

India Trade Promotion Organisation
(F&B Unit)

Dated:24th December, 2018

Minutes of the Pre-Bid meeting held on 24.12.2018 at 12:00 pm in the Board Room in connection to RFP floated for selection of F&B operator to set up, operate, maintain and manage food & beverage outlets at mezzanine floors of Hall A3, A4B and A5 of IECC at Pragati Maidan

- I. A pre-bid meeting was convened on 24.12.2018 at 12:00 PM in the Board Room with the prospective bidders to take up their queries related to the RFP floated on 08.12.2018. The list of the attendees from different F&B companies and ITPO's officials is attached at Annexure-A.
- II. The meeting began with the audio-visual screening of ITPO's ambitious project - IECC complex that included convention centre, new halls and the space planned to set up food & beverage facilities at mezzanine floors of halls A3, A4B and A5.
- III. GM(VM) presented the highlights of the currently floated RFP in brief before the representatives of the prospective bidders. The highlights emphasized on area details of halls A3, A4 and A5, F&B space at mezzanine floors of these halls, no. of exhibitions/events being hosted at Pragati Maidan by ITPO and 3rd party organizers, expected time for completion of construction of halls A3-A5.
- IV. GM(VM) stated that at present ITPO has planned to have four different F&B facilities viz.
 - Convention centre and F&B space in its close vicinity.
 - F&B at mezzanine floors of Hall A3, A4 and A5.
 - F&B at mezzanine of Hall A1, A2 and A6.
 - F&B in open area on the pavement in front of hall A3-A5 and F&B in basement parking area.
- V. The written queries of the bidders were taken individually and the response to each query is enclosed at Annexure-B. The corrigendum is at Annexure-C and the addendum to the RFP documents is at Annexure-D. The response to the queries along with Corrigendum and Addendum will form part of the License Agreement.

List of the Attendees

From ITPO:

1. General Manager (F&B)
2. DGM (Architect)
3. Senior Manager (F&B)
4. Senior Manager (BDD)
5. Manager (IECC Project Team)
6. Manager (F&B)
7. Architecture Consultant from ARCOP
8. Representative from Shapoorji Pallonji
9. Representative from NBCC

From Prospective Bidders:

1. Meghalaya Hotel Pvt. Ltd.
2. MGV Food Design Co. Pvt. Ltd.
3. Zest Hospitality Pvt. Ltd.
4. SRS Ltd.
5. Moets Catering Services
6. Nestle India Ltd.
7. Park Balluchi Restaurant
8. J. S. Hospitality
9. CSA Group
10. Travel Food Services

Queries of the prospective Bidders in the Pre-Bid meeting convened on 24.12.2018 at 12:00 PM in the Board Room

Annexure-B

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
1.	3.1	The proposed period for concession is 5 years, with possible extension of further 3 years subject to successful and satisfactory running of outlets and financials.	Extension beyond 8 years may be permitted in view of the heavy expenditure involved on decoration/beautification/kitchen equipment/interior designing of the outlet/furniture/air-conditioning of outlet etc.	Please refer Corrigendum No. 3.
2.	3.4	Apart from F&B facilities in Hall A3, A4A and A5 for which this RFP is called. ITPO is likely to invite bids for more food & beverage/vending outlets, in the mezzanine floor of Hall A1, A2, A6, driver's lounge in basement and trapezium (horse shoe shape) comprising of multiple F&B facilities in addition to the convention centre of the IECC complex, in the due course of time. The layout along with the area of various F&B facilities under [Hall A1, A2, A3, A4A, A5, A6, driver's lounge in basement, trapezium (horse shoe shape) and convention centre] are at Appendix-1. The selected bidder through this RFP will be awarded the work only for F&B facilities in mezzanine floor of Hall A3, A4A and A5 and shall not be eligible to apply for the other food & beverage outlets as mentioned above in the IECC complex. The selected bidder for setting up, operating, maintaining and managing F&B facility at mezzanine floors of halls A3, A4A and A5 shall not have any claim, whatsoever, due to the additional F&B facilities in other parts of the IECC complex.	The bidders were of the view that in case only few events are booked in halls A3-A5, it would be difficult for them to survive under such situation as a huge amount of investment is involved in setting up/running of F&B outlets. They further requested that the operator for A3-A5 may also be permitted to participate in later F&B tenders.	No Change in the RFP Provisions. Bidders may submit the proposal for Hall A3, A4A and A5 considering the bid provisions stipulated in Clause No. 3.4 of the RFP document.

