

# NIELIT Headquarter, New Delhi

## Minutes of Pre-bid Meeting

A pre-bid meeting w.r.t tender No. NIELIT/HQ/ADMIN/6/2016-17 (Tender ID No.2017\_DIT\_171958\_1) was held at 11.00 hrs. on 10.02.2017 in the meeting room no. 3082 (STQC) Electronics Niketan, MeitY. New Delhi.

Prospective bidders attended the meeting and discussed their points/suggestions. The committee members took a note on the subject program, which is likely to be held in the last week of February, 2017. During the Pre-bid meeting, the committee observed some changes and updations in schedule of requirement of the tender documents at annexure-IV and accordingly, revised BoQ has been uploaded on eProcurement Portal.

### **Schedule of requirement – Annexure- IV of the Tender (to be met by all the bidders):**

Sl. No.	Particulars as per Tender before Pre-bid meeting	Particular after Pre-bid meeting
1	Main Gate Fascia-flex (3' wide) print along with Welcome arch gates of clear full road width & truck height including flower decoration as per the requirement.	Main Gate Fascia-flex (3' wide) print along with Welcome arch gates of clear full road width & truck height including flower decoration as per the requirement, including Black masking of Transformer at main gate on entrance of service lane. Second gate just before main entrance of NIELIT premises.
2	(a) Making Pandal of Water Proof pillar less M. S. Steel Structure with White Cloth, Black Masking and Wooden Plat form wherever required, all the passage and sitting space to be covered with proper carpet including adequate arrangement of ceiling fans/pedestal fans/air-coolers as per requirement.	(a) Making Pandal of Water Proof pillar less M. S. Steel Structure with designed Clothes (Colour), Black Masking and Wooden Platform wherever required, all the passage and sitting space to be covered with proper carpet including adequate arrangement of ceiling fans/pedestal fans/air-coolers as per requirement. Complete passage from main gate of the premises to program space and plaque unveiling site is to be covered.
	(b) Seating arrangements - sofa, roundtables, centre tables, chairs with covers, Plan should be like sitting arrangement of Total approx. 450 guests including 10-12 dignitaries on Dias on stage suitable rows of sofa sets for 50 dignitaries, Area should be marked properly for VIPs, Press & Media, Invitee Officers & Staff made with robust material, etc.	(b) Seating arrangements in pandal, sofa, centre tables, chairs with covers, Plan should be like sitting arrangement of Total approx. 450 guests including 10-12 dignitaries on Dias on stage, suitable rows of sofa sets for 50 dignitaries, Area should be marked properly for VIPs, Press & Media, Invitee Officers & Staff, made with flower decorating and table cloths etc.

	<p>(c) Creation of air conditioned 4 feet high stage having Backdrop–LED-wall with necessary wings at both side with projection as per required size. Sufficient area with well decorated Dias table and chairs with Name plates for 10-12 dignitaries, flower vase on Dias, well decorated Podium having NIELIT Logo, complete stage floor covered properly with carpet and decorated with flowers should have sufficient space for VVIP movements. Complete arrangement of lamp lighting on the stage.</p>	<p>(c) Creation of air conditioned 4 feet high hanger stage of approx size 32’*21’having Backdrop–LED-wall with necessary wings at both side with projection as per required size. Sufficient area with well decorated Dias table and chairs with Name plates for 10-12 dignitaries, flower vase on Dias, well decorated Podium having NIELIT Logo, complete stage floor covered properly with carpet and decorated with flowers should have sufficient space for VVIP movements. Complete arrangement of lamp lighting and arrangement of space for Ganesh/Sarswati Vandana on the stage. Also arrangement of a standard size Green room attached with stage.</p>
	<p>(d) Separate arrangement for serving High Tea/Lunch for VVIPs with proper seating arrangement &amp; serving with proper crockery and cutlery for approx. 30 dignitaries in the earmarked area. Proper crockery and well-dressed waiters in sufficient numbers should be provided.</p>	<p>(d) Separate arrangement in the building room for serving High Tea/Lunch for VVIPs with proper sofa seating arrangement with Centre table, side table, carpeting, Décor flower, Plazma display &amp; serving with proper crockery and cutlery for approx. 30 dignitaries in the earmarked area. Well-dressed experienced waiters in sufficient numbers should be provided. Also arrangement should be made for serving Exotic Fruits, roasted dry fruits, cookies etc. in sufficient quantity.</p>
	<p>(e) Arrangement of round Tables and chairs with proper Covers (white) &amp; Frills for 300 guests at a time and adequate Stalls for food with decoration etc. in the 1st basement of the building. Proper crockery and well-dressed waiters in sufficient numbers should be provided</p>	<p>(e) Arrangement of serving food/ refreshment with Round Tables and chairs with proper Covers (white) &amp; Frills for minimum 300 guests at a time and adequate Stalls for food with decoration carpeting etc. in the refreshment area at 1st basement of the building. Adequate space for movement Proper Borne China crockery and well-dressed waiters in sufficient numbers should be provided.</p>
	<p>(f) Red carpeting with brand new from main gate to the stage and plaque unveiling site as per requirement</p>	<p>No Change</p>
		<p>(g) CCTV coverage of complete area of the function including main entrance, pandal, refreshment areas, passage &amp; parking area including metal detector at the entrance.</p>
		<p>(h) Creation of Octanorm stall of standard size for media registration, NIELIT promotion and branding etc. (3 Nos.)</p>

