



Response to Queries Raised During Pre-Bid Meeting - RFP for Sixth Session of the ISA Assembly

Date: 10/08/2023

Brief Description: RFP for organizing the Sixth Session of the International Solar Alliance Assembly from October 30, 2023 to November 01, 2023 at Hotel Ashok, New Delhi

Date: August 04, 2023

Time: 14:30 Hours to 15:30 Hours (IST)

ISA officials were present in the pre-bid meeting to provide clarification to the queries. In order to bring the uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the RFP document, the queries received from bidder(s) during the pre-bid meeting were discussed and clarified. The clarifications arrived thereof are indicated as under:

| <u>Response to Queries Raised During Pre-Bid Meeting</u> | | |
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| S.No. | Queries/Suggestions | ISA's Response |
| 1 | Please advise the number of delegates attending International Solar Alliance Assembly | 1,000 |
| 2 | Please advise the number of delegates attending International Solar Alliance Assembly-Online | 750 |
| 3 | Cost of Venue Related Activities (All Events including cultural evenings/AV etc)—In this we have to quote for cultural activity and AV only. Do we need to arrange any hanger or set up/theme dinner also? | Yes, all components shall be included while quoting |
| 4 | You have mentioned that the selected bidder will also arrange and provide the Food & Beverage—Please clarify if the same is not arranged by Hotel. In meeting it was mentioned dinner will be at Ashoka only so food & beverage will be arranged by Hotel? | Food and Beverage shall be arranged by the Hotel (paid from ISA's). The vendor needs to manage these arrangements while coordinating with hotels. |
| 5 | Are the meeting and dinner at same venue. Do we need change any set up after the meeting for dinner? | Yes, the Assembly and dinners will be at the same venue i.e. Hotel Ashok. The meeting will be held in the convention hall and dinner will be arranged in the hotel's hard court area. As such the set up will be different for both. |

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| 6 | <p>Cost of Logistics (Vehicles) – You have mentioned Hiring of high-class vehicles (Audi/BMW/Mercedes/equivalent) for Minister and equivalent participants and hiring of sedans (Honda City/Ciaz/equivalent) in good condition for other guests/dignitaries as per directions of the ISA for 1- 4 days as per actual itinerary. Please let us know number of vehicles required so that we give cost accordingly. Will the vehicle be required for airport transfer as well as for local running.</p> | <p>Yes the vendor will provide vehicles for airport transfer as well as for local use. Up to 60 VIP sedan cars may be required. Per unit rate (per car based on type may also be quoted)</p> |
| 7 | <p>The selected bidder will set up help desks at the airports and the venue of the ISA Assembly Session and arrange/ coordinate for transfers for the participants from airport to hotel to venue. These transfers will be complementary to the participants--- Please let us know approx number of arrival/departure transfer based on High class vehicles and sedan.</p> | <p>As SI No 7. Per unit rate (per car based on type of car) may also be quoted. If more cars are needed, it can be billed on actuals based on the unit rate.</p> |
| 8 | <p>IT & Infrastructure – Please clarify the requirement.</p> | <p>Online meeting/conference tool with simultaneous interpretation facilities with limit of up to 1000 participants, onsite translation facility to support simultaneous interpretation in 4 languages, live webcast of events, display screens as per the hall size, Active Mic Cameras, table microphones along with mic unmute request count with country name on display, hand free mics, power supply etc. Internet through lease line for virtual participation/live and Wi-Fi at least 10 MBPS for 1000 users. 4.2. Registration counters and badges: preparation and distribution of badges for delegates and all participants as per list provided by the ISA. Bar code creation and printing on the badges. Badges scanning setup should be install on the entry/exit gate along with display.</p> |
| 9 | <p>Social / Digital Media– Please clarify the requirement as you have mentioned Social media content creation and population of major social media streams with the SA content.</p> | <p>For Social Media and Media Outreach, the vendor can quote separately (in different price head)</p> |

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| 10 | Development of Collaterals– Please clarify the requirement. | Design and Development for collateral will be done internally by ISA. The printing of collaterals will be done by the vendor (standees, backdrops, brandings, signages) |
| 11 | The selected bidder would be required to facilitate for clearance/ booking of the luggage being brought in or taken out of India by the foreign participants delegates—Due to security this may not be possible and will it be required for all foreign participants or selected delegates only. | Selected Delegates only from LDC and SIDS countries. The delegate list will be provided once the contract is awarded. |
| 12 | Conduct a curtain raiser event 10 days prior to the ISA Assembly Session- Will the PR company be arranged by you or will be required from our side. | Media to be invited by the vendor for the Pre-Assembly meeting and press release (PR agency not required) |
| 13 | Audio-Visual/Wi-Fi facilities: online meeting/conference tool with simultaneous interpretation- Please clarify how many interpreter devices will be required. | 700 headphones required inside the Assembly hall. Vendor has to set up the onsite infrastructure for simultaneous interpretation in four languages - English, French, Spanish and Arabic. |
| 14 | Number of Photographer and videographer required or should we give the cost for each Photographer and videographer. | Photography for 3 days. Videography for 2 days. Yes, cost for each photographer and videographer may be given along with the total cumulative cost. |
| 15 | Approx number of Workstations and Business Centre will be required. | Booked by ISA |
| 16 | When will the hall be given for set up. | One day prior to the event |
| 17 | Is it possible to share the flow chart of the event like when will be the registration, opening dinner, conference, event, break away room, farewell dinner,etc | Yes. ISA will provide the details once the contract is awarded. |
| 18 | Do we have send the technical proposal and the financial proposal in separate email or the same has to be sent in same email. | Both should be in separate email. |
| 19 | Performance Security 10% of the Contract Value – CII suggests that there should not be any Performance Security | The Assembly is the apex governance body meeting of ISA which is attended by ministries and other high level government officials. Any issues with performance would cause irreparable damage to the Secretariat's reputation. The requirement of performance security has been included keeping in mind the nature of services requested through the RFP and has been approved by the ISA management. At this stage, we are unable to modify any these terms. |

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| 20 | Liquidated Damages - As a practice CII does not accept Penalty / Damage Clause. | As mentioned above, these terms have been approved by the ISA management keeping into consideration the nature of services required pursuant to the RFP. At this stage, we are unable to accommodate any changes to these terms. |
| 21 | Method of charging Liquidated damages - addition to sub bullet (b) of point 41 (Page 21) - recover the liquidated damages by way of imposing penalty up to the amount 10% of the contract price which will adjusted from the Performance Security | As mentioned above, these terms have been approved by the ISA management keeping into consideration the nature of services required pursuant to the RFP. At this stage, we are unable to accommodate any changes to these terms. |
| 22 | Clause 7, Indemnification is open ended and should be capped to 20% of the fee payable | Since the meeting will be attended by high-level dignitaries, the costs associated with a claim may be very high. Capping the indemnity may result in non-coverage of the claims against ISA. Hence, the ISA management has approved the indemnity clause and we will be unable to modify these terms at present. |
| 23 | In addition, CII suggests that scope of work should be end to end management of entire event with the party also handling following (for seamless flow of the event and is based on our experience from previous editions): | Some of the activities, previously included in the RFP would now be undertaken by the ISA Secretariat. As such, the activities as indicated in the current RFP only need to be satisfied. |
| 24 | The Financial year details required should be considered for the past 2 years only | Annual Turnover of 2 Years instead of 3 is accepted |
| 25 | What would be the amount of advance payment made | 30% on signing of the contract |
| 26 | Last Date of submission can be Proposal | Last date of submission has been extended till 17th August 2023 |