

Record of the discussion of the pre-bid meeting held at 3:00 P.M on 23.05.2025 at Teesta Conference Hall, Indira Paryavaran Bhawan regarding the Notice Inviting Tender for hiring of Event Management Agency (EMA), for making arrangement for celebration of World Environment Day at Bharat Mandapam.

A pre-bid meeting was held at 3:00 P.M on 23.05.2025 at Teesta Conference Hall, Indira Paryavaran Bhawan regarding the Notice Inviting Tender for hiring of Event Management Agency, for making arrangement for celebration of World Environment Day at Bharat Mandapam. On behalf of MoEFCC, the meeting was attended by Sh. Aravind Agrawal, Director, Sh. Rakesh Sharma, Director (GA), Sh. Debabrata Das, Deputy Secretary (Media), Sh. Amit Love, Scientist 'E' (HSMD), Sh. Anuj Chandak, Deputy Secretary (LiFE cell) and Sh. Surendra Singh Meena, Under Secretary (Media Cell). The meeting was attended by representatives of various agencies (attendance sheet is attached).

2. During the meeting, following points emerged:

a. In response to the query that for how many days the Halls are booked at Bharat Mandapam, it was informed that the Plenary hall is being booked for 5th June, 2025 (setup on 4th June, 2025), Hall no. 14 from 3rd to 5th June, 2025 and all other halls are booked for 5th June, 2025 (Audi 2, Leaders Lounge, and MR 12 are available for set-up for 4th June also).

b. As regards timing of the start of the event, it was informed that the event would tentatively be started from 8:00 A.M. 5th June, 2025.

c. Some of the representatives requested to reconsider the criteria for regular technical manpower on the payroll of the Company as they may not be having more than 200 regular staff.

d. Following queries were raised during the meeting:-

- i. Size of the LED to be installed at the Plenary Hall
- ii. Duration of presentation before the Technical Evaluation Committee
- iii. Content of the presentation
- iv. Food specifications at Bharat Mandapam on 5th June, 2025.
- v. Minimum pages of two publications
- vi. Display hoarding area
- vii. Registration of the agencies on E-Wizard portal
- viii. Manpower for National Plastic Pollution Reduction Campaign

3. It was informed that replies to the queries at para 2(d) above would be uploaded on the portals.

Replies to the queries raised in para 2(d) of the Record of Discussion of the Pre-Bid meeting held at 3:00 P.M on 23.05.2025 at Teesta Conference Hall, Indira Paryavaran Bhawan regarding the Notice Inviting Tender for hiring of Event Management Agency (EMA), for making arrangement for celebration of World Environment Day at Bharat Mandapam

S.no.	Query Raised by the representative of the agencies	Reply
1.	Size of the LED to be installed at the Plenary Hall	Minimum size of the LED should be 60 ft x 30 ft. (subject to the actual requirement)
2.	Duration of presentation before the Technical Evaluation Committee	Each Agency will be given time of 10 to 15 minutes.
3.	Content of the presentation	Presentation will be evaluated on the basis of execution plan, deployment plan of team, and invitation and follow-up.
4.	Food specifications at Bharat Mandapam on 5 th June, 2025.	Food for lunch on 5 th June, 2025 will be Grade-3, as per the ITC menu of Bharat Mandapam. It shall be ensured by the agency that no single use plastic item is used and food shall be Vegetarian.
5.	Minimum pages of two publications	500 pages each
6.	Display hoarding area	The area would be 20,000 sq. ft, within the venue and 20,000 sq. ft outside the venue (subject to the actual requirement). Rate will be on the basis of per sq. ft.
7.	Registration of the agencies on E-Wizard portal	The agencies have to submit the bids on e-procurement portal of MoEFCC i.e. https://moefcc.ewizard.in . For any difficulty in the registration, the representatives were requested to contact the person concerned of the above portal, who was present in the meeting.
8.	Manpower for National Plastic Pollution Reduction Campaign	National Plastic Pollution Reduction Campaign will run the next one year, starting from 5 th June 2025, for which 10 manpower of EMA are required for 1 year.

List of agencies present during the Pre-bid meeting held at 3.00 PM on 23.5.2025 in IPB, Jorbagh, New Delhi regarding Notice Inviting Tender for hiring Event Management Agency for celebration of World Environment Day, 2025 at Bharat Mandapam, New Delhi

1. E-Factor Enterprises
2. Anirul Contracts Pvt. Ltd
3. Showcraft
4. Axis Communications
5. Venus Exhibitions and Conferences Pvt. Ltd.
6. SPACE 4 Business Solutions Pvt. Ltd.
7. FICCI
8. Go Bananas
9. Balmer Lawrie