

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune – 411008.

File No. PS/125/12/2019

Sub: Minutes of the Pre-bid meeting for Hiring of “Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020 - Qty - 01 Job”

Date & Time : 30th Aug, 2019 at 1100 hrs
Venue : IITM, Pune

A Pre-bid meeting relating to the Hiring of “Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020 - Qty - 01 Job” held on 30th Aug, 2019 at 1130 hrs at IITM, Pune.

In response to our Tender enquiry No. PS/125/12/2019 dated 23/08/2019, a representative of the following prospective bidders were attended the meeting.

- i) M/s Attitude Events Pvt. Ltd., Mumbai
- ii) M/s Collective Head EMSPL, Mumbai
- iii) M/s MM Active Sci-Tech Communications, Pune
- iv) M/s Fusion Corporate Solutions Pvt. Ltd., Mumbai

At the outset, the Indenting Officer welcomed all the Members and the representatives of the Prospective Bidder and briefed in general the scope of the Hiring of Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020. The procedure of submission of tender on e-procurement site viz. ewizard has also briefed to the prospective bidder.

The queries raised during Pre-bid Conference and received through e-mails were clarified to the Prospective Bidders present and replied thereto as detailed in **Annexure-I.**

The representatives present were satisfied with the replies given and it was informed that the corrections / additions / clarifications given, as discussed during the Pre-bid Conference would be hosted on the website of IITM and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in tender documents.

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

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE-411008

Tender No. PS/125/12/2019 dated 23/08/2019

Queries & Clarifications for Pre-bid Conference

Hiring of Professional Conference Management Services for the International Conference on Clouds and Precipitation – ICCP 2020 – Qty.- 01 Job

A. Response to M/s Thomas Cook (India) Ltd

1. Annexures C, D & E on pages 28, 29 & 30 respectively - Could you please elaborate on the exact requirement as the detailing required in these forms do not seem to be related to conferences.

Response: This is pertaining to

Performance statement

Deviation statement

service support details

Response :You can provide these relating to the tender specifications and the work proposed in the tender

2. Page 13, clause 1.13.2 (b) - The equipment in consideration like AV, IT support systems are mainly procured from third party vendors who in turn procure the same from authorized dealers of the manufacturers. Kindly clarify on the certification/supporting documentation required in this case as this is not a standard requirement.

Response: yes third party certification can be given, but bidder will be responsible for the functions and any issues resolution. IITM will not deal with the third party

3. Page 14, clause 1.14 - Same as query no. 2. Kindly clarify requirement.

Response: May clarify with your prior service providing to other organizations

4. Pages 7 & 8 - Financial Bid - Table 3 - Our understanding is that you require only itemized management fee component against each service/activity listed in the table. Please confirm.

Response: Yes, only management fees component only are asked in the tender

NOTE: May we suggest quoting an overall management fee to coordinate all the activities as it is difficult to break the same in to individual components. With our past experience we feel that a turnkey job of handling the conference in its entirety fetches better results and puts the onus on quality and timely delivery on one organization.

Response: Itemized management fee will work better for IITM purpose and we stick with this.

B. Response to queries by M/s Fusion Corporation Solutions Pvt. Ltd., Mumbai

Particular	Questions	IITM Response
Delegates	How many delegates would prefer coming for registration on 1st March	This cannot be known in advance
	whats the no of sponserers you are expecting	It cannot be known in advance
	what all Delegates should get at the time of registration in the kit?	Kit will be selected and purchased by LOC. PCO is to help with the suggestions and choices
	what about Delegate lunch & hi Tea ? Is it paid for?	It is arranged by IITM at JWM
	WHATS IS ORGANIZERS REGISTRATION?	Details are in the tender for the registration on the tender portal
Onsite Registration facility	Whats the process for Onsite registration that is usually followed	Yet to be decided
	Registration Desk placement need to be decided	Yes, it will be decided later
	Who will collect the onsite registration payment	IITM
	Do the no of registerants change with the days	May not
	what are peek days of registration? If any	Not specific days, may be first day
Internet Access	Providing internet access to delegates, is the cost included in the Registration fee	yes
	is Internet open to all delegates and entire	yes
	what comes under block list or delgates are allowed free surfing	Not applicable
	what security protocol to be followed while providing internet	Will be discussed later, Internet will be provided by IITM
Ice breaker		
	at what scale are we expecting Ice Breaker to happen?	Nearly 300 people
	Can Exhibitor & Delegate both attend the icebreaker ?	yes
	Expected no. of people (if any)	300

