

## **Discussion Outcome**

### **Pre-Bid Meeting for tender for selection of Event Management Agency (EMA) for FEC-2018 (Tender No.: IPR/FEC-2018/01)**

**Date & Time:** 26-July-2018 at 14:00hrs.

**Venue:** Seminar Hall, IPR

(Based on discussion with the prospective bidders in response to queries raised by them during pre-bid meeting)

1. Logo is already provided by IAEA / LOC and same can be used by the vendor for the event.
2. Number of participants mentioned in eligibility criteria refers to conference delegates.
3. Organising cultural event is not in scope of event management agency but they have to provide the required infrastructure as per tender document requirements.
4. Bidders are advised to visit Mahatma Mandir to get a feel of conference venue.
5. Bidders were informed to take the necessary arrangements to ensure Safety to manage the event (with supplied furniture, welcome gates etc.).
6. It was clarified that the bidders has to arrange furniture for the event as per tender document requirements.
7. Any additional proposal if required can be incorporated as optional while bidding.