

Minutes of the proceeding of Pre-Bid Meeting of Tender Document for Selection of Event Management Agency (EMA) for SAMEEKSHYA 2019-20 held on 19th February 2020 in the meeting Hall of PMU, Bhubaneswar

Odisha Forestry Sector Development Society(OFSDS) under Administrative control of Forest & Environment Department, Govt. of Odisha will be organizing **NATIONAL/ STATE LEVEL CONFERENCES OR WORKSHOPS INCLUDING ANNUAL REVIEW CONFERENCE 'SAMEEKSHYA'**.

The Annual Strategy Planning & Review Workshop -'SAMEEKSHYA' 2019-20 are to be organised in Bhubaneswar on 13th March 2020. In this regard, a pre-bid meeting was organised at PMU, OFSDS with the potential bidders for the selection of EMA and the meeting was chaired by APD (IME), Chairperson of the Purchase Committee. The list of bidders attended the meeting is placed in the Annex-II.

Clarifications made in response to the queries made by the bidders are:

1. There would be no change in the Eligibility Criteria of the EMA.
2. As per components of Scope of Work and Technical Bid mentioned in the Tender Document are same. PMU will assess the inputs against the given components only.
3. As per **Scope of Work, item no 7** in the general description of Scope of Work regarding Stage Facia, and item no 8 regarding Backdrop, the size is generic and the LED screen input is optional for consideration.
4. As per **Scope of Work, item no 4** in Lighting segment is repetition. No inputs required on this.
5. As per **Scope of Work, item no 1** in Exhibition Area segment, Stall numbers required are 6 as mentioned in the quantity.
6. As per the clarity on **Eligibility Criteria**, agencies are required to submit their Audited Balance Sheet as mentioned in Clause D. Income Tax return in lieu of this is not acceptable.
7. As per the clarity on **Eligibility Criteria**, agencies are required to submit any of the documents viz. completion certificates, work orders or invoices as mentioned in Clause F.
8. As per the clarity on **Eligibility Criteria**, agencies with similar assignments of approximate value of 5 lakh rupees would be considered as mentioned in the Clause C.

R.B. 19/2/20

M.M.P. 19/2/20

P. 19/2/20

P. 19/2/20

Annex- I

Attended by

1. APD(IME)
2. SPM (AUDIT)
3. SPM- LLI
4. SPM – KMPP

Annex-II

Attendance Sheet

Pre-bid meeting for Tender Document for selection of an Event Management Agency (EMA) (Prospective bidders)

Date: 19.02.2020

Venue: Committee Room, PMU, OFSDP

Sl. No.	Name of the Organisation	Contact No	Remark if any Email ID
1	Response Marketing Services Pvt. Ltd., Bhubaneswar	9238020258	responsemkt@gmail.com
2	Landscape Adnet Pvt. Ltd., Bhubaneswar	9777709779	landscapeadnet@gmail.com
3	Asian Shopping Club Cuttack	7504602971	media@asianshoppingclub.com accounts@asianshoppingclub.com
4	Xpose Advt., Bhubaneswar	9776662009	xposebbsr@gmail.com gourikanta.pradhan@xposeadv.com
5	Celebrations Live, Bhubaneswar	9861725655	pattanayakshyendu@gamil.com
6	Shadow Advertising & Communications Pvt. Ltd, Bhubaneswar	7381039860	tapas@shadowadd.com
7	Brand Box Events, Bhubaneswar	7504948312	info@brandboxevent.com
8	WE 4 YOU, Bhubaneswar	9853337095	we4you.odisha1@gmail.com