ICCP & LOC TEAM		
	what are the infrastructure expected for ICCP	It is detailed in the RFP We will have three Sabha halls of JWM, drive way, the entire pool deck covered. The Sabha halls will be used for lectures and inaugural function, the pool deck will be used for the poster presentation Driveway with side covering and partitioning will be used also for exhibits
	Please specify your IT requirements if any	Nil
	Will ICCP &LOC team carry their own laptops for their office ?	yes
	Will ICCP team prefer a separate place for High tea & lunch	no
	what is the access protocol for this space	Not applicable
Protocol	Please specify the protocol requirements for the event	Not applicable
	How many people does the conference room need to cater to in the protocol area at one given time	600
Opening ceremony & cultural function		
	Is there any specific format for opening & closing session	It will be discussed on the basis of dignitaries present
	Is there any expectation on opening session (Like - lamp lighting)	Yes
	What are expected nos. for Opening sessceremony	700
	Who all will be addressing the gathering?	Higher officials from MoES and IITM, ICCP and other national institutes
	How many people will be seating on dise in opening session & that many name plates	4-5

	Expecting numbers of VIP & VVIP in opening session	3-4
	Will be there any specific performance for opening session	no
Technical session for oral presentation		
	how many technotes will be there? What will be duration for these?	nil
	How will segregate the delegates for technical session	Not needed
	Need more details about technical sessions	Not applicable Please see the website for specific themes of the conference
	with your past ICCP experience you would like to add anything	nil
	Who will run the technical session& ensure timelines are adhere to	Some help will be needed from conference organizer and IITM and ICCP
	What type seating arrangement you require	The one available at JWM halls, clean and professional
	Can the technical sessions be based on Silent conferencing systems.	Not applicable
	please specify room capacity for us to draft the layouts well	May look at details from JWM website on their halls
Poster presentation		
	Dose poster will present all together simultaneously every day or there there will be time gap	Yes, all day and all times
	What time slot will be for poster presentation	It will be decided later, and there will be a special break for posters
	What shape e-poster they will present (horizontal or vertical).	Not applicable
	Will audio be there during poster presentation	Not applicable
	Who will present these poster (Student, delegate or some one else)	Yes, delegates

	Need more detail about eposter, numbering, placement	Poster numbers are based on registration numbers
	What is the setup of the poster presentation	Poster boards
	What is set up for Posters presentation - Audio/ Infra/ Display / IT ?	Not applicable Poster boards
	how does the poster presentation come/ Given prior the event	Yes, it is responsibility of presenting delegate
	what if at few posters presenter and delegates both are not there then suggest the action plan	No action plan
	How many of the posters will have presentations	500
	How many people attend the poster presentations	600
	Where are the poster presentations to be placed.	In the covered pool deck
	What happens in the case of changes poster presentation what we can do, we allow for changes are we are not allow	No changes are allowed
Closing Ceremony & Cultural Function		
	Will be there be any additional requirement	Concluding session will be with all three shabha halls together. Clearing the venue in good shape and condition
	Any performance requirement	nil
	What will be timing and duration of Closing ceremony and cultural function if require	4-6 pm on last day
ABSTRACT	What is the process of selecting Abstract	It is specific to the conference not needed for the PCO
	Do presenters send in their final presentations through the abstract module on the website	Yes
	If yes	

	Do the Sessions rooms access the Abstract to pull up the presentations	Yes
	What happens in the case that a presenter wants to make a few changes? Is their an approval process, does it come through the abstract module itself or does the hall manager allow for these changes.	Not allowed
	If no	
	How do we get access to these presentations.	Presentations will be uploaded online as well as to a server
	What is the process to be followed to get copies of the presentations.	From the server
Event Coverage		
	What is the scope of event coverage	As per tender details are given , all events have to be covered through stills and some videos
	Do all sessions need to be recoded on Video and Still?	Yes , selected ones
	Is there any live webcast of the sessions.	No, if required we will decide later
	If yes, are all sessions webcast or only a few sessions	yes
	If only a few sessions, what is the usual number of sessions that are webcast.	2-3
	Where are these sessions webcast?	Not applicable
	Website / Youtubeetc	Website
	Who has access to the webcasts.	Selected people by ICCP
	Can we please get a detailed requirement on this.	Not applicable

