

MINUTES OF PRE-BID MEETING

DIRECTORATE OF HORTICULTURE DEPARTMENT OF AGRICULTURE

2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001

Tender Title: (106446)	E- Tender for Empanelment of Event Management Agencies with Directorate of Horticulture for Conceptualizing, Designing, and Facilitating Execution of Horticultural Events (State/outside State)
Date & Time of Pre-bid Meeting	12.08.2025 (11:00 am- 12:00 pm)
Address for attending pre-bid meeting (in- person and virtual)	Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001 https://us02web.zoom.us/j/85805941990?pwd=xwgJalgdRTaGOiCuUdfpTMFu6NDdvN.1 Meeting ID: 85805941990 Passcode: 055171

A Pre-Bid meeting for Empanelment of Event Management Agencies with Directorate of Horticulture for Conceptualizing, Designing, and Facilitating Execution of Horticultural Events (State/outside State) was held on **12th August 2025 at 11:00 hrs** at Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001. The meeting was also held in virtual mode. The pre bid queries submitted by the bidders and responses are listed as below:

S N	Section/Part of RFE and page No. clause	Query/Request for clarification/modification	Response
1	Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 1- Registered entity- Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm.	The reference to the Indian Partnership Act, 1936 appears to be outdated. Our partnership firm is registered under the Indian Partnership Act, 1932. We kindly request you to update this accordingly.	A partnership firm registered under the Indian Partnership Act, 1932 is eligible to participate in the bid. It would be considered as: Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm.

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2	Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 1- Registered entity- Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date. Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 5- Minimum Experience: The Bidder should have overall event experience in Last 5 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies/ reputed private agencies: Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. private reputed agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh.	As per clause 12, SN 1, The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date but, As per clause 12, SN 5- It is mentioned that the bidder should have Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) in the last 5 years 1. The eligibility required for an agency in operation is for minimum of 3 years or 5 years? 2. We also request you to reduce the number of events	1. The minimum eligibility for an agency to be in operation for a minimum of 5 years as on the date of publish of this RFE. The clause 12 SN 1 should be read as: Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm. The Agency/Company must have been in operation for a minimum of 5 years as on the date of publish of this RFE. 2. The total number of events required would be 4(four) in last 2 years. The clause 12, SN 5- Minimum Experience would be considered as: The Bidder should have overall event experience in Last 2 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies: Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh.

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3	Page 9, Clause 12, Eligibility Criteria (Pre- Qualification Criteria), SN 5- Minimum Experience: The Bidder should have Overall Event Experience in Last 5 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies/ reputed private agencies: • Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh.	1. We kindly request you to reduce the number of projects and their corresponding values. 2. We also request you to consider the enclosed work orders/completion certificates.	1. NO change The clause 12, SN 5- Minimum Experience would be considered as: The Bidder should have overall event experience in Last 2 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies: • Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh. 2. The bidder should submit work order/Agreement and Payment details (Bank statement) as proof against each assignment as proof of experience.
4	Page 11, clause-13.2 Technical Evaluation: Marking Criteria SN 1- Marking Scale, a. Relevant projects (Road Shows/ Exhibitions/ Festivals / Trade Fairs/similar events) • Each of value INR 25 lakh or more than INR 25 lakh in the last 6 financial years for Govt of Bihar /central government/government agencies/ reputed private agencies as on date for publish of this RFE. (6 marks per project) - total 18 marks • Value min. INR 10 lakh to INR 25 lakh in the last 6 financial years for Govt of Bihar /central government/government agencies/ international level as on date for publish of this RFE- total 6 marks (2 marks per project)	1. We kindly request you to reduce the number of projects and their corresponding values. 2. Kindly Reduce the Value of Project.	1.No change in number and value of projects. However, experience under this clause 13.2, SN 1 would be considered in last 5 years for marking criteria. Hence, clause-13.2 Technical Evaluation: Marking Criteria SN 1-Marking Scale, a would be considered as: Relevant projects (Road Shows/ Exhibitions/ Festivals / Trade Fairs/similar events) • Each of value INR 25 lakh or more than INR 25 lakh in the last 5 financial years for Govt of Bihar/state government /central government/government Agencies as on date for publish of this RFE. (6 marks per project) - total 18 marks • Value min. INR 10 lakh to INR 25 lakh in the last 5 financial years for Govt of Bihar /state government/ central government/government

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	• Total 24 marks - Note: if agency submits more than 3 projects of value INR 25 lakh and above, then all projects till maximum 24 marks would be considered considering 6 marks for each project. - Additional marks if : Experience of organizing at least 1 horticultural/ agricultural event for state/central Government/govt. agency/ international level/ reputed private agencies with value of at least 50 lakh – 6 marks		agencies as on date for publish of this RFE- total 6 marks • Total 24 marks - Note: if agency submits more than 3 projects of value INR 25 lakh and above, then all projects till maximum 24 marks would be considered considering 6 marks for each project. - Additional marks if : Experience of organizing at least 1 horticultural/ agricultural event for state/central Government/govt. agency/ international level with value of at least 50 lakh – 6 marks 2.NO change
5	Page 9, 12. Eligibility Criteria (Pre-Qualification Criteria), SN 2- The bidding agency should have a fully functioning office in India. In case of successful empanelment, the Agency should have its own branch office in Patna, Bihar. For this, License under shops establishment act, Rent Agreement/ Lease Agreement is must.	Our company holds a valid GST Registration in Bihar. We would like to clarify whether this GST Registration can be considered sufficient proof of presence in Bihar, or if the Shops & Establishment Act Certificate is compulsory as per the tender requirements.	Proof of relevant document/ Shops & Establishment Act Certificate, GST registration document and Lease agreement of office or ownership document need to be submitted.
6	-	What is the budget of the Project?	The budget for each event may vary. The estimated budget for each event shall be provided to the empaneled agency.
7	EMD, Page 2: An EMD of Rs. 1,00,000/- (Rupees One Lakh only)	We are Registered with Udyam Registration (MSME). Kindly give the relaxation on EMD.	Exemption from payment of EMD shall be granted in accordance with the Bihar Purchase Preference Policy, 2024.
8	Page no.6, Clause 6, Earnest Money Deposit & Tender Document Fee :6.1 Tender document fee of Rs. 5,000/- (Rupees five thousand only) and Earnest	As per the GOI guidelines (Eg. GFR Rules, MSME Act, DPIIT Startup recognition), MSMEs and Startups are often exempted from submission of EMD in public tenders. We request	Exemption from payment of EMD and tender document fee shall be granted in accordance with the Bihar Purchase Preference Policy, 2024.

