

ECGC Limited

Country Underwriting & International Relations Department

Minutes of the Pre-bid meeting held on 03rd April 2019 towards the Request for Proposal floated by ECGC for selection of a Professional Conference Organiser for organizing the Berne Union Annual General Meeting during 20-24 October 2019 in Hyderabad, Telengana

ECGC Limited (ECGC) has floated a Request for Proposal (RFP) for selection of Professional Conference Organiser (PCO) for organizing the Berne Union (BU) Annual General Meeting (AGM) during 20-24 October 2019 in Hyderabad, Telengana.

As per the schedule mentioned in the RFP, a pre-bid meeting was held on 03rd April 2019 at the Board Room, 10th Floor, Express Towers, ECGC, Mumbai which had participation from several PCOs. The meeting attendance details are as per **Annexure**.

Mr. Sunil Joshi, GM-ECGC, extended a warm welcome to the participants of the pre-bid meet. The officials of ECGC and the PCOs introduced themselves.

A presentation was made by SM, CUD & IR giving an introduction of ECGC and its activities, association with the Berne Union and the previous events hosted by ECGC for the BU. The presentation also listed out the significance of the event for ECGC. Participants were informed of the schedule of the meetings and social events to be organised. Main features of the contracts signed by ECGC with HICC, towards booking of the venue and delegate accommodation, were also mentioned. Participants were updated on the major activities of the BU AGM meet which included visa requirements, meeting room and break-out room arrangements, technical and presentation equipments. The requirements with regard to organising social events (Welcome Reception, CEO Breakfast, Gala Dinner, Farwell Dinner and Excursions) were also explained. Main features of the bid-process were also informed.

Thereafter, the PCOs were requested to raise their queries and share views / suggestions on the process.

Query 1) The RFP requires quoting the management cost only. However, there are certain costs pertaining to conceptualisation (signage, cultural events, etc). Will these costs also form a part of the management fee?

Response: ECGC informed that the PCO were required to quote their fee for managing the meeting. Towards various requirements, the PCO would share options / samples with ECGC for selection. After selection, payment will be made directly by ECGC to the vendor / service provider. The component cost would be, therefore, a separate part.

Query 2) Whether ECGC would take product liability insurance and how payment would be made?

Response: ECGC informed that all payments would be made directly by ECGC to the service provider. The insurance cover best applicable for the event will be examined at subsequent stage in consultation with the PCO appointed. (One of the PCOs suggested to obtain insurance related to electronic equipments).

Query 3) Whether General Financial Rule (GFR 2017) norms were adopted in the selection process? If GFR norms are not followed, it may not be in accordance with the Quality & Cost based selection (QCBS). The present RFP did not give proportionate weightage to Technical and Financial competency.

Response: ECGC informed that under the present selection process, the bidders are being evaluated in two phases under technical evaluation. The bidders who qualify in part one, by scoring a minimum of 30 marks out of 60, will be evaluated by the Project Steering Committee in part two which is of 40 marks. A combined evaluation of the bidders shall be done on the basis of marks obtained in the two parts. Of the top three scorers, award will be issued to the bidder making the lowest commercial quote. However, details of GFR rules will be examined to ensure compliance of QCBS. If required, based on QCBS, the scoring process may be modified.

Query 4) As per the RFP and the presentation, it is understood that ECGC is looking for the services of a transaction advisor. Whether the supplies related to Audio and recording and other IT equipments were within the scope of the RFP

and to be included in management fee? With regard to branding and signage, does the BU have any specifications (such as non-usage of plastics)?

Response: ECGC is engaging the services of the PCO with regard to organising the BU AGM as only a PCO possesses the requisite expertise. As mentioned in the RFP and elaborated during the presentations, equipments towards Audio and presentation have to be sourced from HICC, the payment of which will be made separately. Hence the same is excluded from the RFP scope. The Berne Union has not shared any specific requirement towards branding, but we should meet the international environment standards.

Query 5) The responsibility of branding and designing will be with HICC or PCOs?

Response: A brand element has to be brought in by the PCO. BU has very minimal and simple branding requirements. As experienced in the last BU AGMs, it usually contains the BU and member host logo along with picture of some iconic monument related to the host country.

Query 6) The AV specifications (such as quality of PA system, LCD/LED projectors with 5000 Ansi Lumens or higher, backdrop with masking screen, etc) have not been defined in the RFP.

Response: The AV requirements in the RFP are as per the BU guidelines. AV is required to be sourced from HICC and payment will be made separately as per negotiated terms. As such, finer details shall be worked out closer to the meeting with the selected bidder.

Query 7) As per the RFP, payments to PCOs is required to be made after completion of the event. But individual sub-contractors would require intermittent payments.

Response: Payments to sub-contractors / vendors will be made directly by ECGC as per negotiated terms.

Query 8) Is the photographer to be taken from HICC?

Response: The services may be obtained separately. One of the PCOs informed that HICC had photographers on their panel, which may also be used. Otherwise, PCO may hire the services from outside.

