suggesting?	The details will be notified to the selected agency, well in time.
17.	Is the event open to public or is it only for invitees. What are the number of pax we are targeting during the event. Request you to define the target group	We are expecting approx. <b>1000 pax.</b> (including invitees and open public) In case the count increases, per plate cost will be given as per quoted in the BOQ .
18.	No. of days and show flow for the event	The details will be notified to the selected agency, well in time.
19.	Event duration: Span of the event (1 day or 2 day). Is there an event itinerary to follow that you would be suggesting?	The details will be notified to the selected agency, well in time.
20.	Is there any tentative date of the event	The details will be notified to the selected agency, well in time.
21.	Any specific festival around the event, around which month/day you are planning to conduct the event.	The event should showcase the journey of state of Himachal Pradesh alongwith achievements of different departments, for last 50 years.
22.	Is there any logo design for the 50 years. Would you want us to use existing one or a new logo is to be created	Logo for the event has already been designed and published.
23.	How would you want to position HP at the 50 years celebrations e.g. state of growth, or want the event texture to be completely festive,	The event should showcase the journey of state of Himachal Pradesh alongwith achievements of different departments, for last 50 years
24.	How do you want us to show the potential of HP. What are the specific sectors you want us to focus on to showcase the same.	The event should showcase the journey of state of Himachal Pradesh alongwith achievements of different departments, for last 50 years
25.	What do you want the T.G. to go back with. What is the take back from the event.	The event should showcase the journey of state of Himachal Pradesh alongwith achievements of different departments, for last 50 years
26.	<b>3. ELIGIBILITY CRITERIA, S. No. 2:</b> The firm should have a minimum average turnover of INR 50 crores in each of the last 3 financial years.	As per RFP

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	(FY2017-18, 2018-19 & 2019-20) As suggested by MSME guidelines, please remove the turnover limit that would hamper the participation of MSME units.	
27.	Considering Pandemic situation, many companies had to lay-off employees, so kindly <b>reconsider the selection criteria based on the strength of the employees in the company and relax the same.</b>	As per RFP
28.	As per RFP, the minimum turnover criteria is Rs 50 Cr, however scoring is mentioned for turnover of 20-50 cr.	<p><b>Clause as per RFP:</b>  <b>7. TECHNICAL EVALUATION CRITERIA, S. No. 6:</b></p> <p>Average Annual turnover of the Bidder during last three financial-</p> <p>20 crore- 50 crore : 5 marks  50 crore- 100 crore : 7.5 marks  100 crore &amp; above : 15 marks</p> <p><b>Revised Clause:</b>  <b>7. TECHNICAL EVALUATION CRITERIA, S. No. 6:</b></p> <p>Average Annual turnover of the Bidder during last three financial-</p> <p>50 crore- 100 crore : 7.5 marks  100 crore &amp; above : 15 marks</p>
29.	3. ELIGIBILITY CRITERIA, S. No. 3 Firm should have organized at least 8 events in the last 5 (five) Financial Years (viz; FY-15-16, FY 2016-17, FY 2017-18, FY 18-19 , FY 19- 20) out of which 5 (five) must be in last 3(three) financial years (viz. FY 2018-19, FY 19-20), as on 31st January 2021 of national/ international repute. For the purpose of this section of Tender Document, Event would be deemed to include: Seminars/Conferences/Exhibitions/ Cultural Programmes/ Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/ Health/Financing /Investments/Culture or any other similar field for a State Government/Central Government/National apex	As per RFP

S. No.	Query	Response
	<p>chamber/PSU's or any Government of India event outside India. The minimum fees for each engagement should be 1 Crore.</p> <p><b>Please include events organized for corporate sector and MNCs for eligibility.</b></p>	
30.	<p><b>3. ELIGIBILITY CRITERIA, S. No. 4</b> Firm should have at least 50 employees on the organization's payroll as on 31<sup>st</sup>January 2021. <b>Incase verification of the human resources to be deployed is required then change the year to 31<sup>st</sup>Jan, 2020 (Pre CoVID times), and reduce the no. of employees to 10-15 from 50.</b></p>	As per RFP
31.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 1</b> Number of domestic/international events of repute organized by the Firmin the last 5 financial years as on 31<sup>st</sup>January 2021. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include: Each Eligible Assignment should be as below- Seminars/Conferences/Exhibitions, Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/Health/Financing/Investments/or any other similar field for a State Government/Central Government/National apex chamber/PSU's or any Government of India event outside India.  Four minimum projects with fee of</p>	As per RFP

S. No.	Query	Response
	<p><i>Rs 1crore – 5 crore (1 marks per project)- (Maximum 10 marks)</i></p> <p><i>Oneminimum project with fee of Rs 5crore&amp; above(5 marks per project) - (maximum 10 marks)</i></p> <p><i>One project with fee of Rs 15crore or above (5 marks per project) - (Maximum10 marks)</i></p> <p>All fee mentioned above should be exclusive of taxes.</p> <p><b>Please change the marking to:</b> Project with fee of 1 cr and above – 2 marks each (Max 20 marks)</p> <p>Project with fee of 5 cr and above – 5 marks each (Max 5 marks)</p> <p>Project with fee of 15 cr and above – 5 marks each (Max 5 marks)</p>	
32.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 2</b> Experience of organizing at least 1 eventfor a State Government/CentralGovernment/ National apex chamber /PSU's or any Government of India event outside India. 1 event- 5 marks More than 1 Event- 10 marks</p> <p><b>Please include events organized for corporate sector and MNCs for eligibility.</b></p>	As per RFP
	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 3</b> Experience of Organizing governmentevents in India with participation of – 10 states- 2.5 marks 20 states- 5 marks All states- 10 marks</p> <p><b>Please remove this clause</b></p>	As per RFP

S. No.	Query	Response
33.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 4</b></p> <p>Experience of organizing an event in India with at least 5,000 attendees. (+5 if more than 10000 attendees)</p> <p><b>Please remove this clause</b></p>	As per RFP
34.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 5</b></p> <p>Total number of employees as on company payroll as on 21st Jan 2021</p> <p>50 – 100 : 5 marks Above 100 : 10 marks</p> <p><b>Incase on company payroll human resources are to be deployed then reduce the no. of employees to 10-15 from 50. Core team will be on company roll and at execution level people are to be hired externally</b></p>	As per RFP
35.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 6</b></p> <p>Average Annual turnover of the Bidder during last three financial-</p> <p>20 crore- 50 crore : 5 marks 50 crore- 100 crore : 7.5 marks 100 crore &amp; above : 15 marks</p>	Clarified in S. No. 28 above
36.	<p><b>7. TECHNICAL EVALUATION CRITERIA, S. No. 7</b></p> <p>Technical Presentation</p> <p>Please change QCBS to 70:30</p>	As per RFP

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