

**Minutes of meetings of the pre-bid meeting held on 8<sup>th</sup> November 2021 regarding the RFP issued for selection of Event Management company for the conduct of Angel Investor Summit- “Seeding Kerala” offline event**

**Tender Subject:** Selection of Event Management company for the conduct of Angel Investor Summit- “Seeding Kerala” offline event

**Tender Reference No:** KSUM/RFP/SK/OFL/2021-22

**Date and Time:** November 8, 2021 at 11am

**Venue:** Online through Zoom meeting

Kerala Startup Mission issued an RFP to invite proposals from event management companies to organize the offline version of the Seeding Kerala angel investors’ summit. Three event management companies participated in the meeting.

The following Bidders’ representatives attended the meeting :

<b>SI No</b>	<b>Details of the organisations attended</b>
1.	3 representatives from Blue Mermaid
2.	1 representative from Gradiaso
3.	2 representatives from Make My Day

The following KSUM officials were present for the pre-bid meeting:

<b>SI No</b>	<b>Name and Designation</b>
1.	Mr. Vinod Kumar B G, Technical Officer
2.	Mr. Razique M. Sherief, Assistant Manager

## Points discussed

The meeting started at 11:00 AM with an introduction about the Seeding Kerala summit. KSUM officials asked for queries regarding the RFP issued.

The queries raised by the attendees are as below:

Questions	Clarifications
Clarity required regarding the dimensions of Welcome Kit materials like Notepad, Diaries, brochures etc.	Standard Business meetings format and design is required. Bidder can quote for available dimensions which can be offered.
Scope of work 4.a – Point III, 4.10 – Mentioned as 100 booths for showcasing startup products. Need to clarify if there is an error in number of booths.	10 startup booths required.
Clarification required on the scope of exhibition. Item (4.a - 1.4.1) Exhibition Requirements - Startup Exhibition - Stall and Branding.	There will be multiple tracks of sessions. Event Management company shall propose their design.
Business Discussions - Need the layout, no of parallel meetings happening, breakout sessions in parallel.	Please refer the last year schedule of summit.
Venue of the summit. Need to know the LED background size and configuration.	For preparing the background, stage layout etc., consider the venue for the previous edition as reference.
Registration counter in scope of work. Mentions only computers and printers	Bidder shall quote the additional services separately in addition to

<b>Questions</b>	<b>Clarifications</b>
<p>requires. Bidder would like to know if digital registration methods to be offered such as QR code based registration. If yes, the rates are not sought for in the items required and financial proposal format.</p>	<p>the items asked for in the RFP document. The additional items should be grouped under the head which it is offered.</p>
<p>Scope of work 4.b – Part I (4.c.2) - Design and develop summit brochures and other marketing collaterals. Is it just getting the hard copies printed from the content and design shared by KSUM? Or the bidder should design the complete materials with contents plus the printing?</p>	<p>Bidder shall quote rates for content writing, designing of brochures and printing separately.</p>
<p>Required numbers mentioned in the scope of work item no. 4.c. differs from the financial proposal Table A. Physical event. Which is the correct one to follow?</p>	<p>Please follow 4.c Items required table for the number of items required and quote accordingly.</p>
<p>Expected number of Speakers for the summit</p>	<p>Around 60 speakers are expected</p>
<p>Explain vehicle for Guest transportation. Source and Destination? Also, duration up to which it is required.</p>	<p>These are transfer of guests between Accommodation, nearest Airport and Venue of summit. It will be needed for the 2 days of the summit.</p>
<p>Kindly inform elements not included in Requirement list like Registration Counter including Man power &amp; Printers etc.</p>	<p>Please follow scope of work. Any additional items shall be quoted separately.</p>

Questions	Clarifications
Event Board ,Lamp Lighting setup etc. Clarify if these need to be added to the list?	
Not Included in the Requirement Sheet - Startup Exhibition Area ( <b>Stalls or Octonorm Tables</b> ).	It is up to the creativity of the event management team. You may design accordingly.
Scope of work Part V. - Branding Scope - Event & Exhibition to be detailed.	Please refer scope of work.
4.b Promotional Support	The summit is for a curated set of HNI audience. Promotional support shall be for reaching out to the HNIs and potential investors who are interested in investing in startups. It should be through all channels.
Registration Kind and Requirement. ( It' s there in scope but not mentioned in RFP)	Please follow based on scope of work.
Tentative venue arrangements - Seating Requirements ( Not mentioned in RFP)	It is up to the creative design of the event management company.