

Reply to queries raised post the pre proposal conference with respect to RFP issued on 04.08.2016 for engagement of event manager for organising the Women of India Exhibition, 2016 at Dilli Haat, New Delhi from 14th – 23rd October, 2016.

S.No.	Query	Reply
1	No stage is required for cultural performances what is the requirement of Sound from 10 am to 10 pm.	Sound Equipments are required, for announcements etc.
2	As briefed, no cultural activity needs to arranged by Event Manager , please Confirm.	Yes, no cultural activity to be conducted during the said exhibition.
3	Live LED displays, does it mean 50-52 inches Plasma TVs or Large LED Screens.	40 inch LED screens
4	Who will Provide us the AV Spots which needs to run on the LED screens.	Ministry will provide thse AV spots.
5	Approximate number of outstation Visitors, who needs to picked up from Railway Station / Bus Station ?	Each stall will have two women participant. Approx. 300 women will be from outstation locations.
6	To and fro Transportation of outstation visitors from Place of Stay to Dilli haat during the event days (i.e. 14-23 October 2016) ?	Self
7	Drop of outstation visitors from Place of stay to Railway Station / Bus Station after event is over (i.e. 24 th October 2016) ?	Self
8	Approximate number of Visitors from outside Delhi, from whom Accommodation needs to be arranged	Accommodation will have to be arranged on twin sharing basis. Two women are allowed to participate for one stall. As such, 150 rooms are to be booked from 13 th to 24 th Oct, 2016 i.e. for 11 days.
9	Ceiling limit for cost of Accommodation (Per Person / Per Room)	Rs. 1000/- per day per room.
10	Arrangement of meals for participants.	Self
11	Co-ordination of Material of Participating Women Entrepreneurs. If material brought by Outstation Women Entrepreneurs for sale needs to handled by event Agency from Railway Station / Bus Station to Dilli Haat (what is the ceiling limit for material brought by Women Entrepreneurs in terms of weight and Volume)	Each group of two women has been asked to bring goods at least 500 kg.
12	What kind of vehicle will be required for the participants pick & drop. Please mention the quantity of the vehicles required.	Please see reply at S.no. 11. Event Manager has to Coordinate with the consultant in this regard
13	Material of Local Women Entrepreneurs from their store / residence will be handled by Event agency or Participants themselves?	Self
14	Press Advertisement- As per our understanding it will be released thru DAVP and only design to be submitted by Agency. (Please Clarify)	Design is to be prepared by the Event Manager.
15	Optimum footfalls on daily basis – Although Dilli Haat INA has good footfall on a daily basis, why and how the optimum footfalls is expected from Agency ?	Agency needs to provide adequate publicity on Social Media/ website developed by Event Manager for the event to ensure good footfall.

16	Setup of Office and Provision of Drinking water – as briefed in pre bid meeting it is for 10-15 officials of WCD only.	Apart from helpdesk near the entrance gate, office is to be set up for senior officers of the Ministry. Arrangement for tea twice with one snack as well as lunch and dinner for 15 officers on duty.
17	Provide Daily Performance – as briefed in pre bid meeting no stage and sound is required, what kind of performances are expected from Agency or this point is to be deleted.	Performance report in terms of complete day's work/activity.
18	Time limit for setting up of Exhibition is evening of 13.10.2016 – Please confirm the date and Time when the Dilli Haat Premises is available for starting up the work.	13.10.2016 (evening)
19	What will be the additional requirement for the Opening & Closing ceremony.	No additional requirement.
20	Do you need Visitors book at the help desk.	No
21	(i) Kindly specify the numbers of volunteers required at the help desk. (ii) Number of Stewards required.	Do not require.
22	Do you require CCTV cameras.	Yes, at prominent places.
23	How much quantity of Fire Extinguishers are required.	As per requirement of the area. Event Agency may visit the venue before submitting Bids.
24	Do we need to handle the procedure for getting DCP licensing and other license for this exhibition.	Ministry will get the necessary NOC from concerned authorities for organisation of the event.