

## **INSTITUTE OF URBAN TRANSPORT (INDIA)**

**Subject: Pre bid meeting with prospective bidders for appointment of Event Manager for UMI – 2017 - Record of Discussions.**

Pre Bid Meeting for appointment of Event Manager for 10<sup>th</sup> UMI Conference cum Exhibition and CODATU XVII Conference was held at Hyderabad Metro Rail Limited, Metro Bhawan, Hyderabad on 19<sup>th</sup> July, 2017 at 1130 hrs. The meeting was Chaired by Shri V.S. Pandey, Deputy Secretary (MRTS), Ministry of Housing and Urban Affairs (MOHUA) and Chairman Bid Evaluation Committee of UMI – 2017, Shri Suharsh Bhagat, Assistant Secretary, MoHUA. Shri M.L. Chotani, Consultant / RDO, IUT and Shri B.N. Rajeshwar, General Manager, Hyderabad Metro Rail Limited (HMRL) also attended the meeting.

2. In all, 7 prospective bidders attended the pre bid meeting. In his brief introductory remarks, the Chairman mentioned that UMI – 2017 will be held at HICC, Hyderabad during 4<sup>th</sup> - 6<sup>th</sup> November, 2017. This is an annual mega international event of the Ministry in which about 1500 delegates both from India and abroad are expected to participate. For this mega event, IUT has already uploaded a notice along with ToR on its website on 5.7.2017 and also published an ad in Hyderabad edition of Economic Times and Surya on 12.7.2017 inviting bids for event management. Prospective bidders might have downloaded the ToR and gone through it. Thereafter, he requested the prospective bidders in the meeting for any clarification required in the ToR.

3. The prospective bidders more or less agreed with the ToR and they had no specific query, except submission of income tax / VAT clearance certificates and GST registration. They wanted to know about the charges for various clearances required by the vendors in the process of event management. There was also a query regarding provision of lunch for drivers during the conference. All these issues were clarified by the Chairman as under:-

- Income tax and VAT clearance certificates are necessary while submitting the bid as clearly mentioned in the ToR.
- Clearance from the local authorities like Municipal Corporation, Development Authority, Police and other Departments, will have to be obtained by the vendor, wherever necessary, for which there is a provision to charge professional fee in the bid document.
- Registration of delegates will have to be manned by the vendor for which required number of trained people will have to be deployed by them as clearly indicated in the ToR.
- As regards driver's lunch, this is a separate item and vendor will have to arrange packed lunch for drivers during the conference as per the quantity indicated by IUT.

- The Chairman clarified that the pre-conditions and other requirements indicated in the ToR should be read carefully and those who fulfil the eligibility criteria only should submit the bid.
- It was also pointed out that participation in the pre-bid meeting is for facilitation and not a pre-requisite for submitting the bids. In case the vendors present in the meeting know some other companies / firms, they can also tell them to bid for this event.
- The evaluation and scrutiny of the bids will be strictly as per the conditions mentioned in the ToR. Those who score 70% marks or more in the technical bid will be deemed as qualified and informed in advance regarding the date and time for opening of financial bids. The technically qualified vendors may, if they so wish, participate in the opening of financial bids.
- As requested by the prospective bidders present in the meeting, samples of conference bags, pens, writing pads, badges, momentos, conference booklet, etc. used in the previous conference were shown for information and reference.
- Interested firms / agencies should submit their bids in two separate and sealed envelopes – one containing technical bid (with two additional copies) duly bound, signed and stamped on each page and the other financial bid.
- The bids should be accompanied with a processing fee ( non-refundable) of Rs.5000/- (Rupees five thousand only) in the form of a demand draft / pay order of only commercial Bank in favour of Urban Mobility India, payable at New Delhi. The processing fee is to be enclosed with Technical Bid and not with Financial Bid.

Since all the points were clarified, it was agreed that there is no need to make any change in the ToR. The prospective bidders were requested to submit their bid as per ToR uploaded on IUT website.

The meeting ended with a vote of thanks to the Chair.