

F. No. 05001/1/2017- Part I / 2017_MEF_235511_2
Government of India
Ministry of Environment, Forest and Climate Change

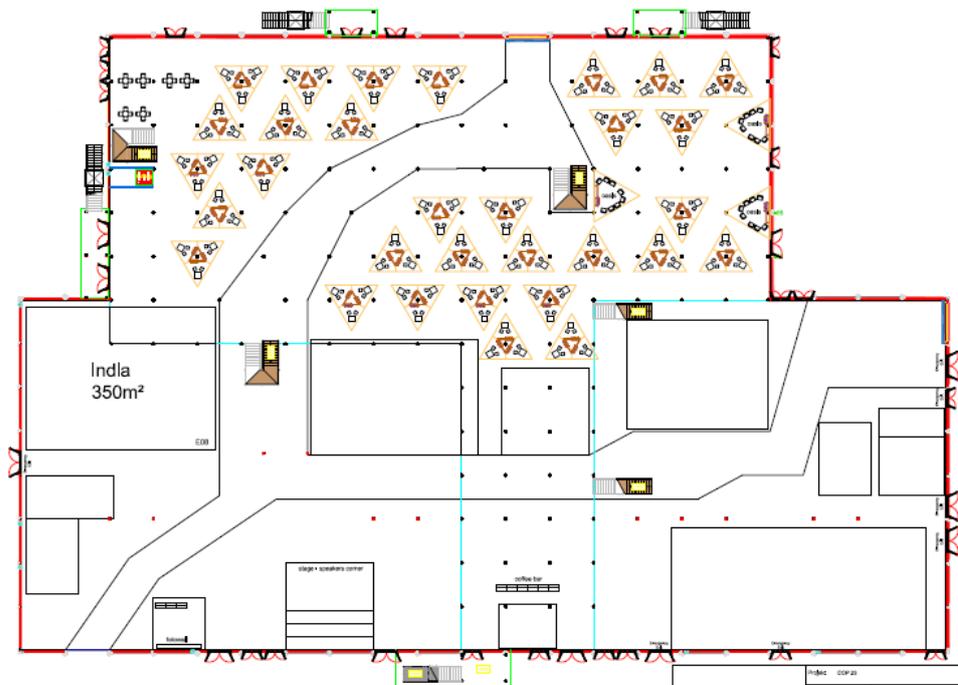
Response to Queries/ Request for Clarification regarding RFP for selection of Agency for conceptualization, design and management of the India Pavilion at the COP-23 to be held between 06 to 17 November in Bonn, Germany

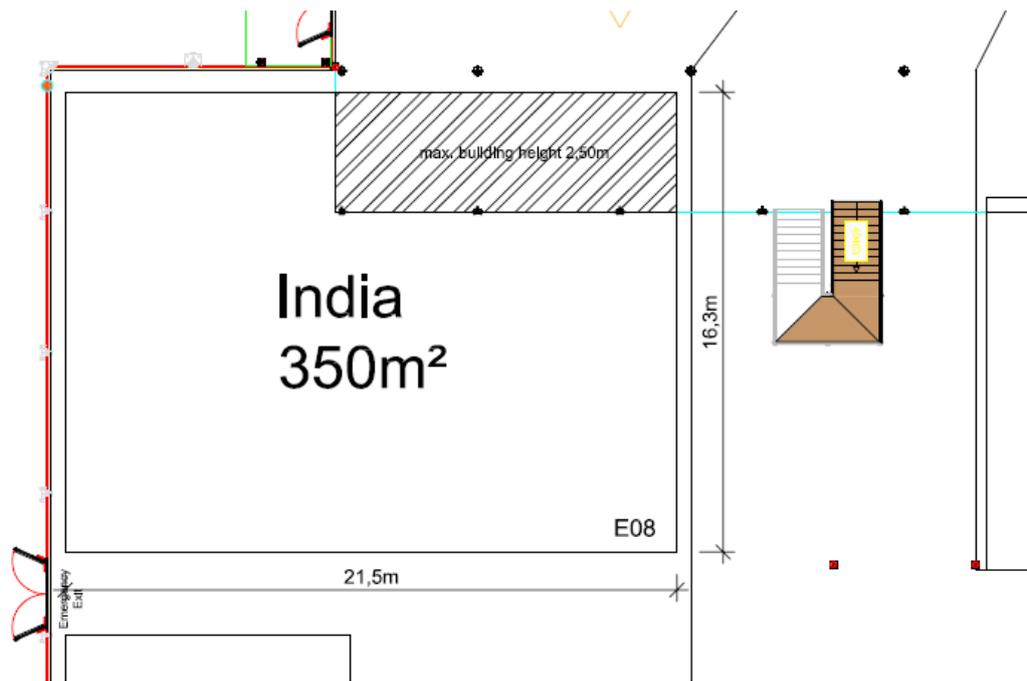
A meeting on the above mentioned subject was held on 09.08.2017 at 03:00 PM at Sutlej Conference Room, Indira Paryavaran Bhawan, The Ministry of Environment, Forest and Climate Change (MoEFCC) under the Chairmanship of Shri Ravi S. Prasad, Joint Secretary (CC). The participants were requested to submit their queries by 9th August 2017.

