

**Pre-bid Clarification: RFP for Selection of an Agency for Executing the Startup India Global Venture Capital Summit 2019**Conference Room, 1<sup>st</sup> Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110001

<b>E-Factor</b>			
<b>S. No.</b>	<b>Clause</b>	<b>Clarification Requested</b>	<b>Invest India Response</b>
1	Page no. 14 - 2.9 Pre — Qualification Criteria  The bidder must have successfully completed at least 1 similar project over the last 2 years having a minimum order value of INR One Crore.	Kindly clarify the definition of “Similar Projects”.	Any medium or large-scale project (minimum budget of INR 1 Crore) managed and executed in the last two years. Scope of work should include event management, production, tech support and marketing.
2	Page no. 30 — Point (i) Past Experience in work of similar nature  (b) Number of similar projects successfully completed for international organizations during the last three years.  This should be focused on international events, rather than working with international organizations.  (International event will be that event which is of the international level and comprises of entries/ participants from different countries)	Kindly clarify the term international organizations.	"International Organizations" refers to multilateral bodies that operate in more than one country towards the promotion of Trade, Culture, Health, or other social objectives.
3	Financial bid must consist of break-up sheet.	Kindly share the break-up sheet with specific heads.	Corresponding to Scope of work detailed in Clause 5.2 of the RFP.
4	Kindly specify the estimated budget for the project.	Kindly specify the estimated budget for the project.	Please refer to form Fin 2 in the RFP.
<b>K &amp; D Communications</b>			

1		As we understand that the venue decided for the Summit is Hotel Cidade De Goa, Vainguinim Beach, Goa , 403004. Clarification is sought on the Hotel Booking, Lodging and Boarding Cost, F&B Cost. Who will be bearing the cost and weather the cost needs to be included in the bid Cost?	Hotel and F&B cost will be directly paid for by Invest India. Rest of the cost to be borne by the agency. However, the coordination and management for hotel bookings, serving of food, and all the other event coordination will be a responsibility of the agency. The cost associated with the agency's own manpower will also have to be borne by the agency themselves.
2		Clarification required on the Transportation of the Delegates/ Speakers. Should the Price Bid cover this cost? If yes, then what are the no. of vehicles we are looking at and what category cars are required for eg. Mercedes/ BMW Category, Innova's/ Sedans or Coaches/ Buses.	Yes, partner to bear the transportation costs, which should be covered in the Financial bid. At least 35 premium Sedan cars, and 5 luxury cars.
3		Clarification on the Air Fare for the Delegates. Who is responsible for this?	Respective delegates will book their tickets directly.
4		For the Planning and understanding of the Venue we would like to conduct a Site visit of the Hotel. Can you provide us with the contact details of the person in charge?	Yes, once the venue is booked by Invest India, the contact details will be shared with the agencies.
5		We understand that the 2nd edition of the event needs to be scaled up, have you demarcated in terms of area for the Innovation Showcase and the Exhibition. This needs to be understood in advance as there is space constraint at the Venue and the layout planning needs to be done.	No, this has not been done. We would expect the partner to do this and give us the best possible layout for the exhibition area, along with innovative inputs.
6		Do we have to provide Octonorm structures for the Exhibitors? If yes, approximate no. of stalls. If No, then what else needs to be provided?	We would expect the partner to suggest the most efficient way to use the given space for exhibition purposes which may or may not be octonorm. Ballpark figure for number of startups to be showcased is at least 15.
7		Kindly define the exact role and responsibilities and requirements from the Agency for handling Social Media platforms like Facebook / Twitter etc.	The agency is expected to prepare a comprehensive social media promotion and digital marketing & PR plan for the event. The budgeting to be a part of the agency cost. The Invest India social media handles will be managed by our in-house Social Media team.

8		We understand that the Hotel Venue is booked by Invest India. As per industry practice the Hotel provides all the Furniture like Tables, Chairs etc. for the Conference. Please clarify if this has been taken care off or we need to arrange this on our own.	The basic furniture will be provided by the hotel. The agency should coordinate with the hotel and make arrangements as necessary, and take care of all the aesthetic and operational requirements.
9		Also clarify if there are any restrictions for the Hotel to use our vendors or do we have to work with the empanelled vendors of the Hotel like Audio / Video / Flower Decoration etc.	Agency to coordinate with the hotel and make arrangements to ensure services of highest standards.
10	2.4.1	Bidders will submit only one proposal under one category (categories are defined in scope of work as zones). If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.	This clause stands invalid. Bidders may please ignore.
11		Are companies registered under MSME exempted from paying EMD?	No. Only DPIIT-recognized startups are exempted from paying EMD.
12		Flex Branding and hoardings around inside and outside the venue / locally in Goa. Do you have any minimum or maximum criteria for this.	The agency to propose the most suitable, effective, and efficient plan for this.
13		Do we need to depute staff at your office? If yes, then how many and which category?	No. This is not required. However, we should have a dedicated point of contact, along with relevant team lead. Any other person related to this project should be available as may be required in Invest India office or any other locations.

