

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

June 13, 2024

Minutes of the Pre-bid meeting for the Accommodation for the Students & Mentors, Examination Venue, Opening and Closing Ceremony, Additional Services, etc. for the IOAA 2025 Event

A pre-bid meeting for the IOAA 2025 Event was held on June 13, 2024 at 11.00 a.m. in room no. G-1 (Main Building) at HBCSE to discuss the requirements and attend queries of the bidders' representatives for the following tender:

- Accommodation for Students, Exam venue, Food, Additional services etc. for the International Olympiad on Astronomy and Astrophysics (IOAA) 2025 event
- Accommodation for Mentors, Food, Additional services etc. for the International Olympiad on Astronomy and Astrophysics (IOAA) 2025 event
- Arrangement for the Opening and Closing Ceremony of the International Olympiad on Astronomy and Astrophysics (IOAA) 2025 event

The members of HBCSE who attended the pre-bid meeting are as follows:

- 1) Prof. Arnab Bhattacharya, Centre Director
- 2) Prof. Aniket Sule, Associate Professor-G
- 3) Ms. Pragati Dandekar, Head- Administrative Operations
- 4) Mr. Pritesh Ranadive, Indentor
- 5) Ms. Priya Mudaliar, Administrative Assistant-B, Purchase Section

The representatives of the following bidders/ Parent organisations attended the pre-bid meeting.

- 1) Fairmont Hotels & Resorts- Sahar, Mumbai
- 2) The Leela- Sahar, Mumbai
- 3) Trident Hotel- BKC, Mumbai
- 4) Trident Hotel- Nariman Point, Mumbai
- 5) Earthen Chimes
- 6) OYO Rooms
- 7) Grand Hyatt- BKC, Mumbai
- 8) SGlobal Acumen Pvt. Ltd./ Deepali Designs & Exhibits Pvt. Ltd.
- 9) Minar Travels (India) Pvt. Ltd
- 10) Aurika, Mumbai Skycity- Sahar, Mumbai
- 11) Taj Land Ends- Bandra, Mumbai
- 12) Taj- Santacruz, Mumbai
- 13) JW Marriott- Sahar, Mumbai
- 14) Jio World Convention Centre-BKC, Mumbai
- 15) Axis Events
- 16) ITC Maratha- Sahar, Mumbai
- 17) St. Regis- Worli, Mumbai
- 18) Westin- Powai, Mumbai

Prof. Bhattacharya welcomed all the bidders' representatives for the Pre-bid meeting and provided a brief overview of the IOAA event. Prof. Aniket presented the tender requirements and the detailed information about the IOAA 2025 Event including the number of participants, flow of the events, core and additional requirements for various events and insights of the IPhO Event in 2015. After the presentation the floor was opened for the queries from the bidders' representatives.

The following were the queries raised from the bidders' representatives which were addressed by the HBCSE members:

1) The representative from Marriott asked if the same hotel could bid for both the examination venue and the opening and closing ceremonies of the event.?

Answer: Yes, hotels are welcome to bid for both the examination venue and the opening and closing ceremonies. However, they must ensure that the setup for the examination hall and the stage arrangements for the events are completed in a timely manner according to the specified requirements.

2) The representative from JWCC asked about the correct date for the Special Dinner, as the Bid Inquiry Document stated 17-08-2025 while the flow of events in the presentation indicated 18-08-2025.

Answer: It was clarified that the date for the Special Dinner will be 18-08-2025, and a corrigendum will be issued on the HBCSE website shortly.

3) The representative from Marriott asked whether the phones in the students' rooms to be removed during the blackout days?

Answer: No, only calling outside the hotel should be disabled.

4) The representative from Marriott mentioned that the Profit & Loss A/c and the Balance Sheet is accessible on their website. They asked whether the link to these documents can be included in the technical bid, or if physical copies need to be submitted. The Oberoi group of Hotels (Trident) also raised a similar concern about the submission of documents for previous years, which could result in significant paperwork, as they were a listed company.

Answer: It was agreed that the Summary of the Accounts certified by the Chartered Accountant may be submitted during the Technical Evaluation.

5) The representative from Marriott inquired about the kind of events details needs to be submitted.

Answer: Large and prestigious professional events serving atleast similar number of people. Eg: G20 kind of events may also be included.

6) The representative from Marriott asked whether the demand draft for the Earnest Money Deposit to be submitted along with the Technical Bid

Answer: Yes, the DD for EMD has to be submitted along with the Technical bid before the due date of 26-06-2024.

7) The representative from Aurika inquired whether the stage setup cost also include the AV cost also.

