



Bureau of Indian Standards
The National Standards Body of India

CORRIGENDUM NOTICE

This is with reference to the RFP for Engagement of Event Management Agency published on the CPP Portal 9th September 2021. It is hereby informed that the following amendments have been made in the RFP:-

S.No.	Existing conditions	Revised conditions
1.	<p>Section I . Srl. No. 4 (para 5): Work experience:</p> <p>a) Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of Rs. 3 crore</p> <p style="text-align: center;">OR</p> <p>b) orders each of Rs 2.00 Crore Value</p> <p style="text-align: center;">OR</p> <p>c) 3 orders each of Rs. 1 crore value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.</p>	<p>Section I . Srl. No. 4 (para 5): Work experience:</p> <p>a) Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order / project from one organization of Rs. 3 crore</p> <p style="text-align: center;">OR</p> <p>b) 2 orders / project from one organization each of Rs 2.00 Crore Value</p> <p style="text-align: center;">OR</p> <p>c) 3 orders / project from one organization each of Rs. 1 crore value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.</p>
2.	<p>S.No. 11.1.1: Format of Financial Bid</p>	<p>The rates in the Financial bid is to be quoted separately for each category on the basis of cities / class. The bidder may quote the same rates for each category. The L-1 will be selected on the basis of the total.</p> <p>The revised format of Financial bid is attached as Annexure-A.</p>

3.	Timelines (not mentioned earlier) may be inserted in the RFP, as under: -	
	S.No.	Particulars
	1.	Intimation by BIS for organizing the event in a particular city with all details
	2.	Confirmation of hotels and other requirements by the agency from BIS
	3.	Final confirmation of all the requirements from BIS
	4.	Submission of execution plan by the agency
	It may be noted that in case of any urgent requirement, the time period can be decreased for organizing the event on the mutual consent of both the parties.	
	Time Period	
		4 weeks in advance
		3 weeks in advance
		2 weeks in advance
		3 days prior the event

Director (General Services Department)

ANNEXURE – A

Sl. No.	Item	Rate per unit/ No. days/ pro-rata basis	Cost in the cities (Hyderabad, Delhi, Ahmedabad, Bengaluru, Mumbai, Pune, Chennai, & Kolkata) (A)	Cost in cities other than mentioned in previous column (B)	Sub Total (A+B)
1	Boarding and Lodging of delegates	per person / per day			
2.	Hotel/Venue arrangement for the event	per unit / per day			
3.	Event coordination and stage compering	per unit / per day			
4	Cultural events	per unit / per day			
5	Dias arrangement	per unit / per day			
6	Designing and Finalization of Theme etc.	per unit			
7	Multi-media arrangement	per unit / per day			
8	Social Media Arrangement	per unit / per day			
9	Refreshments and Food arrangement with minimum ceiling of 50 persons (per unit is of 50 persons)	per unit			
9.1	Tea/snacks	per unit			
9.2	High Tea	per unit			
9.3	Lunch/Dinner	per unit			
10	Bouquets	per unit			
11	Arrangement of kits for participants	per unit			
11.1	Normal Kit	per unit			
11.2	Special Kit	per unit			
12	IT arrangement	per unit / per day			
13	Fixed cost per month	Per month			
	Total				