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	Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of online mode (NEFT/RTGS) shall be paid by the bidder	exemption from the EMD for firms that have MSMEs/Startups registration	
9	Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 5- Minimum Experience: The Bidder should have Overall Event Experience in Last 5 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies/ reputed private agencies: Minimum 4 Events (Road Shows/ Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies/ private reputed agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh.	If an agency has experience of organizing events only with the private firm, would they eligible to participate?	The bidder should submit experience of organizing events only with Central/ State government or Central/ state government agencies. Experience with the private firms will not be considered. Hence, the clause 12, page 9, SN 5 would be considered as: Minimum Experience: The Bidder should have overall event experience in Last 2 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies: Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh. Note: The experience with private firms will not be considered. This would be applicable to all relevant clauses of the tender document.
10	Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 3- The bidder should have Average Annual Turnover of INR 1 crore in the last 3 years, i.e., 2023-24, 2022-23, and 2021-22	Our company has all the audited statements of FY 2024-25, would it be considered/	Yes, the bidder shall submit the annual turnover for the last three consecutive financial years; either FY 2022-23, FY 2023-24, and FY 2024-25 or the bidder must submit the annual turnover for FY 2021-22, FY 2022-23, and FY 2023-24.
11	Page 9, Clause 12. Eligibility Criteria (Pre- Qualification Criteria), SN 1- Registered entity- Minimum Requirement- Should be a company registered under the	Our organization is a registered society under the Societies Registration Act, and has been actively engaged in organizing public events and social development activities for several	An organization registered under the Societies Registration Act is eligible to participate in the tender process.

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	provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm.	years. We have adequate experience, skilled manpower, and the necessary infrastructure to undertake event management assignments, including those in coordination with government departments.	Hence, Clause 12. Eligibility Criteria (Pre-qualification Criteria), SN 1- Registered entity- would be considered as: Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnerships Act, 1936 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm or a society registered under the Societies Registration Act, 1860.
12	Page 13, Clause 14 Brief Description of the Empanelment Process – point C: In the third stage agency obtaining at least 70% marks based on evaluation of the Technical Bid will qualify for empanelment with DOH for which empanelment fee of INR 25000/- will be submitted by the agency for the contract duration. Whereas, Page 7, Clause 7 Empanelment Fee The successful agency will have to submit an empanelment fee of Rs. 50,000/- for the contract duration of 2 years. Hence, Page 13, Clause 14, Point C: will be considered as: In the third stage, agency obtaining at least 70% marks based on evaluation of the Technical Bid will qualify for empanelment with DOH for which empanelment fee of INR 50,000/- will be submitted by the agency for the contract duration of 2 years.	The empanelment fee is INR 50,000/- or INR 25000/- for the contract duration	
13	Page 11, Clause 13.2 Technical Evaluation: Marking Criteria, SN 1- Marking Scale- Additional marks: Experience of organizing at least 1 horticultural/ agricultural event for state/Central Government/govt. agency/ international level/ reputed private agencies with value of at least 50 lakh - 6 marks	We would like to know why additional mark is for experience related to agriculture/ horticulture?	This is an important marking criterion to assess the thematic and subject matter experience of the bidder as per the SOW mentioned in the tender document.

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14	Page 11, 13.2 Technical Evaluation: Marking Criteria SN 4- Manpower Strength - Number of employees on the Organization's payroll as on 31st March 2023. Whereas, In Annexure D, It is mentioned to submit number of employees as on date of publish of this RFE	We request you to clarify, by which date we have to submit number of employees?	Number of employee information should be submitted as per Annexure D, till 30.07.2025. In addition to this, ESIC/ EPF return of the mentioned employees of last 12 months must also be submitted.
15	Page 19, Annexure C, column 6- Nature of support with specific area highlighted	What does this mean by nature of support?	Nature of support refers to the major scope of work, specific to the area, to which the event pertains.
16	Page 12, 13.2 Technical Evaluation: Marking Criteria SN 6- Presentation-Technical presentation (Hard and soft copy of the PPT must be submitted to the Department before the presentation Presentation to DOH on the internal fabrication designing of events (stall, stage, gate, selfie point, and others as asked in the RFE)	Do we have to submit soft copy of the PPT document before the presentation on the internal fabrication designing of events (stall, stage, gate, selfie point, and others) as asked in the RFE and also with the bid submission?	Yes, PPT document should be submitted with the bid submission as mentioned in the annexure B, point 12. The soft copy of the same presentation shall be submitted by the bidder to the Directorate of Horticulture at least 1 day before to the presentation on email id: dir-bhds-bih@nic.in

Note: The Pre-bid meeting document shall now become part of the tender document


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 Director Horticulture,
 Directorate of Horticulture
 Department of Agriculture
 Govt. of Bihar