

IPA Pre-Bid Clarifications

Request for Proposal (RFP) For Appointment of Design & Event Management Agency for creation of pavilion at Vibrant Gujarat

<u>S.no</u>	<u>Clause Description</u>	<u>Query/ Suggestion</u>	<u>Clarifications</u>
1.	<u>Name of Firm : M/s Encompass</u>		
a)	With reference to Page 14 PART I: Introduction & Scope of Work	Request you to share the layout of the 200 sqmt pavilion area	Dimension of the stall for 200 Sq Mtr is 20 Mtr X 10 Mtr with three sides open.
		Where is the stall located inside the venue ?	The stall is located in hall number 6 inside the venue. He stalls are 6.6 & 6.7.
		Is it a three side or a two side open space?	Three sides open.
		What is the clear height of the pavilion space? Are there any restrictions on the height? Restrictions keep in mind	The pavilion should not be more than 3 mtrs in height.
		Can we create a Mezzanine structure?	No, due to height restrictions mezzanine structure is not advisable.
		How many installation plus dismantling days do we get for the set up ?	For fabrication: 3-4 days For dismantling: 2 days
		Is there a direct power supply source to the pavilion and how much power is given?	Yes, there will be a power source, power will be provided as per consumption.
		We request you to share a list of projects under Sagarmala/ content or some direction with respect to different themes.	A tentative list of projects is provided with queries, however the final decision will be taken by the Ministry of Shipping.
b)	With reference to Page 15 Key deliverables - 9. Creating models (e.g.- Ships, Ports etc for display)	Under agency scope of work it is mentioned that the agency has to recreate the models. In order to do that we require exact dimensions, specifications, 3D files of these models.	The average dimension of a ship model is 54 inch width, 24 inch height & 16 inch depth including the glass casing. Models like lighthouse etc will be provided as per availability. In case the models are created for the theme by the agency, the same will be given additional weightage while shortlisting.

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c)	With reference to Page 15 key deliverables branding collaterals	Can we get content for brochures & leaflets ?	The content for brochures etc. will be provided but the copies, design of the brochure etc. will be the obligation of the agency.
		Provide clarity on final number of design options for standees and other branding elements, is it 3 or 5 nos ?	The number of standees, LED screens etc needs to be suggested by the agency as per their design.
d)	With reference to Page 17 key deliverables – tea/ coffee vending machines and provision for meals/snacks etc for personal deputed as well as dignitaries visiting the pavilion	Can the agency bring outside caterer or are there in house venue caterers on panel?	No outside caterer will be allowed.
2.	<u>Name of Firm : M/s Laqshya Event IP Private Limited</u>		
a)	General Query	200 sq.mt. pavilion - need the dimensions and the pavilion location in the overall layout of the exhibition to understand how many sides are open etc.	The pavilion is located in hall number 6 of the exhibition area. Dimension of the stall for 200 Sq.mtr is 20X 10 mtr with three side open.
b)	General Query	Height permitted for the Pavilion and layout the pavilion.	Height restrictions is of 3 mtr.
c)	General Query	Any technologies being showcased by the MoS here? - Simulators, etc.	We will need to showcase the e-library on a touchscreen console with a stylus.
d)	General Query	Ship models - already ready with them or need to be made? If so, need details and numbers of the same.	Models wherever possible will be provided by the Ministry.
e)	General Query	E-Library: to use laptops or tabs or any other medium? Any specific numbers of devices?	We will need to showcase the e-library on a touchscreen console with a stylus.

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f)	General Query	F&B: for how many people per day? (MoS delegates, guests, crew from their end apart from the manpower we deploy)	This number is not finalized.
g)	General Query	Any launches / inaugurations to be done as part of this?	The pavilion will be inaugurated by Hon'ble PM or the Minister for Shipping.
h)	General Query	Need the brand logos (open files) of Sagarmala and the Ministry of Shipping and any other logos to be used in the design.	Open source will be provided to the selected agency.
i)	General Query	Pavilion branding (standees etc.) - any specific numbers or can we propose as per	The number of standees and other design needs to be proposed by teh agency as per their design
		designs?	
j)	General Query	Brochures / Collaterals / Giveaways - how many numbers?	2000: Brochures 2000: Flyers
k)	General Query	LED Screens / DVD players, etc. - any specific size / numbers.	The number of LED screens needs to be proposed by teh agency as per their design.
3.	Name of Firm : Pavilions & Interiors (I) Pvt. Ltd.		
a)	General Query	Do we have to submit the Design in the Tender or just the Approach and Methodology towards projects and Presentation.	The dummy/stimulated design on computer can be shown during teh presentation. However the final design will be selected by the Ministry of Shipping.
b)	General Query	What is the LOGO of the Sagarmala project.	The logo is on the MoS website.
c)	General Query	What is the layout of the Stall & how many sides open.	200 Sq.mtr. 20X10 mtr. 3 sides open.
d)	General Query	Do we have to make a THEME area.	This is the prerogative of the agency, however the overall theme is Sagarmala-Port led development.
4.	Name of Firm: M/s Purple Focus Private Limited		

