

File no. ITPO/SD&CS/Wi-Fi/2015
India Trade Promotion Organization
IT Services Division

MINUTES OF THE PRE BID MEETING

Sub: Pre-bid meeting for Appointment of an agency for installation, operation and maintenance of Wi-Fi internet network in selected halls of ITPO, Pragati Maidan, New Delhi

A pre bid meeting on above subject was held on 22.06.2016 at 11.00 a.m. in Conference Room.

The representative of following companies attended the pre-bid meeting:

1. M/s YPT entertainment House Pvt. Ltd.,
2. M/s S.R. Enterprises
3. M/s D Vois Communication (P) Ltd.,
4. M/s Tata Teleservices
5. M/s Precise

The written queries and ITPO responses to the queries are as under:-

Sl.no.	Query of the bidder	Clause of tender document	Response from ITPO
1	The services are required to be operational 24 x 7 x 365. However, the ITPO is assuring only general security of the equipments. The safety of the equipments hence becomes a major concern.	Clause no. 24 and page no.24 ITPO shall provide general security for the equipments being installed by the contractor for running the Wi-Fi network, however there shall be no liability on ITPO to pay any charges to the contractor on account of theft, loss, damage (including any mishappening due to force majeure conditions) to any of the equipments being installed in Pragati Maidan.	No Change in the tender condition There are multiple layers of security arrangements at Pragati Maidan. The gates are secured by CISF personnel. The halls are guarded round the clock. In addition, CCTV's are installed in most of the halls and these halls are locked when not in use. However, for additional security of the devices installed, the Bidder may make necessary provisions at its own cost.

2	<p>The Advertisement charges for advertisement on landing page will be collected by ITPO. Will ITPO raise bill to the customer for the same?</p>	<p>Clause 25 of terms & conditions.</p> <p>Any advertisement space such as on landing page etc. may be utilized by the contractor for earning revenue by selling the advertisement space to the interested advertisers after prior approval from ITPO. Each & every advertiser/ advertising material has to be got approved from ITPO in advance before releasing it in the public domain. ITPO may choose to accept/ reject such proposal at its sole discretion. Revenue from the advertisements, if any, shall be shared between ITPO and the contractor on 50:50 revenue sharing terms excluding taxes. The advertisements rates shall be fixed by ITPO in consultation with the contractor which would be chargeable from the advertisers. And the total fund collection to this effect shall be done by contractor and share of the contractor shall be remitted after conclusion of each event</p>	<p>Refer corrigendum no. 1</p>
3	<p>Is there any minimum commitment ensured from the customer end on the packages as mentioned in the BOQ.</p>		<p>No Change in the tender condition</p> <p>Details of exhibitions held in Pragati Maidan during last year have been provided in Clause no. 7.1 of the tender document. Bidder may note that exclusive rights of providing Wi-Fi facility will be provided to the Selected Bidder as per tender conditions for all fairs including India International Trade Fair</p>

			<p>(IITF) which has a footfall of more than 14 lakhs and the fair is organized in 1 lakh sqm. Area.</p> <p>Thus, Bidder may make its own assessment for deploying the bandwidth.</p>
4	B/W provisioning of 1Gbps. We want it to revise to STM1 with capacity to expand.	<p>Page 14- point no. 2-</p> <p>Minimum 1 Gbps bandwidth and 2 Mbps download speed for each Wi-Fi user needs to be provisioned, rest conditions to be as per terms & conditions given in the Item Rate BOQ. The contractor will also be committed under the contract agreement to provide wired internet connection (LAN based) on need-basis to any customer/exhibitor, if required.</p>	No Change in the tender condition
5	Devices should be removable and on plug & play basis. Also clarity on back up devices	<p>Page 14 – point no. 3 & 4 –</p> <p>Adequate number of internet Access Points (APs) must be installed by the contractor ensuring that hassle free Wi-Fi enabled internet services are available at every corner and at every location to the internet users. The internet connectivity should be provided through ring architecture on failover mechanism.</p> <p>The contractor will be given exclusive rights to provide Wi-Fi internet services for 365 days a year in the aforementioned locations provided the services must be operational 24×7×365. Provision for automatic standby arrangements in case of any failure in the link has to be made by the contractor. The</p>	<p>No Change in the tender condition</p> <p>Bidder has to ensure that the Wi-Fi services are provided to the exhibitors/users of Pragati Maidan within the timeliness and SLA conditions defined in the tender document, subject to this, the Bidder may make internal arrangements to optimize use of the equipments.</p>

		users should not face any inconvenience due to switching from one link to another link.	
6	Manpower should be periodic visits & permanent during the events.	<p>Page 14 – point no. 5</p> <p>The service provider will depute atleast two service engineers at ITPO Office, Pragati Maidan, New Delhi each from 9.30 a.m. to 8.00 p.m. to establish and maintain the services smoothly on permanent basis. The contractor has to ensure that all the EPFO &ESI Act guidelines are strictly adhered to in respect of such employees engaged for work in ITPO. The working hours may be extended as per requirement during any particular event and engineers may also be required to attend work on Saturdays/ Sundays or any holiday as per requirement during any event.</p> <p>The number of persons listed above is the minimum number that is required in our view. The actual number deployed by the contractor may be more to take care of leave, illness, job requirement, support activity, quality, promptness etc.</p> <p>The above mentioned manpower will be based at ITPO, Pragati Maidan and would be under the supervisory control of I.T. Services Division and would assist and advise ITPO on technical issues/upgradation of the system etc. As and when required, necessary reports shall be submitted in the format desired by ITPO.</p>	No Change in the tender condition

