

(Tender No. T002287614 dated 07/03/2023)

Response to Pre-bid queries (teams meeting dated 13/03/2023 held between 15:00 - 15:30 Hours)

Queries	Reply
1. Event Agenda - Can we get the same in order to plan the sessions in detail	Same will be finalised in due course and shall be shared with the selected bidder. As of now, it is ONE DAY WORKSHOP between 10 am to 5 pm with 6-8 sessions/ panel discussions related to SIDBI Cluster Development Scheme
2. Total No. of Sessions to be managed for the event	Inauguration Ceremony, Stage to be manned for Panel Discussions
3. Delegate Badges - Is it required, if yes then the name and designation have to be provided	Yes, it is required. Names of officials shall be provided upon finalisation of list of attendees.
4. Invite - Do we need to design the invite, if yes then will it be an E invite or otherwise please define, in the case of the physical invite, will the printing and delivery of the invite will be upon the agency, please define	Yes, E-Invites shall be shared with the list of final attendees.
5. Size of Invite	Not applicable
6. Do we need to do RSVP management for the event	Yes
7. No. of people in Panel Discussion	4-5 pax per panel
8. Online Streaming for Whole Event to be done or only for Panel Discussion	Panel discussions only
9. No. of guest speakers	6 to 8
10. Honararorium Amount of the guest speakers to be included in the cost, if yes then the amount has to be defined	On actuals (say Rs.10,000/- per guest)
11. Will this event be broadcasted (TV channel Partner)? If yes then broadcast partner details have to be provided as any requirement from their end needs to accommodate in cost.	Not required, social media to be used for streaming any live content
12. Memento - Final Count of Memento and type (Wood Acrylic Glass etc)	100 (+/-10); any artisanal material shall be preferred - Bidder can suggest
13. Bouquets Floral Decor required for the event if yes then the number of bouquets required and the area of floral decoration need to be defined (stage entrance etc.)	Books/ boxed plants in green Bidder to suggest regarding area of floral decoration.
14. Hotel Location Preference - If there is any particular preference for the location of the hotel	No special preference other than 5-star property
15. Alcohol - Should we consider Alcohol to be a part of both evenings, if yes then kindly share your preference - IMFL Foreign Liquor	No alcohol
16. Seating - Should we consider cluster style theatre style or a combination of both for guest seating	Cluster style

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17. Should we consider Buses or Innovas or a combination of both for the guest and speakers for pick and drop	Preferably a combination of both
18. Any requirements for local transportation for selected guest	Few vehicles to be made available for any such exigency
19. Who is booking the train and flight tickets? If to be booked by the agency, then the classification of the no of people by Air travel and Train Travel has to be given	No tickets to be booked for 'to & fro' travel to Goa
20. What is the criteria to select an event company as most of us will build a user journey + Artist will vary in each proposal. How will you select the agency?	The agency needs to put forward the proposal with best offerings - value for money. L1 from amongst the Comparable proposals in terms of value for money would be selected
21. It would have been easier if we had an element sheet basis which we all could be on the same page.	The agency would be required to submit the offerings for the workshop after going through Rfp
22. If you could extend the submission date to 19th April would be great.	No extension of last date of submission of bid
23. Range of hotels looking for like TAJ, Marriott etc.	5 star (to be paid on actual basis). The quote has to be only for event management. Costs like Honorarium, hotel charges etc. may not be included. However, cost towards conveyance/ taxi etc has to be included in the cost of event management.
24. Minimum room guarantee be quoted in Costing	Yes, it should form part of your proposal
25. Costing of honorary speakers coming for workshop which needs to be put in costing.	On actuals
26. Separate Rooms for Conference and Discussions.	No
