

**Request for Empanelment (RFE)  
to empanel  
Event Management, Printing & Video Creation cum editing agencies with MyGov.**

RFP Reference No. 7(1)/2023/InCEP/MyGov/2.0  
Tender ID. 2023\_MyGov\_736878\_1

**Response to Prebid queries & Corrigendum 1**

<b>Response to Prebid Queries</b>				
<b>#</b>	<b>RFE document reference(s) [Section, clause, and page number(s)]</b>	<b>Content of RFE requiring clarification(s)</b>	<b>Points of clarification/Suggested Change by bidder</b>	<b>Response/Clarification by Purchaser</b>
1	General	General There is no pre bid meeting	The department should call for pre bid meeting. Where bidders can raise their points. It can be organized in virtual mode as well.	RFE allows bidders to ask pre-bid queries which will be clarified by Purchaser as appropriate
2	PQ	For Category A: The Agency must have a Pan India presence in at least 2 cities (Metropolitan City) along with office at Delhi NCR region.	Why only in Metropolitan City? We are Delhi based firm and executing large scale events all over in the world. Any event management agency does not require any office in the local area in a globalized world, where cross- border logistics and operations are happening on daily basis. Offices only in Metropolitan City shall restrict companies to participate in the RFE. There should be strong network of offices will be considered. We request you to consider this suggestion	Refer Corrigendum-1

3	PQ	The agency should be empanelled with Bureau of Outreach and Communication (BOC) or with National E-Governance Division (NeGD) or with Ministry of Culture (MoC)	Why only these department are mandatory? We work for several other States and Central department. There should be a clause that bidder must be empanelled with 3 or 4 departments but should not be restricted only to BOC or NeGD or MoC	Refer Corrigendum-1
4	PQ	The agency should have an average annual turnover of INR 25 Crore, in the last three audited financial years (FY 2019-20, FY 2020-21 & FY 2021-22)	Maximum turnover being asked by any states & central govt. departments does not exceed to 5 Cr. and in evaluation does not exceeding to 20 Cr for highest mark. ( <i>Enclosed herewith some empanelment tender documents of various state and central department</i> ) Request you to reduce the same: Average annual turnover of at least Rs. 15 crores of any 3 financial years during the last 5 FY i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22. The turnover being asked for qualifying under any category or for eligibility purpose should be from similar services only i:e event management. We would also request you if the average turnover of best three year can be considered as due to covid the turnover for the last 2 year have taken a toll.	Refer Corrigendum-1
5	Evaluation Criteria	Average annual turnover (T) in last three Financial Years (FY 2019-20, FY 2020-21 & FY 2021-22)	Request you to consider following for evaluation Average annual turnover of at least Rs. 15 crores of any 3 financial years during the last 5 FY i.e., 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22• Rs. 15 Cr – 5 marks• Rs. 15 Cr. to Rs. 20 Cr. – 10 marks• Rs. 25 Cr. and above – 20 marks	Refer Corrigendum-1

6	Evaluation Criteria	Manpower Strength on roll Above 100 Manpower: 10 marks Above 75 to 100 Manpower :7 marks 50 to 75 Manpower: 5 marks	We request to reduce the number of manpower on roll. Post covid the no. is reduced and looking the current scenario all EMD prefers to work on freelances / project basis.	As per RFE: Bidder needs to submit manpower certificate based on Manpower on its roll as on 31 December 2022
7	General	Technical PPT	Do we need to submit the presentation along with bid? Please clarify	Copy of presentation needs to be submitted along with bid
8	Pg 16/ Clause 6.3: PQ criteria (S.No.1)	Legal Entity: For Category A, B & C i. Should be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act. ii. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date.	We are a Proprietorship company. Are we eligible to participate in the Empanelment process?	Refer Corrigendum-1
9	Pg 16/ Clause 6.3: PQ criteria (S.No.4)	For Category A: The agency should have an average annual turnover of INR 25 Crore, in the last three audited financial years from the date of publication of this RFE	We don't have the Annual Turnover of 25 CR in Category A	Refer Corrigendum-1