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a)	Section 2 Para 1.1 Page 14 The proposed pavilion will showcase the various themes of the Sagarmala Programme and will capture the essence of the Programme. The proposed size of the pavilion will be 200 sqmt	Please let us know the dimension of pavilion with width, length and maximum height allowed. Can we plan for a double storey pavilion?	200 Sq.mtr. 20X10 mtr. 3 sides open. Height is 3 mtrs. No double story is not feasible de to height restrictions.
b)	Section 2 Para 3.2 (key Deliverable) Page 15 Pavilion Branding:- Design branding	Along with designs, do we need to consider the cost of production of any/all branding material in Financial Bid. If yes then full specifications required.	Yes. 2000 brochures, 2000 flyers. Paper Quality: Magno Matt or Equivalent /270 GSM(Laminated Cover). Inside Pages: 170 GSM. The flexes signages needs to be provided by teh agency. The agency will also tell about teh
	material like standees, backdrops, banners		requirement of LED screens and standees as per their design requirement.

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<p>c)</p>	<p>Section 2 Para 3.3 (key Deliverable) Page 15</p> <p>Branding Collaterals: -</p> <ol style="list-style-type: none"> a. Brochure and Leaflet b. VIP kits and c. Media kits- folder, d. Souvenir e. Branding and signage including standees etc. Using flex/vinyl and back lit material as appropriate for the Pavilion as per the requirement of theIPA/ Ministry of Shipping. 	<p>Along with designs, do we need to consider the cost of printing/production/supply of any/all branding collaterals in Financial Bid.</p> <p>If Yes! then exact quantity and specifications is required.</p> <p>Also will we have to prepare the content for brochures/leaflets too, or only design the content.</p> <p>Do we also have to prepare films or video content?</p>	<p>Content will be provided. No films needs to be made.</p>
<p>d)</p>	<p>Section 2 Para 3.4.9 (key Deliverable- equipment and pavilion management) Page 17</p> <p>Creating models(e.g.-Ships, Ports etc for display)</p>	<p>Please elaborate... Could not understand exact requirement. Would require exact requirement details.</p>	<p>Models will be provided wherever feasible. However, models of the projects need to be created.</p>
<p>e)</p>	<p>Section 1 Para 10 Page 9</p> <p>Taxes: The Agency shall fully familiarize themselves about the applicable to Domestic taxes (such as</p>	<p>As per this para, Service Tax shall be reimbursed by the Authority but in Form FP1 The amount is to be given inclusive of the Domestic Taxes.</p> <p>Do we need to include Service Tax in Financial Bid or not?</p>	<p>The amount to be quoted by the agency should include all taxes.</p>

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	Value added, services, income taxes, fees, levies, etc) on amount payable by the employer under the contract. All such taxes must be included by the Agency in the financial proposal except Service Tax, Service Tax shall be reimbursed by the Authority.		
5	<u>Name of Firm : M/s Centum Advertising</u>		
a)	Section 2 (Terms of Reference) Point 1.1:	a) What should be the dimensions of the Pavilion? b) a) What should be the dimensions of the Pavilion?	200 Sq Mtr. 20X10 Mtr. 3 side open.
b)	Point 12.1: Earnest Money Deposit	Will you kindly accept the MSME Udhog Aadhaar Memorandum with Acknowledgement in lieu of EMD?	No
c)	Key Deliverable: 1. Design and Creation:	Are we supposed to submit the designs for the proposed Pavilion?	A design could be submitted for presentation purpose.
d)	Page No. 31-Point (C): Gross Annual Revenue (INR):	Kindly clarify both the terms: a) Gross Annual Revenue/Turnover in India (INR). b) Revenue/Turnover from Multi Media Creative Agency Business in India (INR)	Financial details of the last three FY certified by a CA.
e)	Page No. 11-Point 13.3-Submission, Receipt and Opening of Proposal	Can we provide soft copy of Technical Proposal in PDF Format instead of Word or Excel format?	The technical proposal needs to be submitted in Hard Copy. A soft copy in PFD can be submitted along the hard copy.