		<p>The contractor shall ensure that all its personnel deputed for required services during the tenure of the contract and any time thereafter maintain the strictest confidence of all information relating to the work and shall not, unless so authorized in writing by ITPO, divulge or grant access to any information about the work or its results. The contractor and/or his deputed persons shall not destroy/alter any report, note and technical data relating to the operation/work. The obligation is continuing one and shall survive after the completion/ termination of this agreement. Any violation in this regard may lead to the termination of the contract/legal proceedings as deemed fit by ITPO.</p>	
7	<p>Protection on WPA/WPAZ & SSL</p> <p>Public wi-fi, is an open network and secured with https traffic.</p>	<p>Page 16 – point no. 23 & 26</p> <p>23. The complete Wi-Fi network should be secured with Wi-Fi Protected Access (WPA/WPA2) encryption.</p> <p>26. To prevent leakage of sensitive data (e.g. login ID/Password), Wi-Fi hotspots should use higher layer security such as secure socket layer (SSL) protocol.</p>	No Change in the tender condition
8	<p>Services should be ready on very short notice.</p>	<p>Page 17 – point no. 31</p> <p>The set up should be ready for instance use as services may be required within very short notice i.e. instantly and should be operational 24 x 7 basis.</p>	No Change in the tender condition

9	Selling of ad space on landing page etc. It should be under mutual agreed terms and guidelines are needed from ITPO.	<p>Page 24 – point 25</p> <p>Any advertisement space such as on landing page etc. may be utilized by the contractor for earning revenue by selling the advertisement space to the interested advertisers after prior approval from ITPO. Each & every advertiser/ advertising material has to be got approved from ITPO in advance before releasing it in the public domain. ITPO may choose to accept/ reject such proposal at its sole discretion. Revenue from the advertisements, if any, shall be shared between ITPO and the contractor on 50:50 revenue sharing terms. The advertisements rates shall be fixed by ITPO in consultation with the contractor which would be chargeable from the advertisers. And the total fund collection to this effect shall be done by ITPO and share of the contractor shall be remitted after conclusion of each event.</p>	Refer corrigendum no. 1
10	Clarification on new buildings	<p>Page 24 – point no. 27</p> <p>ITPO is in the process of dismantling/ demolition of various halls/ buildings/ areas of Pragati Maidan, New Delhi. The halls/ buildings/ areas which are dismantled/ demolished by ITPO during the entire contractual period will have to be vacated of all the equipments by the contractor within maximum seven (7) days after it receives written notice from ITPO. If the equipments/ hardware are not removed from the specified site within</p>	No Change in the tender condition

		<p>specified time limit of maximum seven (7) days, it will be deemed that such equipment is not required by the contractor and ITPO will take action as per its discretion for removal of those equipments/ hardware. Also, the contractor shall have no rights of work in the newly constructed building/ structure.</p>	
11	<p>Termination & exit. We should be allowed to remove installed equipments.</p>	<p>Page 30 – point no. 36</p> <p>Termination for Default:</p> <p>ITPO may, without prejudice, to any other remedy for breach of contract, by prior written notice (maximum three times) of default sent to the bidder, terminate the contract in whole without assigning any reason if -</p> <p>* The qualified bidder fails to perform any obligation(s) under the contract agreement.</p> <p>* If the bidder is in material breach of the representations and warranties contained in this contract agreement</p> <p>ITPO may at any time terminate the contract with immediate effect by giving written notice to the bidder, if bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to ITPO. In this case no compensation shall be made available to the bidder.</p>	<p>No Change in the tender condition</p>

		<p>ITPO shall also be at liberty to terminate the contract/ agreement for any reason including change in situation or circumstances etc. by providing to the successful bidder a six (6) month's written notice. The successful bidder shall also be at liberty to terminate the contract by providing to ITPO a six (6) month's written notice. In such an event, the terminated party shall have no right to claim compensation/damages etc. from the terminating party on account of early termination. However the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination. The successful bidder who exercises the option of this exit clause or the successful bidder for whom ITPO exercises the option of this exit clause will however not be allowed to participate atleast in the immediate next tender floated for the subject work.</p>	
12	<p>service availability: Cap on max service availability should be upto 10% We should be hold responsible only for issues pertaining to us The penalty calculation should be on the collected revenue for the period</p>	Page 42	No Change in the tender condition

13	Page 44 – financial bid format is not clear		Refer corrigendum no. 1
14	Is there any fix business commitment of 1 Gbps bandwidth utilization		No Change in the tender condition Please refer point no. 3 above.
15	Revenue/business model – apart of this, if any		No Change in the tender condition There is no other revenue/business model.

All other terms and conditions of the tender document remaining unchanged except point no. 2, 9 and 13 for which corrigendum no. 1 may be referred. The last date of bid submission is 21.07.2016.
