




Minutes of the Pre-bid meeting held on 8th June, 2016 regarding the Tender relating to Event Management on 27th July,2016 on the occasion of 10th Year of the Foundation Day of Ministry of Earth Sciences at Vigyan Bhawan, New Delhi

The above mentioned Pre-bid meeting was held at 11 A.M on 8th June, 2016 and the following were present:-

- 1. Sh. Rishi Kumar, D.S
 - 2. Sh. Ashok Saha, Scientist C
 - 3. Sh. G. Sudershan, S.O (IFD)
2. Sh. Vijay Kumar, Scientist F could not attend the pre-bid meeting as he was on leave today.

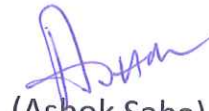
3. Representative of various firms were present and the various matters relating to the Tender document were discussed. After discussions the following changes in the technical specifications/modifications have been made in the Tender Document:-

- (i) The Estimate of the tender is Rs.20.0 lakhs (approx.) inclusive of Taxes and levies.
- (ii) On Page No. 4, Para 2.1.4. Point c, may be read as 30 Nos. of Citation with frames, in place of Mementos
- (iii) On Page No.4, Para 2.1.4. Point d, the size of the Bags may be read as 1 ½ ft X 1 ft. (Approx.)
- (iv) In the Table under Para 4 (page 6), at S.No.4, the Column may be read as follows:-
 “Design and quality of proposed Gold & Silver Plaque and Citations with frames - 10 Marks”
- (v) On Page No.7, Para 5.2, the Tender fee in words may be read as “Rupees Five hundred only” in place of “Rupees one thousand only”.
- (vi) On Page 17, in the Table at S.No.12, the LED Wall may be read as LED Wall frame and the size should be 12 ft. X12 ft.
- (vii) In Annexure E, at page 34, at S. No. B. 1, the size of LED wall may be read as 10ft (width)X 8ft (Height) Pixels 2.8 or better quality
- (viii) In Annexure E, at Page 35, item Nos. 16, 17 & 18, the size of the Citations may be read as A4 size.
- (ix) In Annexure E, at Page 36, the Printing of Key Note Address may be read as 1000 Nos. of copies

- (x) In Annexure E, at Page 36, the number of Silver Plated Plaque for National Awardees/Chief Guests/Guest of Honours/etc. may be read as 10 in place of 7.
- (xi) In Annexure E, at Page 36, one item of Shawls may be treated as added and the firm will be required to supply 11 number of Shawls and their rates may be quoted accordingly.
4. The revised Appendix I and Annexure E (Price Bid Format) incorporating above clarifications is enclosed.
5. A corrigendum by revising the Price Bid Format will also be uploaded on this Ministry's website and CPP Portal.
6. The meeting ended with thanks to the Chair.


(G.Sudershan)


(Ashok Saha)


(Rishi Kumar)

Requirement of Backdrop/Parking Stickers/Entry Badges/Hoardings/Digital Printed Lanyards for entry badges

<u>S.NO.</u>	<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY.</u>
1	Backdrop Side Wing - Inside Hall	6 x 14 ft	2
2	Main Backdrop - Inside Hall	32 x 14 ft	1
3	Theme Panel - on Dais	8 x 2 1/2 ft	1
4	Atrium		0
5	welcome hoarding	16 x 7 ft	2
6	podium panel	2 x 4 ft	2
7	welcome panel	4 x 8 ft	6
8	road hoarding	6 x 12 ft	8
9	Direction Panel	2 x 6 ft	6
10	Parking Direction Panel	5 x 6 ft	4
11	Alighting Panel	5 x 6 ft	2
12	LED Wall frame	12ft x 12ft	3
13	Parking Stickers (1500 Nos. Ordinary & 100 VIP)	4 x 6 inches	1600
14	Entry Badges	3 1/2 x 5 inches	
	Invitee		1200
	Awardee		70
	awardee invitee		150
	event crew		125
	media		100
	organiser		50
	staff		50
	VIP	100	
15	Digital Printed Lanyards for entry badges		1845

