



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग, चंडीगढ़

EVENT MANAGEMENT DURING ALL INDIA INTER INSTITUTIONAL TABLE TENNIS TOURNAMENT UNDER AEGIS OF RBI@90 AT CHANDIGARH (E-tender No. [RBI/Chandigarh Regional Office/Estate/16/24-25/ET/546 \[TT Tournament RBlat90 at CHD\]](#))

Pre-bid meeting of the captioned tender was held at 11:00 AM on October 29, 2024 in Conference Room, Third Floor, RBI Chandigarh through Online Mode via Webex. The meeting was chaired by DGM, HRMD. The list of participants of the said meeting is provided in [Annex I](#).

2. Following queries were raised by the firm/vendors/agencies (Event Management Agencies) in the pre-bid meeting which were answered and resolved: -

S. No.	Name of the firm	Section/ Sub-Section of tender document	Query / Suggestion by Firm	Bank's Remarks
1	M/s Sunjeet Communications	Para No. 1 of Part I, Section IV: Scope and Services of the Contract	The firm raised a question regarding the size of the LED screens, specifically why they will be 65 inches, as mentioned in the tender document.	It was clarified that the size of the LED screens has been prescribed in order to avoid obstruction to the players, given the nature of the sport. Additionally, EMA shall make all the necessary arrangements for the functioning of these screens.
2	M/s Sunjeet Communications		The firm inquired about the date and time of the opening ceremony, as well as the activities	It was clarified that a brief opening ceremony will take place at the venue in the morning on the first day, lasting approximately 1.5 hours.

			scheduled to take place during the event.	The stage setup and audio requirements is to be arranged by the vendor/EMA, according to the activities planned for the ceremony, if any.
3	M/s Sunjeet Communications	Para No. 1 of Part I, Section IV: Scope and Services of the Contract	The firm inquired about the generators that are required to be set up to ensure sufficient power for the entire venue throughout all the days of the event.	It was confirmed that a power backup is required to be arranged by the vendor which is necessary for the entire venue throughout all the days of the event.
4	M/s Go Bananas	Para No. 1 of Part I, Section IV: Scope and Services of the Contract	The firm raised a question about the lighting system at the venue and inquired about the types of lights that are required.	It is to clarify that the EMA/vendor shall make arrangement of lights so that the lighting should be uniform and should have an intensity of at least 1000 Lux spread uniformly at the playing hall for all days of the tournament.
5	M/s Go Bananas		The firm asked if the event would be streamed live anywhere.	It was informed that the event will be streamed live on YouTube; however, this does not fall within the scope of work for the EMA.
6	M/s Go Bananas	Para No. 6 of Part I, Section IV: Scope and Services of the Contract	The firm inquired about whether to provide the photographs and video snippets to the bank at the end of each day or after the entire event concludes.	It was clarified that the firm is required to provide the video snippets during and at the conclusion of the event, as specified in the scope of work outlined in the tender.

3. The meeting ended with the vote of thanks to the chair.
4. These minutes (inclusive of Additional Information/Clarification) of pre-bid meeting shall form the part of bid document.
5. All other terms and conditions of the tender shall remain same.
6. The above clarification is issued for the information of all the intending bidders.
7. The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/clarifications given above.

a) List of participating bank officials in the pre-bid meeting:-

S. No.	Name and Designation
1	Sh. Mandeep Singh, Deputy General Manager
2	Sh. Lokesh Behl, Assistant General Manager
3	Sh. H L Bhatia, Assistant General Manager
4	Sh. Sanjeev Aggarwal, Assistant General Manager
5	Sh. Pranav Pathak, Manager
6	Sh. Sahil Save, Manager
7	Sh. Yash Bhardwaj, Manager
8	Sh. Bhaskar Bsotar, Assistant Manager
9	Sh. Prabhjot Singh, Assistant
10	Sh. Karanbir Singh, Assistant

b) List of participating firm in the pre-bid meeting:-

S. No.	Name of the firm
1	M/s Go Bananas (Name of the Representative: Sh. Veejay Somaiya)
2	M/s Sunjeet Communications (Name of the Representative: Smt. Pooja)