Query 9) Whether details of Directors can be mentioned in the Bid Form?

Response: It was suggested to include Director's information in the Form.

Query 10) As per the BU guidelines, delegate registration will open six-eight weeks prior to the beginning of the meeting. As Europe has holidays during July – Aug, it is advisable that registration and room booking may be opened in June.

Response: As per the experience of room booking under BU programs, it is observed that hotel bookings are opening as early as four-five months ahead of the event. We will also try to follow the same.

Query 11) The RFP does not list out the time duration that will be taken to settle the bill of the PCO after event completion. The process would involve certain amount of advance to be released for mobilising resources. As such, advance payment on mile stone basis may be considered.

Response: Normally, bills are settled within 30 days from receipt of invoice and all clarifications. Page 13 of the RFP mentions the terms of payment as per which payment of PCO fee will be as per the (separate) agreement signed between ECGC and the bidder who is awarded the contract. However, the suggestion of making certain advance payment in phased manner with some amount as retention money may be considered as one of the options.

Query 12) With regard to Media arrangements which is required on the last day of the meeting, what kind of Media, Declaration or Press Conference needs to be arranged?

Response: It was informed that media arrangement would broadly be a declaration based-one. It was decided that further details will be shared in due course, in consultation with the Berne Union.

Query 13) Does the number of manpower mentioned in the RFP pertain to the size of the team deployed for the individual activity? From where will the day-to-day coordination be done?

Response: Yes, the number will enable us to identify the personnel attached to the particular activity. Co-ordination will be done from Mumbai.

Query 14) Whether Consortium bid is permissible?

Response: Only single bidding is permitted.

Query 15) What is the schedule of solution presentation by the bidders? What would that presentation include?

Response: The schedule will be intimated separately to the selected bidders. Just as ECGC gave a presentation on its activity and requirements, PCOs too will make a presentation so as to familiarise ECGC about them and their strategy to be adopted towards event execution, which will then be evaluated by ECGC's project steering committee. Around 30 minutes may be allotted to each PCO for presentation.

Some PCOs also gave suggestions which are as follows:

Suggestion 1) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document as this is required under GFR norms. In case of any dispute between ECGC and the PCO, an arbitration clause needs to be added to the RFP.

Response: The contract which will be signed between ECGC and the award winning bidder will refer to the mechanism of dispute settlement and arbitration. However, the suggestion will be examined.

Suggestion 2) The RFP does not indicate about payment process to the PCO incase the event is abandoned or closed pre-maturely. The clause may be added in RFP towards payments on completion of milestone work done by the PCO in such a case.

Response: Although this will be applicable to the bidder to whom the contract is awarded and will be taken care in the agreement with them, however, the suggestion will be examined.

Suggestion 3) Some of the PCOs may also be service providers (sub-contractors for the requirements such as travel arrangements / catering, etc). In order to

avoid conflict of Interest, PCO should not render sub-services. A clause may, therefore, be added in the RFP to ensure the code of integrity.

Response: ECGC will get various choices from the vendors through the PCO and then the final choices will be made depending on the lowest costs and quality. However, the suggestion with regard to code of integrity to avoid conflict of interest will be examined.

Suggestion 4) It is suggested to have an auditor associated since the beginning of the process.

Response: ECGC has an Internal Audit department through which invoices and bills are routed for payments.

ECGC further informed that some of the suggestions / queries may be internally discussed and changes in the RFP may be made, if necessary.

The meeting concluded with a vote of thanks. GM thanked the participants for the fruitful discussion during the pre-bid meeting.

Annexure

Participating PCOs		ECGC officials
Name of Company	Representative	
1. CIM Global	Mr. Srikant Singh	1. Mr. Sunil Joshi, General Manager (GM), Country Underwriting and International Relations (CUD & IR)
2. Deepali Designs	Mr. Chandan Singh	2. Ms. Aarti Pandey, Assistant General Manager, (CUD & IR)
3. Elbon Conferences & Events Pvt Ltd	Mr. Praveen Kumar Kokne	3. Mr. Gaurav Tewari, Senior Manager (SM) , CUD & IR
4. Falcon Exhibitions Pvt Ltd	Mr. Sooraj Dhawan	4. Mr. Shivam Tiwari, Executive Officer, CUD & IR
5. ICE India	Ms. Neetu Rajeh Gupta & Mr. Ravi Kiran R Kotian	5. Mr. S P Subha Vignesh, Executive Officer, CUD & IR
6. KW Conferences	Mr. Arjun Narne	
7. MCI Gets India Pvt Ltd	Mr. Swapnil Mhatre	
8. Paramin Advertising & Marketing Associates	Mr. T N Sreekrishnan	
9. Tag Vinnatti	Mr. Jairaj Nair	
10. Thomas Cook	Mr. Rajendra Kumar	
11. Wizcraft	Ms. Kavita Vakeel	