3	Arrangement of High Tea ( tea coffee, soft drinks, fruit juice, mineral water bottles and Snacks (Cookies, Veg. Sandwich , Pastry, Pakoras of 4 types and 2 types of Sweets) for Guests as per standard menu.	Arrangement of High Tea ( tea coffee, soft drinks, fruit juice, mineral water bottles/glass and Snacks (Cookies, Veg. Sandwich , Pastry, Pakoras of 4 types and 2 types of Sweets) for Guests as per standard menu.
4	Arrangement of Buffet Lunch for Guests as per standard menu. (3types of salad, 4 vegetables, 2- dal, 2-sweets or 2 ice cream, papad, achar, Fruit Raita, fruit chart, 3 types of bread including tea coffee, fruit juice, soft drink, 2- soups and starters etc.	Arrangement of Buffet Lunch for Guests as per standard menu. (3types of salad, 4 vegetables, 2- dal, 2-sweets or 2 ice cream, papad, pickles, Fruit Raita, fruit chart, 3 types of bread including tea coffee, fruit juice, soft drink, 2- soups, starters and mineral water etc.
5	Direction Signage	Direction Signage of size 2'*1.5'
6	Branding of size 12'x8' (at appropriate places in the city)	No Change
7	Area Signage with stand	Area Signage with stand 3'x6'
8	Plasmas (50 inch size)	No Change
9	Sound and Light arrangement. Console for control panel for sound, light and video & video equipments is to be made PA SYSTEM +LIGHTS for all branding and stage for approx 450 guests	Proper Sound and Light arrangement. Console for control panel for sound, light and video recording & video equipments are to be made. 32 channel mixer, 6 cordless & 3 Stand mike sufficient illumination on stage.
10	Photography & Videography 02- Still & 02-Video Photographers	Photography & Videography 02- Still & 02-Video Photographers Complete event is to be covered. Soft copy with editing & proper sound in Pendrive along with 100nos. Print of still photographs (8.5"x10") are to be submitted on same day/ next day
11	Soundproof Generator with Diesel as per requirement & sufficient capacity including connections etc.	Soundproof Generator ( 2Nos. of 65KVA) with Diesel as per requirement & sufficient capacity including connections etc.
12	Decorating lighting on front elevation, top and main gate of the building for 2 days	No Change
13	Trained and equipped with fire fighting skills Fire Marshals with Fire Extinguishers (Safety Standard should be followed )	No Change
14	Well dressed Security Guards for single shift.	Well dressed Security Guards/traffic marshals for single shift.
15	Decor, flower arrangement at sign board, main gate & Flower rangoli etc.	Flower decoration arrangements in pandal stage, Green Room, plaque unveiling site, food serving areas and also sign board, main gate & Flower rangoli, Gamla/Orchid, Mangal Kalash & Banana tree etc.

16	Supply of inauguration plaque of Stainless Steel (Approx. size 5'x3') with engraves printing of matter. The plaque is to be fixed at proper place & properly decorated with arrangements of unveiling. (Curtains, flower decoration etc.) Making level platform and carpeting for smooth approach as per requirement of site. Necessary arrangements for inauguration of the building at entrance like red ribbon, Scissor , flowers & decorated plate with Roli&Akshat etc.	No Change
17	Arrangement of pack lunch for drivers of dignitaries/ officers/guest	No Change
18	Ganesh Vandana/Sarswati Vandana by well dressed Artist	No Change

**Note: All the bidders are to ensure that the bids are being submitted taking into consideration of pre-bid minutes uploaded on 14<sup>th</sup> Feb 2017 and as per the revised BoQ document.**