

49

MINUTES OF DISCUSSION IN THE PRE BID MEETING OF THE REQUEST FOR PROPOSAL FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR THE KHELO INDIA YOUTH GAMES 2020 HELD ON 30TH OCTOBER, 2019 IN THE CONFERENCE HALL OF BHOGESWARI PHUKANANI INDOOR STADIUM, DISPUR, GUWAHATI-6

Members Present – As per Annexure-A

The Chairperson, Shri. K.J. Hillaly, Member, Core Committee, welcomed all the members and initiated discussions, on the RFP for engagement of Event Management Agency for the Khelo India Youth Games 2020. Out of the 5 EMAs empanelled by SAI, representatives of 3 (three) agencies viz. Wizcraft International Entertainment Pvt. Ltd, SV Edusports Pvt. Ltd, and DNA Entertainment Networks Pvt. Ltd were present. Fountainhead Entertainment Pvt. Ltd, and Encompass Events Pvt. were not represented at the pre-bid meeting.

The committee took note that, Encompass Events Pvt Ltd has also not provided their registered user id for necessary registration at the e-procurement site and participation in the RFPs (Limited) Bid process for Opening Ceremony and Event Management Agency (EMA) despite being sent email communications for the same.

The queries that were raised by the EMAs during the meeting and communication received by emails, after detail discussion amongst the members and inputs from SAI, New Delhi, the following clarifications/ answers to the specific queries are indicated in column 4 of the table given below:

Queries raised by SV Edusports Pvt. Ltd.		
Sr. No.	Questions	Replies / Clarification
1	For Sports presentation, a medal, Certificate + gift item will be given. Does the EMA need to also account for gamocha / jappi	No.
2	What is the total number of medal ceremonies/number of events	Event management agency shall be responsible for distribution of medals as per the scope of the work mentioned in RFP. EMA is suppose to propose an effective plan to conduct Sports Presentation Ceremony as per the schedule subject to approval of KIYG,2020
3	The BOQ does not mention Sound system for DJ? Where is that to be accounted for?	The Sound System (PA System) for various sporting venues are scoped in the Spectator Engagement FA. However, if the agency feels separate sound system are required, it may be included in the part identified for residual work in the price bid with details.
4	Will there be a separate Central lounge for VIP and media or same to be utilised for both constituent groups?	At IGAS, existing VIP lounge is to be used for VIP; existing media lounge for media personnel
5	Other venues to have separate lounges for each or centrally located lounge?	Each location to have one centrally located lounge even if there are multiple FoPs
6	What is the seating arrangements in lounge - sofas/chairs?	Cluster type seating using chairs
7	Where will the VIP buffet dinner on the 10th of January be held? Please provide details of type of menu.	In the overlay at IGAS to be created for meals/ cultural event etc. Five course VIP dinner (5 Star Category)with combination of Indian and Assamese dishes

48

Queries raised by SV Edusports Pvt. Ltd.

Sr. No.	Questions	Replies / Clarification
8	Where will the VIP buffet dinner on the 22nd of January be held? Please provide details of type of menu.	In the overlay at IGAS to be created for meals/ cultural event etc. Five course VIP dinner (5 Star Category) with combination of Indian and Assamese dishes
9	There is a mention of Shifting of overlays? Please elaborate and how is the same to be accounted for in the price bid?	EMA is suppose to plan for maximum utilization of overlays line items. For this purpose, depending on the game schedule, some overlays line items may be required to be shifted from one venue to the other. The cost of logistics has to be included in the operations FA (details to be given in break-up).
10	Does the EMA need to provide manpower for Storage of equipment at the End of Day for all sports? Who will take responsibility for the equipment storage?	No clarification required.
11	Does the EMA need to provide manpower for coordination of transportation for airport/railway transfer?	No clarification required.
12	Does the EMA need to provide manpower and overlays for Airport/Railway desk?	No clarification required.
13	Does the EMA need to provide manpower for the Accommodation desk ?	Yes
14	Is there a scope for a 'one stop shop'. Is the EMA required to scope for manpower and setup for it?	No clarification required.
15	By when do we get access to the volunteers data?	Data regarding volunteers will be provided by the end of November.
16	Kit sizes for volunteers and basic details to be collected by EMA or will it be provided?	It will be provided by KIYG 2020
17	1400 volunteers to include SSV or not? Who will provide training to SSV?	1400 will include SSVS. GTCC officials/ NSFS will train SSVS
18	VIP protocol is to be handled by State Protocol or EMA?	State Protocol to be assisted by EMA
19	Terms of payment? Needs to be revised. More advances need to be provided before conduct of the event	<p>REQUEST CONSIDERED. TERMS OF PAYMENT REVISED AS UNDER:</p> <p>Advance Payment amounting to 30% of the Contract value will be made within ten days of signing of the contract against submission of Bank Guarantee of an equivalent amount. The PBG shall not be counted as collateral for this requirement.</p> <p>Second Instalment: 60% payment of the contract value will be made on completion of the Games and upon the submission of invoices/bills raised (as per actuals) subject to certification by FA Head / Authorised Official concerned.</p> <p>Final Payment - Remaining amount of the Actual Contract value will be made after acceptance of all documentation, reports of the Event and finalization of the Payables.</p>