As decided in the meeting response to Queries/ Request for Clarification received in the above cited subject are given as under:

Q1 Request details, dimensions and layout of the Pavilion space? How much area should be considered while designing?

Response: The COP-23 management team/ local contractor will decide location and area. As per information, the area of India Pavilion is 350m². The area for delegation office space is 100m². The tentative layout and the dimensions are given as under.





Please be informed that the above mentioned layout/ dimensions are yet to be confirmed by the local contractor in Germany and by the MOEFC and these may change. Some portion of the Pavilion space as indicated in figures above has height restrictions (max. permissible height in that portion is 2.5 m). The maximum construction height from floor in rest of the portion of the pavilion is 4.8m.

Q-2: Will the agency be involved in execution the physical infrastructure for the India Pavilion?

Response: The agency will not be executing the physical infrastructure for the India Pavilion. The role of agency is to conceptualize, design and manage India Pavilion and Delegation office at the COP-23. The fabrication /construction of pavilion will be done by the local contractor/ local construction team of Germany appointed by the COP-23 management team. Therefore, appointed agency is expected to work in close coordination with local contractor/ construction team, which is expected to undertake architectural and construction works as per the approved design/ layout provided to them by the Ministry.

Q-3: What will be the role of five agency personnel there? Are the 5 people that are required to man the India Pavilion has to be from the agency or the local staff of the agency along with 1 or 2 persons from the agency will be required. Please guide regarding the same.

Response: As specified in the RFP, the agency should ensure at least five people from the Agency for management and overall coordination for activities relating to Pavilion/ delegation office vis-a-vis side events, guiding

the visitors, man the help desk, recording of events held at the Pavilion including proceedings, photographs and any other activity as specified in ToR or suggested by Head of Delegation. Among these five people, one person should have good typing/steno skills.

Q-4: Is the agency expected to produce all the A/V content? What will be the specifications of the A/V to be produced, like duration of the AV?

Response: Agency will be responsible for production of all the A/V content based on scientific and technical information available on national and state level activities on climate change available with line Ministries/ State Governments. The MoEFCC will help the agency by writing letters to line Ministries/ State Governments. The MoEFCC looks for High Definition Multi-media/digital display. The maximum duration of A/V clip may be considered as 20 minutes.

Q-5: Kindly elaborate the assessment & rules for the bidder submitting the bid as Joint venture/consortium?

Response: The assessment & rules for the bidder submitting the bid as Joint venture/consortium may be as under:

- a) The JV/Consortium agreement must be submitted clearly identifying the "Lead Partner". This authorization shall be evidenced by submitting with the bid a Power of Attorney signed by legally authorized signatories of all the partners. Qualifications and credentials of each partner shall be added for the purpose of eligibility Criteria.
- b) In case the bidder comprises of joint venture /consortium /group/ partnership, if one member has the requisite net worth, it will be considered adequate provided other member(s) have no negative worth. In case, Lead Partner nominated by the JV/Consortium does not meet the experience criteria, submitted bid shall not be considered.
- c) Each JV/Consortium partner shall be jointly and severally responsible for completing the task as per the assignment contract.
- d) MoEFCC in any case will deal with the lead partner who shall be responsible for execution of work and shall be entitled to receive payments as per payment terms.
- e) The bid may be signed by all members of the JV/Consortium. Alternatively the leader may sign the bid. In such a case, the Power of Attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the Bid offer.

