

**Minutes of the Pre Bid Meeting for Event Management and Tentage & Allied Works
For SARAS – 2018 at Bhubaneswar.**

Date & Time: 04.12.2017 at 11.30 AM, **Venue:** ORMAS Conference Hall.

Pre-bid Committee Meeting was held on 4th December, 2017 in the conference hall of ORMAS, Bhubaneswar for selection of Agency for EVENT MANAGEMENT, TENTAGE & ALLIED WORKS for SARAS Fair & silver jubilee celebration.

Members of Tender Committee Present

1. Mrs. Banita Sethi, Dy. CE(Accounts)
2. Shri Sujay Kar, Dy. CE(Marketing)
3. Shri Ravi Srivastava (Procurement Specialist, ORMAS)
4. Kasturi Pattnaik, EA, Marketing, ORMAS
5. Shri Susrut Dash, YP, Marketing, Ormas

Representatives of Vendors Present

SI No	Name of the Firm/Agency	Work Applied For	
		Event Management	Tentage & Allied Works
1	M/s Xpose Advertising, Bhubaneswar	✓	x
2	M/s Eyeball Promotions, Bhubaneswar	✓	x
3	M/s seventy avenue, Bhubaneswar	✓	x
4	M/s Shadow Advertisement, Bhubaneswar	✓	✓
5	M/s 777-Mhavir Decorator	x	✓
6	M/s Bharati Chitralaya	✓	✓

The attendance of the committee members and the representatives of the tenderers present in the meeting are given in Annexure A & B. Following decisions were taken by the Committee:

1. It was decided in the meeting, that the Firm/Agency having fully functional office, at Bhubaneswar is not required. The firms having office outside Bhubaneswar are also eligible to participate in the Tender Process. (Section:2; Pont-5, in Pre-qualification /Eligibility Criteria).
2. The concept & design shall be presented by the Event Management agency during their technical Presentation
3. As it was mentioned in the RFP for Tentage that the Tentage design, is not be provided by the Firms/Agencies applying for Tentage & allied works. The approved design, will be provided by ORMAS to the vender applying for Tentage & allied works. On the basis of the approved design, the agency applying for Tentage & allied works has to submit its quote.

- 4. The bidders have to furnish the documents as mentioned in the RFP along with Copy of Goods & service Tax Identification Number & Last Deposit Challan with the technical proposal.
- 5. The agency bidding for Tentage & allied works has to do a presentations of the concept & designs, (Stage, Gate, Coordination Cell, Facia, Stalls, Demo Pavilions & Ground lay Out) which were done by them, earlier in last three (3) years.
- 6. During Technical Presentation of a particular Firm/Agency only the employee of the concern Firm/Agency shall be present in the presentation hall to keep the privacy of the Firms/Agencies.

Parameter for Technical presentation for Event Management & Tentage & Allied works is attached in Annexure C & D.

[Handwritten Signature]
4/12/17
Shri Sujay Kar
DCE (Marketing)
ORMAS

[Handwritten Signature]
4/12/17
Mrs Banita Sethi
DCE(A/Cs)
ORMAS

[Handwritten Signature]
4/12/17
Shri Ravi Shrivastava
Procurement specialist
ORMAS

[Handwritten Signature]
4/12/2017
Ms Kasturi Pattnaik
EA(Marketing)
ORMAS

[Handwritten Signature]
4/12/17
Shri Susrut Dash
YP(Marketing)
ORMAS

Annexure-CTechnical Presentation Evaluation (Event Management)

Total Marks:40

SI No	Scope of Work	Particulars	Marks
1	Design	Concept should match with the design All components-2 sample design	10
2	Advertisement	Media Plan	5
		Media Management/ Press Release & Stories in Press	3
3	Documentation	Type of Camera.	2
		Profile of photographer & Videographer	2
		Experience.	2
		Sample of Work done	1
4	Cleaning & Sanitation	Detail plan like deployment of manpower,dustbins,cleaning materials etc.	3
5	Cultural	Details of day wise schedule	10
6	Pantry Services	Detail plan	2



Annexure-DTechnical Presentation Evaluation (Tentage)**Total Marks:40**

SI No	Scope of Work	Particulars	Marks
1	Concept & design development	Previous three Years work done (Stage, Gate, Coordination cell, Facia, Stalls, Demo Pavilions & Ground lay out)	5
2	Construction of Stalls	Stall size Materials to be used for construction of stall	4
3	Coordination cell-cum-VIP Lounge	Structure of Hall Interior decoration Furniture	5
4	Gates	Structure Size Lighting Flowering	5
5	Stage	Structure Lighting Flowering Furniture Light & Sound	5
6	Sitting Arrangement	Details of day wise schedule	3
7	Live Demonstration Mandap	Location Structure Size	4
8	Ground Electrification	Usage of proper lighting for Proper illumination of the Ground.	3
9	Safety measures	Mode of Safety Mesasures	3
10	Food Court	Structure Furniture Electric Fitting Water Source	2
11	Auditorium	Size Stage Sitting Arrangement	1

