



**No. BB/9354/2021/2758**

भारत सरकार जल शक्ति मंत्रालय

Government of India, Ministry of Jal Shakti

जलसंसाधन, नदीविकास और गंगा संरक्षण विभाग

Department of Water Resources, RD & GR

ब्रह्मपुत्र बोर्ड : : Brahmaputra Board

बशिष्ठ: गुवाहाटी-29: Basistha, Guwahati-29



**Dated: 11.12.2021**

**Minutes of the Pre-Bid Meeting for Engagement of Event Management Services for "Brahmaputra Utsav" held on 11.12.2021 at 11:30 hours through Cisco WebEx**

The RFP for "**Engagement of Event Management Services for Brahmaputra Utsav**" was floated on 09.12.2021 (**CPPP Tender ID - 2021\_BP\_637117\_1 and Brahmaputra Board Website**) with due date of opening on 13.12.2021. The online pre-bid meeting was held on 11.12.2021 through Cisco WebEx Platform. The list of participants is attached at **Annexure- I**.

At the outset Secretary, Brahmaputra Board welcomed all the Prospective Bidders or their representatives who attended the Pre-Bid Meeting. Secretary, Brahmaputra Board requested all the participants one by one to present their questions regarding the RFP. All the Bidders and their representative were given opportunity and sufficient time to raise their questions seeking clarifications. The clarifications were given during the meeting. The details of the questions and clarifications are as appended in **Annexure II**.

The pre-bid meeting ended with vote of thanks to the chair and all the participants.

**Sd/-**

**Executive Engineer (HQ)  
Brahmaputra Board**

**Copy to:**

1. PPS to Chairman, Brahmaputra Board
2. PS to Vice-Chairman, Brahmaputra Board
3. PA to Secretary, Brahmaputra Board
4. Chief Engineer-I & Chief Engineer-II, Brahmaputra Board
5. All Dy. Chief Engineers, Brahmaputra Board
6. All Superintending Engineers, Brahmaputra Board
7. Chief Vigilance Officer, Brahmaputra Board
8. Dy. Financial Adviser, Brahmaputra Board
9. All Executive Engineer, B. Board for wide publicity in all office Notice Board
10. Director of Tourism, Govt. of Assam, Station Road, Guwahati-01
11. Directorate of Information and Public Relations, Assam, Dispur, Guwahati-06
12. IT-Cell for uploading in Website <http://www.brahmaputraboard.gov.in/>

**LIST OF PARTICIPANTS**

<b>Sl. No.</b>	<b>Name</b>	<b>Organisation</b>	<b>Email</b>
<b>BRAHMAPUTRA BOARD</b>			
1	Shri Sudhir Kumar, Secretary	Brahmaputra Board	bbrd-ghy@nic.in
2	Shri Gamo Kamki, Dy. Chief Engineer	-do-	gammo.kamki@gmail.com
3	Shri Anil Kumar Deka, SE (Jorhat)	-do-	bbrd-ghy@nic.in
4	Shri Shyamal Kr. Deka, SE (P)	-do-	bbrd-ghy@nic.in
5	Shri Soumitra Kr. Deb, EE(HQ)	-do-	bbrd-ghy@nic.in
6	Shri Jumdo Kena, EE, Roing	-do-	roingdivision.bb@gmail.com
7	Shri Mohan Koirala, Consultant (Language)	-do-	bbrd-ghy@nic.in
8	Smt. Enakshi Barman, AEE	-do-	bbrd-ghy@nic.in
9	Shri A. Longkumer, JE (P)	-do-	bbrd-ghy@nic.in
<b>AGENCY/ CONTRACTORS</b>			
10	Shri Dipul Sarma	M/s Prodigy Communication	dipulsarma@prodigycommunications.net
11	Sri Raktim Roy	M/s Trend MMS	sidtrendmms@gmail.com
12	Sri Ishan Jain	M/s Art Entertainment	ishan.jain@artgroup.co.in
13	Sri Pradip Biswas	M/s SM Trade Design	pradip1986biswas@gmail.com
14	Smt. Gitanjali Bordoloi	M/s Priya Communication	gitanjali@priyacommunication.com
15	Sh. Rohit Chetri	M/s Dalta communication	daltacommunication@gmail.com