10	6.4 Technical Evaluation Point No - 2 Page No - 19	Successful execution of large events (Physical) each of value more than INR. 3 Cr. for Central -State Govts/PSUs/Corporates, including VIPs-VVIPs during the past 5 years from the date of publish of this RFE	Number of Events: Above 6 events: 20 marks 4 to 5 events:15 marks 3 events: 10 marks We request you to give Relaxation of Work Experience Criteria (in regard of Value of Work order) We are well experienced Event Management Agency and we have done many Big Events for Govt Departments / Ministries / PSU's. Value of those work order is Amounting from 1 Crore to 7.5 crores. We have done 7 Events of Rs.2 Crores & Above. Our Bigger Event work order value is Rs.7.90 Crores. So, we request you to reduce work order amount from 3 Crores to 2 Crores.	Refer Corrigendum-1
11	6.4 Technical Evaluation Point No - 3 Page No - 19	Experience of the agency in successfully executing Virtual Events each of value more than INR. 50 lakhs. for Central - State Govts/PSUs/Corporates, including VIPs-VVIPs during the past 3 years from the date of publish of this RFE	Number of Events: Above 5 events: 15 marks 2 events to 4 events: 10 marks 1 event :5 marks Since Virtual Event started because of COVID in 2020 - 2021 and after August 2021 most of the events are held physical and now virtual event is a part of most of the physical events. We have done 3-4 virtual events & our biggest virtual events are IISF 2020 of Rs.3.40 in which different 41 events happened.So we request you to give relaxation of Value & Number of events	As per RFE

12	4.2 Categories of Empanelment Point No - 3 Page No - 9 & 6.4 Technical Evaluation Point No - 5 Page No - 20	Presentation	The short-listed agencies will be invited to make a presentation to the Evaluation committee. The notice for shortlisting of agencies for technical presentation will be intimated individually and will be uploaded on the website www.mygov.in and CPP portal. Is to be submitted with Bid Documents ?	Copy of presentation needs to be submitted along with bid
13	6.4 Technical Evaluation Point No - 2 Page No - 22	For Category C: Experience of the agency in successfully completing at least 5 work orders (preferably Govt/PSUs/Corporates) with order value with Rs 1 Lakhs or more for each work in the last 3 years from the date of publish of this RFE	Work Order Value (1 Lakhs or More): Above 8 Projects- 20 Marks 6 to 8 Projects - 15 Marks 5 Projects- 10 Marks We have single work orders which have more than 1 video projects. We request you to consider each video as a separate project.	As per RFE
14	4.2 Categories of Empanelment Point No - 3 Page No - 9 & 6.4 Technical Evaluation Point No - 5 Page No - 23 & 24	For Category C: Presentation	The short-listed agencies will be invited to make a presentation to the Evaluation committee. The notice for shortlisting of agencies for technical presentation will be intimated individually and will be uploaded on the website www.mygov.in and CPP portal. Is it to be submitted with Bid Documents?	Copy of presentation needs to be submitted along with bid

16	Pg 16/ Clause 6.3: PQ criteria (S.No.1)	<p>Legal Entity: For Category A, B &amp; C</p> <p>i. Should be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act.</p> <p>ii. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date.</p>	<p>We are a proprietorship firm and having turnover of over 2cr and meets all the criteria for category C. However, in the legal entity part of your document, the entity type mentioned is Private Limited or Partnership. Want to know, can a proprietorship firm also apply.</p>	Refer Corrigendum-1
17	Pg 16/ Clause 6.3: PQ criteria (S.No.3)	<p>Offices: For Category B &amp; C: The Agency must have its registered office at Delhi-NCR region</p>	<p>We have our registered office in Mumbai and our own local office in Delhi for over 10 years with adequate infrastructure. Kindly request you to relax the said criteria and allow us to participate in the said bid.</p>	Refer Corrigendum-1
18	Category A – EventManagement Agencyfor MyGovPage No. 19	<p>Experience of the agency in successfully executing Virtual Events each of value more than INR. 50 lakhs. for Central - State Govts/ PSUs/ Corporates, including VIPs-VVIPs during the past 3 years from the date of publish of this RFE.Number of Events:Above 5 events: 15 marks</p>	<p>1) We have done only 2 virtual events; therefore, we are requesting you to decrease the max number of virtual events from 5 to 2.2) In UNCCD COPP 14 Event Our Prime Minister had made his presence virtually, can it be considered for this point?</p>	As per RFE

19		Presentation	The documents related to Technical Bid, Presentation will be submitted online only or we also have to submit the hard copy of the same?	Copy of presentation needs to be submitted along with bid
20	6.3 Pre-Qualification Page No. 16	Offices: For Category B & C: The Agency must have its registered office at Delhi-NCR region - For Category B & C: The Agency must have its registered office at Delhi-NCR region	Kindly allow companies having their branch office in Delhi-NCR	Refer Corrigendum-1
21		Please put the Eligibility/Pre-qualification table given in this RFE and its compliance inline to the category of empanelment applied for.	THESE LINES ARE ANNEXURE 3 AND 4 WE ARE NOT UNDERSTANDING WHICH TABLE	Refer the 6.3 Pre-Qualification table. One remark column may be added in the table to share details regarding compliances with respect to the Pre-Qualification criteria as per category of empanelment bidder wishes to apply for.
22		Presentation point for category C. Do we have to submit the presentation documents also with tender documents.		Copy of presentation needs to be submitted along with bid
23		Beside Empanelment with NFDC/DAVP Do We Have to Submit Empanelment with Other Agencies Also		Refer Corrigendum-1