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List of unique projects under Sagarmala * (This is an indicative list, final number of projects will be finalized by Ministry/IPA)

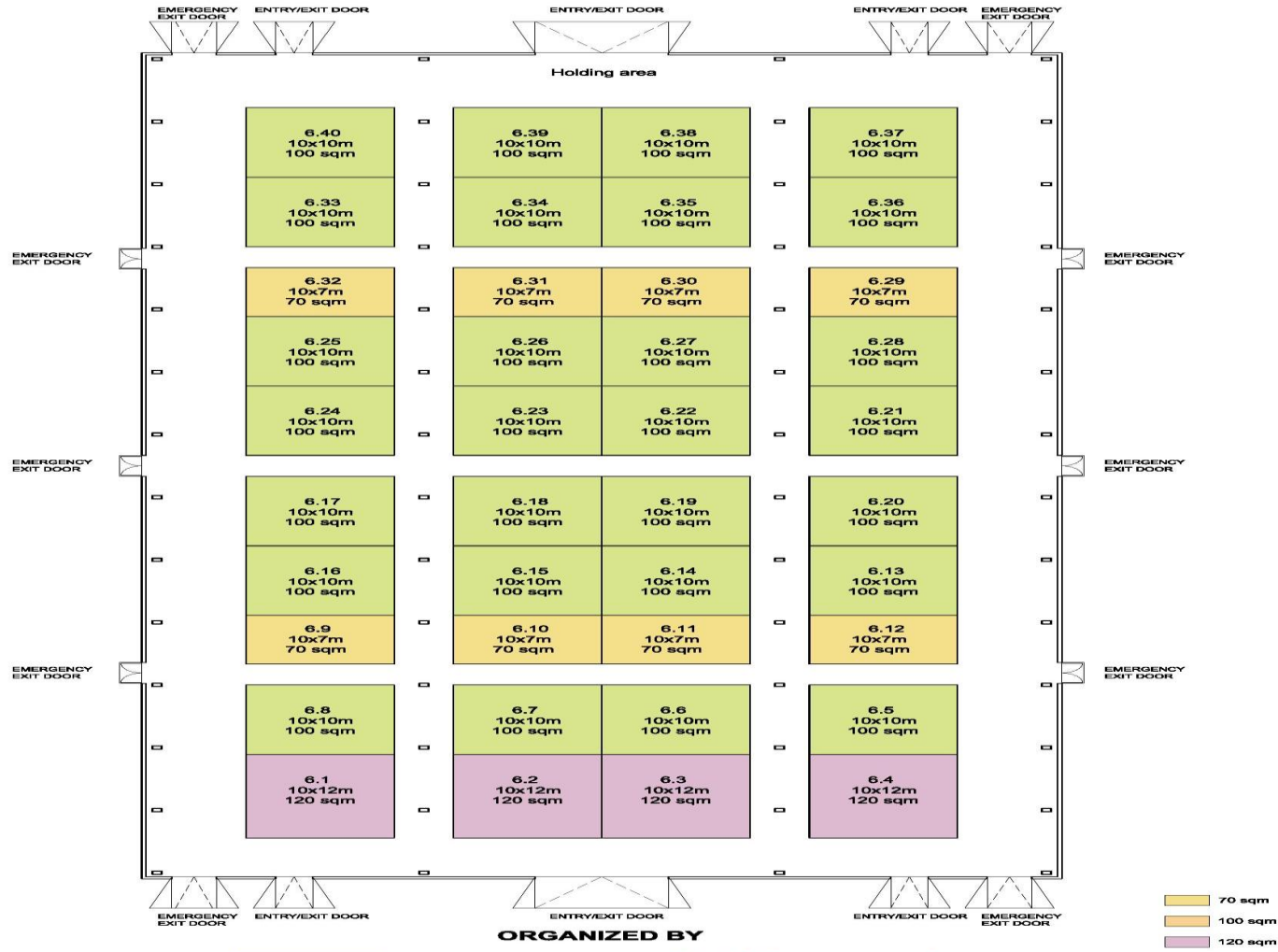
- 1) Gogha- Dahej : Ro Ro Pax ferry service
- 2) Heavy Haul Rail Corridor – Talcher & Paradip
- 3) Project development of underwater viewing gallery and restaurant at Beyt Dawarka Island
- 4) Sassoon Dock: Modernization of Sassoon Dock & fish landing facilities
- 5) Development of backwater and Ro-Ro ferry service between Mandwa and Mumbai
- 6) Coastal Community Development
- 7) Coastal Shipping & Inland waterways; transportation of cars
- 8) Lighthouse tourism
- 9) Port modernization projects
- 10) Inland waterways
- 11) Rail/Road connectivity projects
- 12) Development of CEZs

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HALL - 6 : PORT, MARITIME, URBAN MOBILITY



Confederation of Indian Industry