SV Edusports Pvt. Ltd.		
Sr. No.	Questions	Replies / Clarification
20	Invite size mentions A4. The size is too big? Please clarify cause the size usually used is A5	EMA to use size A5
21	VIP invites - OC + Games - does that means two units inside 1 envelope or 2 separate envelopes?	Two units inside one envelope.
22	Food coupons - do they need serial numbers?	Yes
23	Only 6 MC mentioned. As per schedule, there will be 14 venues running simultaneously. Does the EMA then scope for manpower for announcements or will it be taken care of by respective Federation?	The resources are suppose to be utilised at maximum capacity by the EMA. The MCs mentioned in the RFP may be rotated amongst operational venues at that time. However, if there arise, any additional requirement, separate work order at the approved rates will be issued to the EMA.
24	Does the EMA scope for a Sports information desk? If yes, How many will be required?	No clarification required.
25	Hangers- AC or non AC? Location of cultural hanger?	Cultural Hanger at IGAS -AC. Hangers at other venues Non AC
26	Water dispenser to be provided by EMA?	Yes
27	Buffet table size mentions 6m. Please clarify	No clarification required.
28	The Victory stand mentions 1m x 1m. The same cannot be used for team events. Please clarify	Victory Stands are to be prepared in the measurements stated in the RFP. for team events multiple stands can be used together to create enough space for team members to stand
29	What is the Colour of carpet that will be required?	Red, Green Grey, Blue
30	Cost of DG set to include fuel or not? If yes, then how much?	Yes. Back up fuel for DG to function at least 12 hours in a Day.
31	Flags for flag poles? Flag poles for indoor or outdoor? Does the agency need to provide flags for the same as well. Where is the same to be accounted for?	Yes, Flags to be provided by EMA.
32	Sports kits distribution was mentioned in SAI tender as well, please clarify.	Kit to Volunteer to be distributed by this EMA. Distribution of Sports Kits will in the purview of Sports Authority of India.
33	Meals for workforce, volunteers? Does the EMA need to provide the same?	No clarification required.
34	There is one Wooden platform for German hanger? Please clarify the requirement of wooden platforms for all hangars	Wooden Platforms for all Hangars.
35	What are the documents to be uploaded?	<ol style="list-style-type: none"> Scanned copy of EMD/ Bid Security paid to be uploaded online and a hard copy of the same to be submitted to KIYG 2020 on or before the last date of submission of bids. Documents as mentioned in clause 12.2 of the RFP, annexure ii (Price Bid I and II, and BOQ overlays) Annexures III-VIII and all others as indicated in the RFP.

Queries raised by SV Edusports Pvt. Ltd.		
Sr. No.	Questions	Replies / Clarification
36	Please provide time and location for the Presentation ?	Date and location will be intimated in due course. Each EMA will be given only 30 minutes for presentation.
37	When is the team required to be deployed in Guwahati?	Within Ten Days of Award of the Contract
38	The Athletes hangar mentions 8m x8m. The standard sizes available are 5m x5m and 10m x10m. Please clarify the requirement	8 X 8
Queries Raised by DNA Entertainment Networks Pvt. Ltd		
Sr. No.	Questions	Replies / Clarification
39	Under the Point 3. Scope of Services - Sports Presentation a point says All designs shall be provided to the EMA by KIYG 2020. Can we also produce new designs?	For the souvenirs EMA can suggest options and designs. but for others KIYG 2020 will provide the designs
40	Under the Point 3. Scope of Services - ICT Hardware and Support a point says EMA shall install two large LED screens at the IGAS at locations to be intimated by KIYG. Who will provide the content to LED?	Star Sports.
41	Lost & Found: Once we produce the elements and the inspection is done, what if items are stolen? What about the Lost & found for Spectators?	For the purpose of the smooth conduct of the games elements have to be re-created by EMA if stolen. EMA shall have a plan to ensure elements are not stolen. KIYG 2020 will try and ensure security for all overlays at the venues. The matter of lost and found items from spectators shall be managed by venue administrator using the help desk at each venue. The number of cameras cannot be increased.
42	In the BOQ - Operations FA a point says Videographers with necessary equipments for 4K HD quality - 12 nos. Can we increase the number of camera's as per the game's requirement? Are we allowed to capture the games since Star Sports is official broadcast partner?	
43	What is the time slot for each presentation?	Each EMA will be given only 30 minutes for presentation and queries.

(K.J. Hilyal ACS)
Chairman

Pre-Bid Committee (EMA)