C. Response to M/s Attitude Events Pvt. Ltd., Mumbai

1. Do we have to submit Technical Bid Online or Offline or both?

Response: You may submit Technical bid offline and online. But commercial bid online

2. For how many participants will the accommodation be managed by ICCP?

Response: IITM will arrange accommodation for the participants 100 at JWM, and remaining at other GH, hostels and hotels

3. In the tender under SCOPE, Do we have a different banquet hall for the cultural event or are we talking about the maniSabha hall? In case if the banquet hall is different then what is the venue.

Response: There are only three Sabha halls and the whole sessions will be in these halls. The pool deck will be used for poster presentations

4. Board Room Meeting – What is the scope of work for the agency during this meeting.

Response: Board room will be used for the ICCP commission meetings

5. How many participants out of 600 will be provided with airport transportation?

Response: Airport transportation will be provided only to the invitees and others may book transportation through the ICCP website, and such details will be provided

6. What is the breakup of 2 parallel and decision session in terms of number of delegates? What type of setup is required for the discussion room?

Response: It will be 300/300 persons in one hall in a specific session

7. In the driveway and some part of the corridors could you please help us understand what type of sponsors display are we expecting here?

Response: In the driveways and other open spaces we will give the sponsors of our conference, who are research instrument/ academic publishers who will have stalls

8. How many delegates would require transportation for IITM Dinner?

Response: 600 people will need transportation. PCO may manage this, IITM will hire buses

9. Can you make the first advance payment released at the time of signing.

Response: No advance payments are possible

10. Technical Compliance Sheet – Point no ix. It is advised to mention the commercials in both the Technical & Financial Proposal, however as per the previous clause, it is advised not to mention commercials in the Technical Proposal.

Response: The itemised cost to be shown only in the commercial bid. However, the table with technical compliance and details of services should be provided in the technical document as well as in the commercial bid.

11. In case if you request for price in the Technical Compliance Sheet, our recommendation is that we should not include the price in the Technical proposal since each of the services includes various variables and due to its vast nature, the costing won't be accurate, unless you want us to give us a lump sum cost which may not help in correct comparisons.

Response: answered above

12. Does 1.14 does not apply to us?

Response : It does apply, please read equipment as services in your context. All relevant experience and past services given may be added

13. Point 1.39.2 – Is it 21 days or 14 days?

Response: 21 days

14. Do the below forms apply to us? As these are for goods and equipment and we are into service.

Performance Statement Form

Deviation Statement Form

Service Support Form

Response: You can provide these relating to the tender specifications and the work proposed in the tender

D. Response to M/s Integrated Conference & Event Management (ICE)

1. Table 3-

There are many elements in the table which depends upon the quantity/Quality/size etc to give rates or cost. We can provide the cost for online registration, website management (provided what format the current website is), photography/videography etc but please specify the correct requirements for the rest of the elements mentioned in the table. The given information is very generic and cost quoted may not be correct as per the actual requirements

Response: You are required to give service only. Materials will be purchased by IITM

Website is mentioned in the tender

Regarding audio /video you can also mention the quality/quantity of items while quoting

2. Table 4-

Accommodation- Here do you mean accommodation management just by coordination with the hotels and the committee or doing the hotels negotiations and contracting as well?

Response: All accommodation bookings will be done by IITM. You are responsible for the management only

3. We are not very clear with the content of the annexures attached in the tender. These annexures are mainly for goods and services providers whereas we are pitching as an event agency. For eg how can Annexure C is applicable to an event agency which is mainly for the supply of equipment. Likewise needed clarity on Annexure D, what exactly we have to put in Clause and Deviation?

Response: Wherever goods are mentioned, please consider as services for your response and the required services from you, your experience in giving such services, any deviation is there, etc.