Annexure - E

PRICE BID for managing the event of 10th Year Foundation Day Function of Ministry of Earth Sciences on 27th July, 2016 at Plenary Hall, Vigyan Bhawan, New Delhi

S.No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	S.Tax (Rs.)	VAT (Rs.)	Total Cost (Rs.)
1	2	3	4	5	6 (3 X 5)	7	8	9 (6+7+8)
A	Manpower Requirement							
1	Ushers (10 Male & 10 Female)	20	Nos.					
2	Manpower for Help Desk/Reception	4	Nos.					
3	Well Qualified Compere	1	No.					
4	Stage Supervisor	1	No.					
5	Well experienced Female Ushers for carrying the awards	6	No.					
6	Singers for Saraswati Vandana with musical instruments	4	No.					
B	AUDIO & VIDEO FACILITY							
1	LED Wall as per specification mentioned at Clause 2.1.2a Size 10ft(Width) X 8ft(Height) Pixels 2.8 or better quality	3	No.					
2	LCD/LED TV Screen 52" or above	3	No.					
3	Required infrastructure for augmenting audio video system of Vigyan Bhavan for better output	1	No.					
4	Video Coverage for 27-07-2016 (20 copies of DVDs must be provided to the Ministry with proper mixing and editing in addition to source media)	1	Day					

5	Still photography coverage (02 numbers of albums of 200 selected photos in addition to all the photographs in digital format must be provided to the Ministry)	1	Day						
C	Printing & Stationery								
1	Printing of Invitation Card & its envelop	2000	No.						
2	Printing of Dinner Card & its envelop	250	No.						
3	Printing of Car Parking Lable (VIP & Ordinary)	2000	No.						
4	Printing of Name Plates for Dais, Sign Boards, Name Stickers for awardees/Orgnaisation/VIPs/Press/etc.	125	No.						
5	Backdrop Side Wing - Inside Hall--6 x 14 ft each	2	No.						
6	Main Backdrop - Inside Hall--32 x 14 ft	1	No.						
7	Theme Panel - on Dais--8 x 2 1/2 ft	1	No.						
8	welcome hoarding --16 x 7 ft – each	2	No.						
9	podium panel--2 x 4 ft – each	2	No.						
10	welcome panel--4 x 8 ft – each	6	No.						
11	road hoarding--6 x 12 ft – each	8	No.						
12	Direction Panel--2 x 6 ft	6	No.						
13	Parking Direction Panel--5 x 6 ft – each	4	No.						
14	Alighting Panel--5 x 6 ft	2	No.						
15	Entry Badges--3 1/2 x 5 inches -- 8 categories along with digital printed lanyards	2000	No.						
16	Printing & Framing of Citations of Life time Excellence & National Awardees - size A4	5	No						
17	Printing & Framing of Citations of Young Researchers/Scientists/Engineers Awardees - size A4	15	No						
18	Printing & Framing of Citations for winners of Drawing Competition (School Children) - size A4	10	No.						

19	Printing of Award Booklet (500 nos.)							
19.1	Cover Page	4	pages					
19.2	Inside Pages (Approx. 80 pages)	80	pages					
20	Printing of key note address (1000 nos.)	4	pages					
21	Printing of Ministry's Brochure (1000nos)							
21.1	Docket	1000	Nos.					
21.2	40 Leaflets (back to back)	1000	Nos.					
21.3	Strategy document	75	Nos.					
D	Preparation & Supply of Shields/Shawls/Mementos/Bags.							
1	Gold Plated Plaque for Life Time Excellence Awardee	1	No					
2	Silver Plated Plaque for National Awardees/Chief Guests/Guest of Honors/etc	10	No					
3	Office Bags	250	Nos.					
4	Shawls	11	Nos.					
E	Supply of Refreshments for School Children @ Rs.100/- per person	500	Nos.					
Grand Total								

Grand Total in Words : Rupees _____

Note:

- 1 The quoted prices/rates are valid for 60 days from the due date of opening of the tender.

- 2 No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.
- 3 The number of items to be procured/got printed/to be made may increase or decrease and in that case pro-rata payment will be made based on the unit cost quoted by the firm in the price Bid.

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)