- f) In the case of a JV or Consortium, all members of the Company / Firm shall be jointly and severally liable for the performance of whole contract.
- g) Changes in the formation of JV/Consortium, or/and change in the JV/Consortium character/ partners after submission of the bid and any change in the bid document regarding JV/Consortium will not be permitted.
- h) The bid submission must include documentary evidence to the relationship between JV/Consortium partners in the form of JV/Consortium Agreement to legally bind all partners jointly and severally for the proposed agreement which should set out the principles for the constitution, operation, responsibilities regarding work and financial arrangements, participation (percentage share in the total) and liabilities (joint and several) in respect of each and all of the firms in the JV/Consortium. Such JV/Consortium Agreement must evidence the commitment of the parties to bid for the facilities applied for (if pre-qualified) and to execute the contract for the facilities if their bid is successful.
- i) The JV/Consortium Agreement must provide that the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the JV/Consortium and the entire execution of the contract shall be done with active participation of the Lead Partner.
- j) A bidder and in case of JV or Consortium, all partners constituting the bidder may be from any country and all areas. Except the lead partner, who will be from India.
- k) The contract agreement should be signed by each JV/Consortium Partners so as to legally bind all partners jointly and severally and bid shall be submitted with a copy of the JV/Consortium Agreement providing the joint and several liabilities with respect to the contract. Subsequent declarations/letters/documents shall be signed by lead partner authorized to sign on behalf of the JV/Consortium or authorized signatory on behalf of JV/Consortium.
- l) The JV/Consortium agreement must specifically state that it is valid for the project for which bidding is done. If JV/Consortium breaks up midway before award of work and during bid validity period bid will be rejected. If JV/Consortium breaks up midway before award of work and during bid validity/after award of work/during pendency of contract, in addition to normal penalties as per provision of bid document, all the partners of the JV/Consortium shall be debarred from participating in future bids for a minimum period of 12 months.
- m) JV/Consortium agreement shall be registered in accordance with law so as to be legally valid and binding on all the members before making any payment.

Q-6: Do we have to include the cost of video-walls and curved projection screens, immersive audio effects, Lighting effects and décor etc. in our financial bid?

Response: It should not include the hardware/ equipment cost including video-walls and curved projection screens, hardware for immersive audio effects, Lighting effects, etc.

Agency will be responsible for designing & management of the pavilion and developing content based on inputs from line Ministries/ State Governments and managing the pavilion.

Q-7: Regarding creation and execution of Side-Events/ Exhibitions, Do agencies have to collect and ship the exhibits of various Ministries to the venue of COP-23? If yes, then suggest the number and approximate weight of the exhibits to be displayed in the India Pavilion at COP-23?

Response: The display/exhibits at the India pavilion would be predominantly in electronic/digital format. The cost of media kits as mentioned in RFP, including shipments, is to be borne by the agency.

In case of physical materials/exhibits such as book/report/flyers, etc. its shipment to COP-23 venue and associated cost will be borne by respective line Ministry/department. However, agency is expected to take care of the handling, management and distribution of the book/report/flyers during side events like book release functions, etc.

Q-8: Agency/ service provider should have the valid registration with Central/ State Government Department or Embassy. What all documents are applicable to be submitted to fulfil this criterion?

Response: Agencies are expected to submit valid taxation and legal status of agency certification documents as per the laws and regulations of Central/ State Government Department or Embassy.

Q-9 Please mention the quantity of post event reporting in form of Coffee Table Book required? Also, please confirm whether the event reporting in form of Coffee Table Book is required in hard bound, soft bound or any other format?

Response: The agency will be responsible for post event reporting in form of a Coffee Table Book in both hard bound format as well as e-copy of the same. The agency will have to submit 500 copies (hard bound) of the Coffee Table Book.

Q10 Is the media management (outdoor marketing and advertising) cost to be included in financial bid (cost of printing & rental)?

Response: The intent of outdoor marketing and advertising is to promote and advertise national level event/conference/summit, etc. happening in India on a global platform like Conference of Parties (COP). Thus, this time

i.e. at COP-23, MoEFCC does not envisage any outdoor marketing and advertising through hoardings, banners, posters on rented outdoor space. As mentioned in the ToR, the agency will be responsible for dissemination of session-wise agenda and minute to minute agenda and display the same on a screen outside the Pavilion.

Q11 Kindly elaborate upon “A hall with a stage for seating 100 people”. Also, do agencies have to book the pavilion space?

Response: The allocated area of India Pavilion is 350 m² which would include an Event Hall and Exhibition space. Agencies are required to design the pavilion space to accommodate 100 people in the event hall.

