

**Government of India
Ministry of Tourism
(International Cooperation Division)**

Transport Bhawan
1 -Sansad Marg
New Delhi-110001

File No. IC-8/4/2020

Dated 30.01.2023

Office Memorandum

Subject: - Clarification in respect of empaneled EMCs of Ministry of External Affairs for "2nd Expert Working Group and Shanghai Cooperation Organization Tourism Ministers Meeting.

The undersigned is directed to refer to Clarification to the RFP No. IC-8/4/2020 in respect of Event Management Companies (EMC) regarding 2nd Expert Working Group and Shanghai Cooperation Organization Tourism Ministers Meeting

In this connection, Pre-bid meeting was held in 25/01/2023 at 11:00 AM. The clarification to the queries received from the applicants are attached at **Annexure -1.**

It may be noted the revised Proposal due date (PDD) is at 7th February 2023 at 5 :00 PM.


Roshan Thomas
Deputy Secretary

To,

1. M/s Creative Travels Rrt. Ltd.
2. M/s Expression 360 services India Rrt Ltd.
3. M /s Integrated Conference & Event Management (ICE) (an Associate entity of M / s Paras Art Studio).
4. M / s Max Publicity and Communications Rrt. Ltd.
5. M /s Pavilions and Interiors India Rrt. Ltd.
6. M/ s Thomas Cook India Ltd (TCIL)
7. M/s Wizcraft International Entertainment Rrt. Ltd.

**Ministry of Tourism
Government of India**

CLARIFICATIONS TO THE PRE-BID QUERIES
(Pre-bid Meeting held on 25th January, 2023)

S.N	Subject Issue	Clause No	Query	Clarifications
1	AIRPORT BRANDING	Sl no. 1f	Digital branding of Event at Advertisement site - What exactly is required? If it is an LED video wall then please give the sizes of LED video wall and please let us know who will pay the advertisement site rental charges, if any occurred	Digital branding of SCO Ministerial meeting and EWG should be done at Varanasi airport where there are advertisements area already ear marked by airports authority. If unavailable there may be necessity to create minimum branding area. The cost should be inclusive of all rental, hiring and other incidental charges in this regard.
2	EN-ROUTE BRANDING	Sl no.2c	Size of LED wall?	There should be at least 10 locations within the Varanasi municipal limits for visible branding of SCO meetings. The already existing sites in Varanasi can be used. If not the same need to be created temporarily. The cost may be inclusive of all incidental expenditure in this regard.
3	EN-ROUTE BRANDING	Sl no.2d	Size of Advertisement and site rental charges if any occurred	There should be at least 10 locations within the Varanasi municipal limits for visible branding of SCO meetings. The already existing sites in Varanasi can be used. If not the same need to be created temporarily. The cost may be inclusive of all incidental expenditure in this regard.
4	2nd EXPERT WORKING GROUP MEETING, VARANASI, (13th – 16th March, 2023)	Sl no.3a	The number of total seating arrangements. (Qty of chairs?)	The requirement of seating arrangement in 1+3 format where the head of the delegation will be in the central table representing the countries and delegates from those countries can be placed behind the HOD. The estimated requirements of chair is given in 3b and 3c.

5	2nd EXPERT WORKING GROUP MEETING, VARANASI, (13th - 16th March, 2023) & SCO MINISTERS MEETING, VARANASI (16th March - 19th March, 2023)	Sl no.3f & 4j	Interpretation services - How many languages are required?	Simultaneous interpretation is required for EWG meeting (14th March and Tourism Minister meeting of 17th March) in Russian, Chinese and in English.
6	2nd EXPERT WORKING GROUP MEETING, VARANASI, (13th - 16th March, 2023)	Sl no.3h	Backdrop size and quantity? Do change this daily?	This has to be maintained only on the meeting dates 14th March, 2023 (EWG) and 17th March, 2023 (TMM). The platform can be 2 meters x 5 meters with 15 cm rise with SCO theme background.
7	Request for layout for meeting hall		Layout of the meeting hall	Layout of The meeting hall 'Gulab Bagh' is attached herewith
8	Request for extending the proposal		Request for extending the proposal due date by 10 days	The request for extension of the proposal due date as requested by the bidder cannot be acceded to however taking into considerations of other preparations the PDD is extended up to 07th February, 2023 till 05:00 Pm IST.