## Corrigendum – 1

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**Date of issue of Corrigendum: 03/02/2023**

#	pg. no./ref. no.	Existing Clause	Amended Clause
1	Pg. 16/Clause 6.3: Pre-qualification/pt. no. 1/ Legal Entity	<p>i. Should be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act.</p> <p>ii. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date.</p>	<p>i. Should be a registered company/ registered proprietorship firm under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act.</p> <p>ii. The Agency/Firm/Company must have been in operation for a minimum of 3 years as on the proposal submission date.</p>
2	Pg. 16/Clause 6.3: Pre-qualification/pt. no. 3/ Offices	<p><b>For Category B &amp; C:</b></p> <p>The Agency must have its registered office at Delhi-NCR region</p>	<p><b>For Category B &amp; C:</b></p> <p>The Agency must have its office at Delhi-NCR region</p>
3	Pg. 16/Clause 6.3: Pre-qualification/pt. no. 4/ Turnover	<p><b>For Category A:</b></p> <p>The agency should have an average annual turnover of INR 25 Crore, in the last three audited financial years from the date of publication of this RFE.</p>	<p><b>For Category A:</b></p> <p>The agency should have an average annual turnover of INR 15 Crore, in the last five audited financial years from the date of publication of this RFE.</p>
4	Pg. 17/Clause 6.3: Pre-qualification/pt. no. 5/ Empanelment/ Accreditation	<p><b>For Category A:</b></p> <p>The agency should be empanelled with Bureau of Outreach and Communication (BOC) or with National E-Governance Division (NeGD) or with Ministry of Culture (MoC)</p>	<p><b>For Category A:</b></p> <p>The agency should be empanelled with Bureau of Outreach and Communication (BOC) or with National E-Governance Division (NeGD) or with Ministry of Culture</p>



#	pg. no./ref. no.	Existing Clause	Amended Clause
			(MoC) or any other States/Central Government Departments
5	Pg. 17/Clause 6.3: Pre-qualification/pt. no. 6/ Project Experience	<p><b>Category A:</b></p> <p>The Agency must have successfully completed following:</p> <p>a. 3 events (Physical)- with Central - State Govts/PSUs/Corporates of minimum work order value with Rs. 3 crore or more (for each event) in the last 5 years from the date of publish of this RFE.</p> <p>b. Minimum 1 Virtual event preferably with Central - State Govts/PSUs/Corporates of work order value of Rs.50 Lakhs or more in the last 3 years from the date of publish of this RFE</p>	<p><b>Category A:</b></p> <p>The Agency must have successfully completed following:</p> <p>a. 3 events (Physical)- with Central - State Govts/PSUs/Corporates of minimum work order value with Rs. 2 crore or more (for each event) in the last 5 years from the date of publish of this RFE.</p> <p>b. Minimum 1 Virtual event preferably with Central - State Govts/PSUs/Corporates of work order value of Rs.50 Lakhs or more in the last 3 years from the date of publish of this RFE.</p>
6	Pg. 19/Clause 6.4: Technical Evaluation (Category A)/pt. no. 1/	<p>Average annual turnover (T) in last three Financial Years (FY 2019-20, FY 2020-21 &amp; FY 2021-22)</p> <p>Average Annual Turnover (T) should be:</p> <p>25 Cr to 50 Cr: 5 marks</p> <p>Above 50 Cr to 75 Cr: 10 marks</p> <p>Above 75 Cr: 15 marks</p>	<p>Average annual turnover (T) in last five audited Financial Years (FY 2017-18, 2018-19, 2019-20, 2020-21 &amp; 2021-22)</p> <p>Average Annual Turnover (T) should be:</p> <p>15 Cr to 20 Cr: 5 marks</p> <p>Above 20 Cr to 25 Cr: 10 marks</p> <p>Above 25 Cr: 15 marks</p>
7	Pg. 19/Clause 6.4: Technical Evaluation (Category A)/pt. no. 2/	<p>Successful execution of large events (Physical) each of value more than INR. 3 Cr. for Central -State Govts/PSUs/Corporates, including VIPs-VVIPs during the past 5 years from the date of publish of this RFE.</p> <p>Number of Events:</p> <p>i. Above 6 events: 20 marks</p> <p>ii. 4 to 5 events :15 marks</p> <p>iii. 3 events: 10 marks</p>	<p>Successful execution of large events (Physical) each of value more than INR. 2 Cr. for Central/ State Govts/PSUs/Corporates, including VIPs/VVIPs during the past 5 years from the date of publish of this RFE.</p> <p>Number of Events:</p> <p>i. Above 6 events: 20 marks</p> <p>ii. 4 to 5 events :15 marks</p> <p>iii. 3 events: 10 marks</p>