MoEFCC will book the pavilion space from its own end.

Q12 Please suggest the kind of events and side events that will be held in the India Pavilion & delegation office area at COP 23? Also, where will be these events held? Will these be held in the India Pavilion & delegation office area at COP 23 or some other venue? If the side events will happen in some other venue then do we have to include the cost of hardware, backdrop, A/V equipment, sound and light equipment etc. in financial bid?

Creation and execution of side-events/ exhibitions includes showcasing materials (e.g., documentaries, posters, movies etc.) highlighting various ongoing positive initiatives and activities being undertaken by the Government of India in the field of climate change as well as its strategies for various measures in mitigation and adaption to tackle climate change through the high quality media elements, video-walls and curved projection screens etc. based on the approved design of the India Pavilion. The side event schedule and the thematic areas of events will be finalized by MoEFCC. The events will be held in the India Pavilion located in Bonn Zone.

As per the information available on the COP-23 website the delegation offices will be located in the “Bula Zone” of the official conference venue and pavilions in the “Bonn Zone” of the official conference venue. The ‘Bonn Zone’, will host the global climate action events including high level events, side events and media events, as well as exhibition and **delegation pavilions**.

The Financial Bid should not include the cost of fabrication of the India Pavilion and delegation office space. It should not include the cost of hardware, backdrop, A/V equipment, sound and light equipment etc.

Q13 Does scope of work includes just the Design, Management and Supply of Man-Power? what is actual scope for the bidder?

Response: Please refer to Section 5 (Terms of Reference), Pg. 42-44 of the RFP. The agency is being hired for Conceptualization and Management of the India Pavilion & Delegation office; and Content Development, Creation and Execution of Side-Events/ relevant publications/ Exhibitions at the India Pavilion.

Q14 Side Events- Do we have to ideate or give some flow or concept for the side events and execute too? Or just the execution of the side events?

Response: The Applicant/ Agency will be in charge of execution of Side-events/ Exhibitions in the nature of panel discussions, presentations, conferences, interviews, press conference, short movies, documentaries, lectures, demonstrations, showcasing of exhibits etc. The list of speakers and events will be provided by the relevant ministry/ state government etc as approved by MOEFCC. For more details refer to Section 5.2 (Creation and Execution of Side-Events/ Exhibitions), page 43 of the RFP.

Q15 Please share the layout of the Stall? We would need to know how many sides it is open from.

Response: Refer to reply for Q 1. The exact dimensions and layout of the proposed space for the India Pavilion is not yet decided. The COP-23 management team gives the work of planning and earmarking the area to host country agency. Detailed information will be provided as and when it is available.

Q16 Referring to the clause no. 2.1.4? Can we have more clarity about this clause?

Response: Kindly refer to responses for Q1, Q2 and Q12 for details.

Q17 Housekeeping- who will be responsible for it the selected EMA or the official contractor?

Response: The official contractor would be responsible for the daily cleaning of the pavilion.

Q 18 Referring to clause no. 2.9.10, we just need incorporate design charges? Please specific inclusions from EMA in financial bid.

Response: Yes, the Financial Bid should not include the cost of fabrication of the India Pavilion and delegation office space. It should not include the cost of hardware, backdrop, A/V equipment, sound and light equipment etc.

Q19 Referring to Clause 2.11.4 point (C) of Evaluation Criteria- does this include the client we handle on regular basis which are based internationally or the events we handled of international standards? Please specify the outdoor branding criteria?

Response: This clause implies that, one national event means event designed and managed in India and one International event means an event designed and managed outside India.

For details on outdoor branding, please refer to Q10.

Q 20 Is the media (outdoor, print, electronic and digital) cost to be included in financial bid (cost of printing & rental)?

Response: Cost of media kits and media elements as mentioned in the ToR will be borne by the agency. Also refer to reply to question 10 above.

Q 21 Section 2: Instructions to Applicants

Point no. 2.6.6: It is mentioned that the Agency/ service provider should have the valid registration with Central/ State Government Department or Embassy. What all documents are applicable to be submitted to fulfill this criterion?

Response: Refer to reply to Q 8.

Q 22 Point no. 2.9.10: It is mentioned that the Financial Bid should not include the cost of fabrication of the India Pavilion. It should not include the cost of hardware, backdrop, A/V equipment, sound and light equipment etc.