Answer: The estimate cost of each items should be specified. The bidder has the option to subcontract the entire contract for the stage and AV setup to a third party. However, HBCSE will only finalize the agreement with the lowest bidder (L1), and no independent contract will be awarded to any external agency for managing the events.

8) The representative from Marriott asked if there would be an opportunity for further negotiation after selecting the L1 bidder.

Answer: There will be no further rounds of price negotiation. The quoted cost will be final as per the agreement, and negotiation will be subject to any addition/ deletion in the scope of work given. However, once the L1 bidder is selected, no negotiations will occur with any other bidder for the contract.

9) The representative from SGlobal Acumen sought clarification whether this is a Quality and Cost Based Selection (QCBS) evaluation or L1 based.

Answer: No, it is not QCBS evaluation. The total marks allotted will be out of 100 in the ratio of 70:30 for Technical and Financial bid respectively. The bidder with the highest score in total out of 100 will be designated as L1.

10) The representative from SGlobal Acumen desired to know about the detailed plan in the bid for the planning of various events

Answer: It was informed that this bid is just related to the venue for the events. The bid for various events shall be done separately at the later stage.

11) The representative from Trident inquired about the timeline for refunding the EMD (Earnest Money Deposit) of unsuccessful bidders.

Answer: The EMD of the unsuccessful bidders will be refunded after the selection of the L1 bidder has been finalized.

12) The representative from Trident asked whether the inspection by the IOAA Organising Committee will have any influence on the Technical Bid Evaluation?

Answer: No.

13) The representative from Trident expressed the concern relating to the sharing of details of previous contracts which might breach confidentiality clauses.

Answer: The Bidders may submit a list of events along with links, photos, feedback videos, work orders, performance certificates, or a self-certified document on the organization's letterhead instead.

14) The representative from Trident inquired about the affixing of the seal and stamp of the Hotel or the entire group or parent organization.

Answer: The seal and stamp can be either of the Hotel or of the parent organization.

15) The representative from Trident further asked about the submission of the Aadhaar card of the Owners or Board of Directors or CEO.

Answer: The Aadhaar card of the Official representative can be submitted.

16) The representative from JWCC inquired about the Space requirement for examination or any criteria?

Answer: The Exam venue should preferably be in the Students' Hotel or at the walking distance from the Students' Hotel. The Students' hotel and exam venue should not be in close proximity of the Mentors' hotel.

17) The representative from Trident sought clarification about the performance guarantee.

Answer: The L1 has to provide Performance Bank Guarantee on the award of the contract.

18) The representative from Taj Santacruz asked for the clarity on the Taxes to be paid by the bidder

Answer: It was clarified that the final rates quoted should be inclusive of taxes. Any other taxes paid by the bidder for outsourcing any event or to the third party for rendering the service to HBCSE shall be borne by the bidder.

19) The representative from Trident raised a concern that during the blackout days, the Hotel room WiFi can be disabled. However, the public WiFi will still be accessible to any person by entering Mobile number and OTP.

Answer: The student's phone will be kept with the Mentors or volunteers. Hence, the mobile cannot be used to log in.

20) The representative from ITC sought clarification on the Unrealistic rates clause mentioned in the Bid document.

Answer: The bidder should quote the price as per the prevailing rate and offer the bid price accordingly.

21) The representative from Trident mentioned that the quote for AV setup mentioned is quite general. Can there be any specific requirements as to how many mics, speakers, etc. needed for the AV setup?

Answer: The Cost sheet of the list of items can be submitted.

22) The representative from Trident raised a doubt in the name to be mentioned in the Application form whether it should be the Hotel unit or the parent group?

Answer: The name of the Hotel unit shall be mentioned in the application form Annexure-I

23) The representative from Trident asked whether the contact details to be mentioned in Annexure II – Bidder details should be of Owners, Sales persons/ Accounts Person.

Answer: The contact details of the Representative of the who shall remain in touch till the end of the event.

24) The representative from Aurika shared her concern that the rate quoted for the Lunch/ dinner/ Snacks may vary based on the type of meal required i.e. 4 course meal or 5 course meal. So can HBCSE share the detail of the meal-wise items required?

Answer: A corrigendum will be issued mentioning the details of the sample menu for various meals.

25) No further queries were raised by the bidder representatives. The meeting concluded at 12.35 pm.

The link for downloading the presentation of the pre-bid meeting disclosing the requirements of the IOAA Event is as follows:


<https://docs.google.com/presentation/d/1OZRMnSJnzxJL9BbTfh-gvpY99IY-gnEXdQJgLNyaeEc/edit?usp=sharing>


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