

**Ministry of Tourism
Government of India
(Events Division)**

Transport Bhawan
1-Parliament Street,
New Delhi-110001

File No. U-1/71/2018

Dated 17.12.2018

Subject:- Minutes of the pre-bid meeting held on 13.12.2018, at 1500 hrs. in the Ministry of Tourism.

The Ministry of Tourism has invited bids from the interested agencies for designing and construction of India Pavilion for South Asian Travel Tourism Exchange (SATTE), 2019 to be held from 16th to 18th January, 2019 at India Expo Centre & Mart, Greater Noida. In this context, a pre-bid meeting was held on 13.12.2018, 1500 Hrs., which was headed by DDG (Events) during which Asstt. DG (Events) and Asstt. Director (Events) were present from the side of the Ministry. The said pre-bid meeting was attended by the representatives of the following agencies: -

- i. Expression Ad Agency
- ii. Incredible Design
- iii. Deepali Designs & Exhibits
- iv. Vibgyor Brand Services
- v. New Variety Decors Pvt. Ltd.
- vi. Concept Communication Ltd.
- vii. Sharad Advertising
- viii. Vetures Advertising

2. During the pre-bid meeting the following was discussed:-

- i. All the attendees were requested to go through the tender document no. U-1/71/2018 dated 06.12.2018 and submit their bids as per the details mentioned in the bid document.

- ii. The prospective bidders were informed that they must submit the declaration, format which is given along with the bid document. This declaration should be signed by the authorized signatory.
- iii. Individual counters / booths are required to be provided to eight States of North East including Sikkim. The size /arrangements of these booths should be similar.
- iv. Separate space & counter will be provided for the Ministry of Tourism's booth.
- v. Regarding the height restriction of the booth, the same could be checked with the organizers of SATTE, 2019.
- vi. The video wall should gel with the design submitted by the bidding agency.
- vii. Eco-friendly look should be given to the stand design as mentioned in the scope of work.
- viii. Prospective bidders were advised to submit only the relevant papers indicated in the tender document and avoid submission of unrequired papers.
- ix. The bidders were advised to submit their bids as per the time specified in the bid document.