**Pre-Bid Meeting for**  
**“Event Management Services for Brahmaputra Utsav”**  
**held Online on 11.12.2020**

**Clarifications on the queries received from the prospective bidders**

<b>Sl. No.</b>	<b>Ref to RFP document</b>	<b>Query</b>	<b>Clarification</b>						
1	Notice Inviting RFP page 3	Request for extension of time i.e. last date of submission	<p>The program–Brahmaputra Utsav is time bound and only the following is amended:</p> <p>Last Date and Time of Submission of Bid shall now be <b>2:00 PM</b> instead of <b>11:00AM</b> on same day i.e. <b>13.12.2021</b></p> <p>Date &amp; Time for opening of Technical Bid shall now be at <b>2:30PM on 13.12.2021</b></p> <p>After completion of Technical Evaluation, the Financial Bid of technically qualified bidders shall be opened and Evaluated</p>						
2	RFP para 3.22 page 31	Criteria for National Events organized during the last 4(four) FY ending March 31 <sup>st</sup> 2021	<p>National Events(Events held within India) , the Scoring shall assessed based on the following</p> <table border="1"><thead><tr><th><b>No of Events</b></th><th><b>Score</b></th></tr></thead><tbody><tr><td>1-3 Nos</td><td>5</td></tr><tr><td>Greater than 3 No.</td><td>10</td></tr></tbody></table>	<b>No of Events</b>	<b>Score</b>	1-3 Nos	5	Greater than 3 No.	10
<b>No of Events</b>	<b>Score</b>								
1-3 Nos	5								
Greater than 3 No.	10								
3	RFP para 3.22 page 31	Evaluation Criteria for International Events	<p>Events of <b>International Level</b> organized by the Agency either <i>within India or outside India</i> during the Last 4(four) Financial Year ending 31<sup>st</sup> March 2021 shall qualify for scoring.</p> <p>For International Events held within India Agency should submit documentary proof in support of the claim.</p>						

**Annexure II (contd)**

4	RFP Table-3 page 16	Details of Program/Activities at each station	In addition to the activities mention in the RFP, the tentative Station Wise Activities is prepared and attached herein as <b>Annex-III (A to D).</b>
5	RFP	Giveaways be given to Citizens/Students etc?	<b>Yes</b> , the giveaways viz. yoga mats, shirt & caps, certificates, Drawing, Painting Stationeries, Prize, Honorarium Refreshments etc at each station shall be provided by the Agency to be given to the participating Students in coordination with Dy. Nodal Officers of Brahmaputra Board
6	RFP Form- II(B) Page 51 & 52	Submission of Item Wise (Unit, Rate, Quantity, Amount etc)	<b>Form-II(B)</b> shall be prepared by the Agency for <b>each station</b> and submitted along with Form II(A) to be enclosed within the Financial Envelope
7	RFP page No 18	Press & Media Services	Press & Media Services including Social Media Management Services shall be provided by the Agency at all stations i.e (Dibrugrah, Pasighat, Kaliabor, Majuli and Guwahati)  All creative's, AV, Photos content Development, Design and Management services shall be provided by the Agency
8	Notice Inviting RFP page 3	Estimated Project Cost	The Estimated Project Cost is Rs. 80.00 Lakh (indicative) and shall be inclusive of GST also.

## Rivers of India Mahotsava

### Annex-III (A)

Date	Event at	Time	No. of people expected to participate in the planned event
<b>Dibrugrah (Assam)</b>			
<b>16.12.2021</b>	Eco Walk Dibrugrah Town to Brahmaputra Ghat	0700hrs to 0800hrs	100 Nos
	Ghat Cleaning	0800 hrs to 0830 hrs	By Same (100 Nos)
	Drawing and Essay Writing Competition	1000hrs to 1200hrs	100 Nos
	Monument Lighting of Raidongia Dol	6pm	25 Nos
<b>17.12.2021</b>	Bycycle rally at Dibrugrah Town	0700 hrs to 0800 hrs	50Nos
	Yoga Session at Chowkiduigee field	0830 hrs to 0930hrs	50 Nos
	Reception of Chief Guest, Diya Lighting, Speech by eminent personality, public talk and Prize Distribution	1500hrs to 1700 hrs	200 Nos
	Traditional Dance (Tai Ahom Tea Garden Tribes and Bihu Dance etc) & Cultural Function	1700hrs to 1800 hrs	
	Leading popular singer	1800 hrs to 1830 hrs	
<b>Cultural Program at Chowkidangee Field Dibrugrah</b>			
<b>LED/LCD Screen for Video Audio Display</b>			

