

## Institute of Urban Transport (India)

Subject :- Pre - bid meeting with prospective bidders for appointment of Event Manager for UMI – 2019 – Record note of discussions.

Pre – bid meeting for appointment of Event Manager for 12<sup>th</sup> UMI Conference cum Exhibition was held under the chairmanship of Shri Lalit Kumar, Under Secretary (UT-1), Ministry of Housing and Urban Affairs (MoHUA) on 29<sup>th</sup> July, 2019 at 11:30 hrs at IUT, Delhi. In all, 11 prospective bidders attended the pre bid meeting. The list of participants is attached at **Annex 1**.

2. At the outset, the participants were informed that UMI - 2019 will be held at the Indira Gandhi Pratishthan, Lucknow during 15<sup>th</sup> – 17<sup>th</sup> November, 2019. This is an annual mega international event of the Ministry in which about 500 – 600 delegates both from India and abroad are expected to participate. High level dignitaries are expected in the inaugural and valedictory sessions.

3. For this mega event, IUT had uploaded the RFP along with ToR inviting bids for event manager on its website on 13.7.2019 followed by an advertisement in the Lucknow edition of the Times of India and Nav Bharat Times on 17.7.2019. Prospective bidders have been given an opportunity to get first hand information about the tasks to be undertaken and seek clarifications in the pre – bid meeting.

4. In this connection, the Manager (UMI) made a brief Power Point presentation showing the layout of the conference venue and photos of various halls and rooms required for the event. After the presentation, few prospective bidders raised queries regarding the venue, clearances required, transport arrangement, protocol management, collaboration and manpower services. All these issues were clarified as under:-

- Income tax clearance certificate and GST registration are necessary while submitting the bid as clearly mentioned in the ToR. Copies of the Income Tax and GST return may be submitted in this regard.
- In case any bidder is collaborating, then proper collaboration agreement between the two parties should be submitted with the bid.
- Clearance from the local authorities like Municipal Corporation, Development Authority, Police and other Departments, will have to be obtained by the event manager, wherever necessary, for which there is a provision to charge professional fee in the bid document.

- Registration of delegates will have to be managed meticulously with trained manpower. One staff will have to be deployed in IUT atleast 10 to 15 days in advance before the event for registration purpose as clearly indicated in the ToR.
- Transportation cost of raw material would have to be borne by the event manager and inbuilt in the bid.
- Pre – conditions and mandatory requirements indicated in the ToR should be carefully read and complied. Those who fulfil the eligibility criteria only should submit the bid.
- It was also pointed out that participation in the pre-bid meeting was for facilitation and not a pre-requisite for submitting the bids.
- Closing date and time for submission of bid by 15:00 hrs on 8.8.2019 should be strictly adhered to. Bid received thereafter would not be accepted.
- The evaluation and scrutiny of the bids would be done on Quality cum Cost Based Selection method (QCBS) as indicated in the ToR. Those who score 70% marks or more in the technical bid would be deemed as qualified and informed in advance regarding the date and time for opening of financial bids. The technically qualified bidders may, if they so wish, participate in the opening of financial bids.
- Samples of conference bags, pens, writing pads, badges, mementos, conference booklet, etc., used in the previous conference were displayed to give an idea about the quality and get up of the material.
- At the request of the participants, it was agreed to mail the exhibition layout, brief programme outline, excel sheet of ToR and list of participants for reference.
- The participants were made aware that the bids are to be submitted in two separate and sealed envelopes – one containing technical bid (with two additional copies) and the other financial bid, duly page numbered, bound, signed and stamped on each page.
- The bids should be accompanied with the processing fee (non – refundable) of Rs. 5000 /- (Rupees five thousand only) in the form of a demand draft / pay order from a commercial bank in favour of Urban Mobility India payable at Delhi. The processing fee to be enclosed with the technical bid.
- Rates have to be quoted for all the items indicated in the ToR under each head with calculation of cost of each items (rate x quantity x no. of days), total cost of items under each head and grand total of all heads.
- On query it was informed that no advance would be given. However, cheque for the first instalment would be given on the starting day of the event. The second instalment would be released within 15 days after the event and third and final instalment after satisfactory scrutiny of all bills & supporting documents.

5. All the points were explicitly clarified to the participants in the context of Call for Quotation dated 13.7.2019. It was reiterated that no further changes or additions would be made in the ToR. However, if any further clarifications required, the Manager (UMI) / Ms. Reena Arora may be contacted through mobile - 7838217719 or e-mail – [umi@iutindia.org](mailto:umi@iutindia.org).
6. Thereafter, the meeting ended with a vote of thanks to the Chair.

**Ministry of Housing and Urban Affairs, Govt. of India**

1. Shri Lalit Kumar, Under Secretary (MRTS)

In chair

**Institute of Urban Transport (India)**

- 1 Shri Sumit Chatterjee, Officiating Executive Secretary
- 2 Dr. Pawan Kumar, Hony. Jt. Secretary
- 3 Ms. Kanika Kalra, Urban Transport Expert & Acting Director- KMC
- 4 Shri M.L. Chotani, Consultant
- 5 Ms. Reena Arora, Manager (UMI)
- 6 Ms. Kriti Midha, Assistant KMC

**Participating Companies**

**I. M/s ALPCORD Network**

Shri Bishwas Joshi

**II. M/s Cox & Kings Ltd.**

Shri Pankaj Umrao

Shri Ashish Rawat

**III. M/s KW Conferences**

Shri Lian L John

**IV. M/s Pavilions & Interiors**

Shri Vinod V

**V. M/s Applause**

Shri Harish

**VI. M/s Axis Communications**

Shri Chandan Singh

**VII. M/s Indebo Travels Pvt. Ltd.**

Shri Mohd Hasan

Shri Dennis Peter

**VIII. M/s 7 Days**

Shri Utkarsh Srivastav

**IX. M/s PHDCCI**

Ms. Archana Rana

**X. M/s Indiattitude**

Shri Dushyant Singh

**XI. M/s Show Time Events**

M/s Shweta Singhania