14		Clarification on Timeline T+3 – Please clarify what kind of support is required from the agency for preparing detailed session summary along with shortlisting of Startups for the innovation showcase.	<p>The session summary should include all the details of the event (in the form of a document and audio-visual format), including number and profiles of attendees, listing of the speakers, agenda/ topics of discussion, point of view of each speaker (with video bytes), proposed next steps, feedback, pictures, impact analysis and way forward. This is not an exclusive list.</p> <p>The shortlisting of the startups for innovation showcase will be done by Invest India along with the Knowledge Partners, and the agency might assist us in the same as required.</p>
15		Clarification on Timeline T+3 – Sharing Pre, Post and Event Day PR Plan – need at least 10 days for this.	Due to the event timelines, this clause cannot be altered.
16		You are kindly requested to share the tentative budget Maximum and minimum for the event. Kindly also share the total expenditure done during the last event.	Please refer Form Fin 2. Please share if there is any precedence as well.
17		In case of any natural calamity. Cancellation / postponement of the event due to any reasons how will Invest India make the necessary reimbursement to the select agency.	Please refer to the clause 6.2.2.5 on page 69 and 6.2.2.7 on page 71 of the RFP.

### WIZCRAFT

1		How long will be the duration of the RSVP?	This will be an ongoing activity.
2		Will the invitation process be absolutely digital or through physical Invites as well?	It will be fully digital with a few exceptions in case of government invites.
3		Will the hotel booking and payment be through the agency? Will it include the F&B expenses?	Hotel and F&B cost will be directly paid for by Invest India. Rest of the cost to be borne by the agency. However, the coordination and management for hotel bookings, serving of food, event coordination will be a responsibility of the agency. All the cost associated with the agency's own manpower will have to be borne by the agency themselves.
4		Will the ticketing be done through the agency?	No.
5		For the ground travel requirement, which category of cars should the quote be based upon?	At least 35 premium Sedan cars, and 5 luxury cars.

6		What are the requirements that need to be a part of the application?	Please read the RFP. It is self-explanatory.
7		Will the permissions for the outdoor structures (hoarding spaces, airport help desk etc) and branding taken by Invest India?	To be fully taken care of by the agency. All the required approvals with relevant authorities will also have to be taken care of by the agency itself.
8		What are the requirements of the Innovation showcase? Will it display the innovations of the Invitees? Would you like to showcase the innovation through technology?	The most innovative Indian startups will be selected for this by Invest India and our Knowledge Partners for the event (with assistance from the agency, as required). The stalls are expected to be modern and as digitised and innovative as possible.
9		What are the mandates for the detailed sessions reports?	This should include all the details of the event (in the form of a document and audio-visual format), including number and profiles of attendees, listing of the speakers, agenda/ topics of discussion, point of view of each speaker (with video bytes), proposed next steps, feedback, pictures, impact analysis and way forward. This is not an exclusive list.
10		Will awards be given to all 400 attendees? Or would you like to give some memento?	The agency is expected to design and send out delegate kits including mementos for each of the attendees, and awards and special mementos for speakers and special guests.
11		What will the delegate kit bags consist of?	Agency to propose ideas for this, and should include the costing for same in the financial proposal.
12		Can the gala dinner be done at a different venue to give the visitors a specially curated experience?	This can be at a different venue, provided the venue is not more than 10 kms away from the main event venue.
13		Would you like to have the local artists perform at the gala dinner or would prefer a known face that the invitee's might already know of?	Agency to propose a detailed plan and their ideas on this.

**WEMEDIA**

1		What are the Set-up & Dismantling days mapped as per the 3 days event?	The agency to connect with the hotel directly for this. However, the standard time is one day.
---	--	--	--

**INDIATTITUDE**

1	5.2 C. A	Please explain what type of PR activity is required.	The agency is expected to prepare a comprehensive social media promotion and digital marketing & PR plan for the event. The budgeting to be a part of the agency cost.
2	5.2 C. C	Please advise what is expected from Agency as in detailed event report? Will it be document form or AV?	This should include all the details of the event (in the form of a document and audio-visual format), including number and profiles of attendees, listing of the speakers, agenda/ topics of discussion, point of view of each speaker (with video bytes), proposed next steps, feedback, pictures, impact analysis and way forward. This is not an exclusive list.
3	5.2 C. C	Please elaborate more about post event marketing. And what all expected from an Agency?	Impact of the event highlights, take aways/ bytes from key attendees, snippets of the sessions, etc. to be marketed post the event.
4	5.2 G. a. a. ii	Please advise how many rooms and flights to be booked and Is it for selected delegates?	The flights will be booked by the delegates themselves. Hotel and F&B cost will be directly paid for by Invest India. Rest of the cost is to be borne by the agency. However, the coordination and management for hotel bookings, serving of food, and all the other event coordination will be a responsibility of the agency. The cost associated with the agency's own manpower will also have to be borne by the agency themselves.
5	5.2 G. a. xi	Please suggest what kind of Awards and Certificates are required for attendees and quantity?	Agency to come up with creative ideas for the same. You may refer to other startup awards.
6	5.2 G. d	Please advise the expectation of Invest India from a Creating a Social Media and Innovation Wall?	Agency to come up with creative ideas for the same. The quality should be best in class and of global standards.
7	5.2 G. a. c.	Kindly advise the quantity of these items?	Please read clause 5.2 in entirety.
8	2.29.23	Kindly advise the quantity of these items?	Query is not clear.

-Sd-

Tender Evaluation Committee

Date: 17/09/2019