## Rivers of India Mahotsava

### Annex-III (B)

Date	Event at	Time	No. of people expected to participate in the planned event
<b>Koliabor (Assam)</b>			
<b>19.12.2021</b>	Eco Walk ( 2-3 km)	9.30 AM to 10.30 AM	150 Nos
	Ghat Cleaning	10.45 AM to 11.15 AM	By Same (150 Nos)
	Drama at Ghat	11.15 AM to 11.45 AM	By Same (150 Nos)
<b>20.12.2021</b>	Yoga	8AM to 9AM	100 Nos
	Drawing and Essay Writing Competition	10AM to 12noon	
<b>21.12.2021</b>	Dolphin sighting at Silghat/Kaziranga including transportation	Morning Hrs	30 Nos
	Reception of Chief Guest, Diya Lighting, Speech by eminent personality, public talk and Prize Distribution	1600 hrs to 1700 hrs	200 Nos
	Traditional/folk dance (Bihu Dance, Tea Garden Dance etc) and cultural programme	1700 hrs to 1800 hrs	
	Leading popular singer	1800 hrs to 1830 hrs	
<b>LED/LCD Screen for Video Audio Display</b>			
<b>Cultural Program at Silghat, Koliabor (Assam)</b>			

## Rivers of India Mahotsava

### Annex-III(C)

Date	Event at	Time	No. of people expected to participate in the planned event
<b>Majuli (Assam)</b>			
<b>19.12.2021</b>	Eco cycling Kamalabari to Kamalabari Ghat	09.00 AM to 09.30 AM	50 Nos
	Ghat Cleaning	09.40 AM to 10.15 AM	By same (50Nos)
	Eco Cycling Kamalabari Ghat to Kamalabari	10.30 AM to 11.00 AM	By same (50Nos)
	Drawing and Essay Writing Competition	11.00 Noon to 1300 hrs	100 Students
<b>20.12.2021</b>	Yoga by Local People at Majuli College	0700 hrs to 0800 hrs	50 Nos
	Reception of Chief Guest, Diya Lighting, Speech by eminent personality, public talk and Prize Distribution	1500 hrs to 1600 hrs	<b>200 Nos</b>
	Traditional and folk dance( Satriya, Bihu and Mising etc) and cultural programme	1600 hrs to 1700 hrs	
	Leading popular singer	1700 hrs to 1730 hrs	
<b>LCD/ LED Screen for Video Audio Display</b>			
<b>Cultural Programme Venue: Majuli College Auditorium</b>			

## Rivers of India Mahotsava

### Annex-III(D)

Date	Event at	Time	No. of people expected to participate in the planned event
<b>Kamrup (Metro)</b>			
<b>19.12.2021</b>	Bi-Cycle Rally from DC Office to Bharalumukh	07.00 AM to 08.00 AM	50 Nos
<b>20.12.2021</b>	Painting and Essay writing competition (four Schools and three colleges)	11.00 to 14.00 hrs	100 Students
<b>22.12.2021</b>	Yoga at Lachit Ghat	06.00 AM to 07.00 AM	50 Nos
	Ghat Cleaning (Lachit Ghat)	07.00 AM to 08.00 AM	By same (50 Nos)
	Eco Walk from Lachit Ghat to DC Office	08.00 AM to 09.00 AM	By same (50 Nos)
	Reception of Chief Guest, Diya Lighting, Speech by eminent personality, public talk and Prize Distribution, Cultural Programme (by local artist, 3 traditional dances ) along with Expert Talk and address of Chief Guest .	1500 hrs to 1700 hrs	125 Nos
	River Aarati at Lachit Ghat		
	Light and sound Show followed by cultural function at <b>Old DC Bungalow</b>	1715 hrs to 1815 hrs	100 Nos
<b>LCD/LED Screen for Video Audio Display</b>			
<b>Cultural function at Lachit Ghat &amp; Old DC BUNGALOW</b>			

**Note :**

1. Event at **Pasighat** is proposed to be held on 20<sup>th</sup> & 21<sup>st</sup> December 2021,
2. At **Pasighat** only Press & Media Services including Audio Video, recording Photography, Social Media Services shall be provided by the Agency