

## Selection of Event Management Agency for Bangalore IT.Biz; Bangalore India Bio and Bangalore Nano

### Response to Queries

A pre-bid meeting was held on April 12, 2011 at the office of Karnataka Biotechnology and Information Technology Services (KBITS). The following are the responses to the queries raised by interested Bidders at the meeting as well as those sent through email/in writing by interested Bidders.

S.No.	<i>Bidder's Query</i>	<i>Response</i>
1.	Would KBITS provide any financial assistance to the EMAs for conducting the Events over the next 3 years?	It is clarified that no financial assistance would be provided by KBITS to the selected EMAs for conducting the Events during the tenure of the Agreement. The EMA would be responsible for mobilizing finances for organizing the Events, which would include all expenses towards conducting the Events, including venue charges, F&B, media etc. It is expected that the expenses would be met by way of revenue (entry fee, stall rentals, sponsorship, fee and any other source) accruing to EMA by conducting the Events.
2.	What would be the nature of the assistance that would be provided by KBITS to the EMAs?	It is clarified that the role of KBITS would be that of a facilitator and the details of the same are set out in Article 5.1 of the Draft Service Agreement.
3.	Which financial years would be considered for evaluation of the financial capacity of the bidders?	It is clarified that the Bidders would be required to submit the details of their turnover for the financial years of 2009 and 2010.
4.	During the analysis of three events under consideration it is observed that, Bid Security Amount, Proposal Processing Charge and Performance Security Amount of Bangalore India Bio and Bangalore Nano are same. However as per the scale of the events, Bangalore Nano is much smaller in terms of number of exhibitors, exhibition space, number of conference delegates, number of participating organizations etc. Considering these facts we request you to reconsider reduction in different fees for Bangalore Nano Event.	It is clarified that no changes would be made in the amounts specified in the bid documents.
5.	Please indicate the documents which need to be submitted on e-procurement platform and in physical form.	As per clause 2.8 to 2.12 of the RFP, the following documents would need to be submitted on e-procurement platform: <ul style="list-style-type: none"> <li>• Letter of Proposal</li> <li>• 10% of Bid Security amount through NEFT</li> <li>• Power of Attorney for signing of Proposal</li> <li>• A copy of the draft Service Agreement</li> </ul>

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		<ul style="list-style-type: none"> <li>• Technical Capacity and Financial Capacity (the Bidders are not required to submit the audited annual reports on e-procurement platform)</li> <li>• Technical Proposal</li> <li>• Financial proposal</li> </ul> <p>The following documents would need to be submitted in original and in copy in physical mode only:</p> <ul style="list-style-type: none"> <li>• Demand Draft towards the cost of the RFP Document.</li> <li>• Bid Security</li> <li>• Copy of Memorandum and Articles of Association of the Bidder;</li> <li>• Copies of Bidder's audited annual reports for the preceding two years</li> </ul>
6.	Would the EMAs be allowed to tie-up with other parties to discharge the activities envisaged under this Agreement?	It is clarified that the EMAs can tie-up with other competent agencies to undertake the services envisaged. However, the EMAs shall remain solely responsible to undertake the activities envisaged in the Draft Service Agreement.
8.	Please clarify what events would be considered as Force Majeure Events.	It is clarified that, in accordance with Clause 14 of the Services Agreement, the following would constitute Force Majeure Events: <ul style="list-style-type: none"> <li>• Acts of God;</li> <li>• an act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage;</li> <li>• strikes or riots not arising on account of the acts or omissions of the EMA; and</li> <li>• action of a Government Agency</li> </ul>
9.	In case the Events are rescheduled by KBITS, what compensation would be provided by KBITS to the EMAs. The Event Management Company has to invest resources over a period of one year and ensure successful conduct of each event. The stakes are very high and cancellation as well as postponement of the event by the Government due to force majeure or otherwise will adversely affect the EMA. Hence there is a need to create a mechanism by	It is clarified that in case an Event is rescheduled on specific request by KBITS, with such request being made within 30 days of the scheduled date and the new date being beyond 30 days of the original date, KBITS would reimburse to EMA 50% of the expenses incurred by EMA towards: <ul style="list-style-type: none"> <li>• expenses incurred towards releasing advertisements indicating postponement.</li> </ul>

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	the Government by which EMA will get adequately be compensated by the Government in case the event is cancelled or postponed. May we request you to consider this aspect and create a necessary provision?	<ul style="list-style-type: none"> <li>• deductions made by hotels / venues due to rescheduling of the Event</li> </ul> <p>The EMA shall be required to submit supporting documents to substantiate the claims, which shall be reviewed and approved by the Event Executive Committee within 1 (one) month of receipt of the same. The amounts would be reimbursed within 15 days of such approval. In case of any disputes, provisions of Article 11 of the Draft Service Agreement shall be binding on the Parties.</p>
10.	Would the EMAs be required to constitute an Event Secretariat? If so, where will it be set up and what should be the number and duration of for which the EMAs would need to the personnel to be deployed.	It is clarified that the EMA would be required to set up an Event Secretariat. KBITS would provide space for the same at its office and the EMA would be required to deploy 4 personnel. The personnel would need to be deployed atleast 2 months before the scheduled date of an Event and the personnel should be deployed till completion of the Event.
11.	Please specify the time frame for execution of agreement After acknowledgement of the LOA.	It is clarified that the Selected Bidder shall execute the Service Agreement within a period of 15 days from the date of acknowledgement of the LOA.
12.	Please indicate the details of the contact personnel in Tenderwizard.	Mr. Vinod – 9686115314 080 - 40482000
13.	The EMA shall within 15 (fifteen) days from the conclusion of an Event, submit to KBITS, audited financial statement of the Event. The financial statement should be certified by its Statutory Auditor. May we request you to give us one month period since to submit the audited report as it may be very challenging to complete the process since participating agencies may be from across the globe.	It is clarified that no change would be made in the time frame for submission of Audited Financial Statement of the Event
14.	As the bidder should have conducted at least 3) Exhibitions in different fields during last three Financial Years preceding Proposal due date. Conducting Exhibitions in same field may not give the necessary expertise expected in such diversified events.	It is clarified that no change shall be made in the Eligibility Criteria.
15.	Please specify the information that can be provided by KBITS.	The Event Performance Report for the last 2 years would be provided by KBITS.

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16.	Would KBITS provide a database of the participants of the delegates, speakers etc.?	No. KBITS shall not provide any such information. The EMA is expected to develop a database based on its experience and its interactions with various agencies during the agreement.
17.	Some of the events are exhibition driven, having more number of exhibitors; whereas some other are conference driven having greater presence of delegates and speakers. Hence can bidder quote one set of 3 Events for the number of exhibitors participated while different set of 3 Events to enumerate conference delegates and Speakers? It may benefit the authority to gauge the strength of the bidder.	It is clarified that no change will be made in the Eligibility Criteria.