

PROCEEDINGS OF THE CEREMONIES RFP PRE-BID MEETING FOR HELD AT MAULANA M TAYEBULLA HOCKEY STADIUM, CONFERENCE HALL #2 DATED 23/11/2015, 1130 HOURS.

To conduct the Pre Bid meeting, the following Committee was nominated by CEO OC-SAG vide his order dated 10.11.2015. All the members were present for the pre bid meeting as under:

1. N. Buragohain, Director, Ceremonies & Communication FA
2. D.N. Sarma, Director, Finance FA
3. V.P. Sharma, Dy. Director, Finance FA
4. N. Borkakoti, Director, Volunteers and Sports FA

Padmashree Bansi Kaul, the Creative Consultant to the Ceremonies FA was not present. In the absence of N. Borkakoti, Director Volunteers FA and Sports, Subhash Chandra, Director, Procurement and Coordination FA was present.

At 1130 hrs on 23.11.2015 the following EMCs reported for the Pre-Bid meeting. The first three EMCs were also present in the previous Pre-Bid Meeting held on 12/11/2015. EMC, Seventy Seventh Ent. Pvt. Ltd., attended the Pre-Bid for the first time.

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| 1. Showtime Events India Pvt. Ltd., | Represented by Ms Neha Chakraborty |
| 2. Wizcraft Intl. Ent. Pvt. Ltd., | Represented by Ms Prapti Malhotra |
| 3. Percept Sports & Events | Represented by Mr Shashank Chaudhry |
| 4. Seventy Seventh Ent. Pvt. Ltd., | Represented by Mr Vishal Tyagi |

At the onset of the meeting, FA Head of Ceremonies, after welcoming all the EMCs to the Pre-Bid Meeting, asked Seventy Seventh Ent. Pvt. Ltd., to provide necessary documentary evidences of purchase of Tender Documents and deposit of Processing Fee in DD/Pay Order/Banker's Cheque form.

Vishal Tyagi who represented Seventy Seventh Ent. Pvt. Ltd., was not immediately able to provide the same. He was asked to furnish the same as early possible. He was asked to immediately activate his office for the same. He assured that he would do the needful as early as possible.

The floor was then left open for the EMCs to receive clarifications for their queries. The queries and respective replies to the queries as under:

1. **Companies asked about the payment clause 25.1.1 where 1st installment of 20% will be made only on the condition that an irrevocable Bank Guarantee drawn on any of the Nationalized Bank in an acceptable form of the same value is submitted apart from the performance security. As they will be giving 10% of the Contract Value as Performance Guarantee on signing of the Contract and then 20% as Bank Guarantee towards Advance Payment, this will affect their cash flow. They asked if there is any possibility where if they don't take the 1st installment but still start the work and only issue the invoice of 10 % of the Contracted value for Phase II payment in that case if they don't take the 1st installment it can be considered as Bank Guarantee as OC-SAG will pay this later?**
 Ans: OC-SAG clarified that this will not be treated as a piece of Bank Guarantee. However, payment against Phase II will be released as per condition in Clause 25.1.2. In case Advance Payment is not claimed, the same will be paid along with the Final Payment.
2. **What is the total/exact time line for the Opening and Closing Ceremonies?**
 Ans: The total timing for the Opening Ceremony is 3 hours (180 minutes) including protocol, athlete parade, countdown, cultural segment and allied matters. For the Closing Ceremony cultural segment is stipulated to be of 45 minutes
3. **Clarification on upload and submission of Bids**
 Ans: OC-SAG explained that EMCs need to upload the Technical Bid and submit the same in a hard copy as well. The Commercial Bid should to be uploaded **and not submitted in hard copy**. OC-SAG suggested the EMCs to review the Bidding Format described in the RFP.
4. **Whether the Budget is inclusive of all taxes?**
 Ans: Yes the budget is inclusive of all taxes. It is not exclusive of INR 10 Cr.
5. **Can an EMC proceed to Pre-Bid partnership with another EMC/Agency/Intl Agency?**
 Ans: No.
6. **Are Tabulations as in ANNEXURE B mandatory?**
 Ans: Yes to help track and access the Deliverables of the EMC
7. **EMD and parameters for disqualification?**
 Ans: OC-SAG explained the parameters and suggested referring to Page 6, Clauses 6-6.5
8. **Is Eligibility Criteria and Pre-Qualification one and the same thing in the Clause 12 of the Bidding Format?**
 Ans: Yes.
9. **Is it necessary for an EMC to have a Registered Branch in Guwahati?**
 Ans: No. OC-SAG understands that it might not be possible. Hence, a Working Office/Host Office/Operations Office in Guwahati will suffice.
10. **Can payments be made through Scheduled Co-operative Banks?**
 Ans: No. Nationalized Banks will be preferred to Scheduled Co-operative Banks.

** The Bidders/EMCs were advised to visit <http://www.southasiangames2016.com> frequently for any update and change of OC-SAG Office address.*

The meeting ended at 1230 hrs amidst tea and snacks.

MEMBERS OF THE PRE-BID COMMITTEE



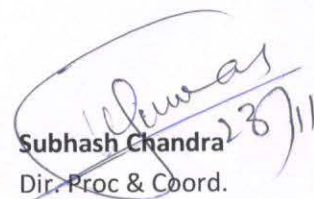
N. Buragohain
Dir. Ceremonies



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