Also, the package from Vagedes & Schmid (official general contractor) is clearly mentioned in point no. 2.1.5 & 2.1.6. But, as per Section 5: Terms of Reference, point no. (b) it is mentioned that the agency has to provide the video-walls and curved projection screens, immersive audio effects, Lighting effects and décor. Do we have to include the cost of video-walls and curved projection screens, immersive audio effects, Lighting effects and décor etc. in our financial bid?

Response: Cost of media elements as mentioned in the ToR will be borne by the agency. Also, refer to reply for Q 2 and Q 4.

Q 23 Also, as per section 5.2: Creation and Execution of Side-Events/ Exhibitions, point (c), it is mentioned that the agency will be responsible for Creation and execution of side events/ exhibitions through high quality media elements, video-walls and curved projection screens etc. Do we have to include the cost of high quality media elements, video-walls and curved projection screens etc. in our financial bid?

Response: Cost of media elements as mentioned in the ToR will be borne by the agency. Also, refer to reply for Q 2 and Q 4.

Q 24 Section 5.2: Creation and Execution of Side-Events/ Exhibitions Point (a): Do we have to collect and ship the exhibits of various ministry to the venue of COP23 ? If yes, then please suggest the number and approximate weight of the exhibits to be displayed in the India Pavilion at COP23 ?

Response: Refer to reply for Q 4 and Q 7.

Q 25 Point (c): Please suggest the kind of events and side events that will be held in the India Pavilion & delegation office area at COP 23? Also, where will be these events held? Will these be held in the India Pavilion & delegation office area at COP 23 or some other venue? If the side events will happen in some other venue then do we have to include the cost of hardware, backdrop, A/V equipment, sound and light equipment etc. in our financial bid?

Response: Refer to reply for Q 12.

Q 26 Point (j): Please mention the quantity of post event reporting in form of Coffee Table Book required? Also, please confirm whether the event reporting in form of Coffee Table Book is required in hard bound, soft bound or any other format?

Response: Refer to reply for Q 9.

Q 27 Is the pavilion located inside a built up hall or a tent/hangar structure? It is important to know as a lot of elements like lighting & walking path is determined accordingly.

Response: Refer to reply for Q1 and Q 9.

Q 28 What is the maximum usable height that we can attain to build? You have mentioned partition walls of 3.5 m are available? Will we get more height and subsequently the walls?

Response: Refer to reply for Q 1.

Q 29 Consortium allowed or not? Digital/Knowledge partner/Outdoor Advertising partner?

Response: Yes, Consortium/joint venture is allowed. Refer to reply for Q 5.

Q 30 Can you amend the statement and make it like at-least 3 pax have to travel from the agency and not 5 mandatorily?

Response: Refer to reply to Q 3.

Q 31 450 sq m total - 100 sq m for office - how much space expected for the auditorium?

Response: Refer to reply to Q 1.

Q 33 What is the location of the Indian pavilion with respect to other pavilions? Similarly what is the orientation of the pavilion? Do we have a single side access or a three side open pavilion? Do we have a pavilion obstructing the view of the India pavilion from the audience walkway? Very important to know as the design depends on it?

Response: Refer to reply to Q 1.

Q 33 We've got to know that the office and the pavilion are going to be at separate venues in Bonn? True? How far? Where is pavilion located?

Response: Refer to reply to Q 12.

The two zones will be well connected through regular bus lines with reinforced service. A 1.4 km connection road will be enhanced with a special shuttle service.

Q 34 List of items provided by Vagedes & Schmid available?

Response: The list from Vagedes & Schmid is awaited. Detailed information will be provided as and when it is available.

Q 35 I suggest we should take the professional Photography and Videography services provided by Vagedes & Schmid, and not by Indian agency - we can have a stationary Video cam fixated to record auditorium proceedings and 1 photographer for pavilion & auditorium - Lot of VIPs also visit - We should maintain high standards

If not agreeable, we should at least have them onboard for the Inaugural & Valedictory events

Response: The agency will be responsible for photography and recording of the event.

Q 36 Financial Proposal includes the point of adding any additional elements related to concept execution to be highlighted whereas, 2.9.12 states no conditions to be attached? Need to correct the corollaries

Response: Refer to reply to Q 18 and Q 20.

Q 37 What kind or scale of outdoor publicity are we looking for? As per form 3G? It was not there in COP22?

Response: Refer to reply for Q 10.

Q 38 What is the mix of marketing plan that is required? As per form 3G

Response: Refer to reply for Q 10 and Q 20.