

Pre- Bid Querries for Empanelment of Event Management Agencies
Tender No / Ref .No. - DOT /Pub/Event /07/2022

Sl. No.	Name of Company	Clause No.	Page No.	Content of EOI Requiring Clarification	Change Requested/ Clarification Required	Remarks
1	Red Rock	6 (a) 1	7	The Event management firm should be in the business of organizing significant National /International events and should have at least minimum experience of 5 years in the field.	Request to please reduce the years of existence of the organisation to 2 years for MSME registered organisation. Experience of the staff working in the organisation can be considered for evaluation as well.	We seek organisations which are in the business of organizing significant National /International events for a period of at least minimum 5 years.
2		6 (a) 2	7	The average annual minimum turnover of the company in regard to event management should be Rs. 5 Crores for the last three years.	Request to please reduce the turnover for MSME registered organisation 15 lakhs.as last 2 years and more were hit due to Covid restrictions. In FY 2021-22 we have turnover of 35 lakhs and in current year we have already crossed 35 lakhs.	DOT will consider any 3 years report out of last 5 years. i.e. FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
3		6 (b)	7&8	Profile of the key 5 member staff – The experience should cover work experience in event management. The team leader will have 17 marks; remaining 4 team members will have 28 marks each	Request you to consider methology, designs and experience of the key professional staff more than previous years turnover and years of existence. Especially for MSME.	No Comments
4	E Factor Experiences Limited	5 Team Requirements	Page 6	Production head Should have minimum 5 years of experience in photography & videography.	Here you are looking for the production head and experiences you asking photography & videography. This is should be experience of management and handling production of large scale events.	Th Event Manager should have 10 years of experience in event management & should have capability to handle events on large crowd (~ more than 5000). Whereas the Production Head should have minimum 5 years of experience in photography & videography.
5		8 Instructions to bidders on submission	Page 9	Bidders should submit hard copy within timeframe in same day a sealed envelope	We request you to accept the technical bid through online mode only as the submission is due on 21st Dec and hard copy submission needs time for delivery. Kindly consider	Submit technical bid online only. No need to submit hard copy.

6	E Factor Experiences Limited	8 Instructions to bidders on submission	Page 9	The bidder must have office in MUMBAI. This should be supported by a valid Shop Act License.	An office in Mumbai shall restrict companies of any other region (local/state/national) to participate in the EOI. This should not be the mandatory clause, hence we request you to consider this suggestion. EMA can set up office in Mumbai within a month after being awarded the contract.	DoT will consider this request/suggestion
7		8 Instructions to bidders on submission	Page 9	Profile of the team deployed for this project with summary of similar projects	Do you need the full time team at DOT or on event basis?	Event Basis
8		Form 4: Approach, Methodology and Work Plan	Page 12	Do we need to submit the presentation along with bid?	Do we need to submit the presentation along with bid?	No. Only Technically qualified bidders will be called by DoT to submit and present their presentation.
9	PAMM	Tender Document Fee of Rs. 2000/-	3	Tender Document Fee of Rs. 2000/-	Can we claim exemption against MSME for this	Yes. Submit the MSME registration document
10		(a) Minimum eligibility criteria Point No. 2	7	The average annual minimum turnover of the company in regard to event management should be Rs. 5 Crores for the last three years.	Is it possible that it can be 3 crores for Events & Exhibitions because we do not have a separate categories of Events & Exhibitions in our Balance sheet	The average annual minimum turnover of the company in regard to event management should be Rs. 5 Crores for the last three years. DOT will consider any 3 years report out of last 5 years. i.e. FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

11	The Crayons Network	4. Scope of Work A) Event Management	4	<p>Please specify which category of sponsors are required? They shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations.</p> <p>To manage the ceremony, arranging sponsors including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.</p>		<p>The Event Agency will be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations.</p> <p>Also, Event Agency To manage the ceremony, including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.</p> <p>Sponsorship Criteria is not mandatory</p>
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