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
3.	6.3	<p>The licensee, after approval of the layouts/designs by the licensor shall undertake the construction works at the specified location(s), and in conformity with Good Industry Practices. The licensee agrees and undertakes that construction works shall be completed within ninety (90) days from the date of taking over possession, unless extended by the licensor. During this period, the Licensee would not be charged any License Fee. However, if the licensee fails to complete the structure/designing/furnishing within specified period, the penalty equivalent to 150% of the Minimum Monthly Guarantee (MMG) plus applicable GST/Taxes shall be charged. The work will follow the latest standards, codes and recommendations of the Indian Bureau of Standards and/or other applicable standards, specifications, norms, codes etc.</p>	<p>Bidders shared that 90 days are not sufficient for completion of construction work including interiors, fittings, kitchen, equipments and making the outlet operational as the procurement of each mandatory license viz. FSSAI, Fire NoC from DFS, trade license, eating house license etc. takes a lot of time. The prospective bidders have requested ITPO to consider increasing this period from 90 days to 180 days with no license fee during the fitment period.</p>	<p>Please refer Corrigendum No. 3.</p>
4.	-	-	<p>ITPO to verify/confirm with the brand with whom the company/bidder has tied up or entered into an agreement/MoU. ITPO may also visit the restaurant/outlet for confirmation whether the outlet is actually running in the name of the bidder</p>	<p>Suggestion noted.</p>

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
5.	3.18	Private fair organisers/Third Party fair organisers are expected to engage the services of the licensee managing F&B outlets in the licensed premises. However, in case, third party fair organizers engage outside caterers for their event, the third party organiser shall be required to pay a fixed amount/fee to the Licensor, as may be stipulated by the Licensor	<ul style="list-style-type: none"> The bidders shared that maximum events are organised in Pragati Maidan by 3rd party organisers. The selected F&B operator may loose business, in case, 3rd party organisers are allowed to bring outside caterer. ITPO may not allow outside caterer, as the selected F&B operator is investing a huge amount in setting up the F&B facilities. The prospective bidders have given examples of Vigyan Bhawan, Siri Fort Auditorium, Expo Mart, Apparel House & Sri Ram Centre for Arts where officials caterer provide F&B services to all the events organized there and no outside caterer is allowed at these locations. If it is considered necessary to allow outside caterer, ITPO may consider increasing special license fee currently being charged for such purpose and revenue share to the empanelled F&B operator to compensate its business loss. The prospective bidders have assured that they are well equipped to serve any kind of cuisine from domestic to international ones. 	<p>No Change in the RFP Provisions.</p> <p>It is expected that 3rd party fair organisers will engage the services of the licensee managing F&B outlets in the licensed premises, if the F&B licensee is able to provide good quality and specific cuisine requirement of the 3rd party organisers.</p> <p>As the F&B outlets are source to cater the Exhibitions/meetings, therefore, the provision has been kept that the 3rd party organisers may have the option to engage outside caterers for their event, by paying a fixed amount/fee to the Licensor, as may be stipulated by the Licensor.</p>
6.	-	-	Sublet should be allowed for International Brands, as they have their own I.S., POS & loyalty programs. People should like to avail their discount part.	<p>No Change in the RFP Provisions.</p> <p>Please refer clause no. 3.7 & 3.10 of the RFP document which is self explanatory.</p>
7.	S.No.3	<u>Form A : Financial Proposal</u> Offer to provide minimum discount of 20% for the lunch, dinner, snacks/Hi-	ITPO wish to avail 20% discount on the lunch, dinner, snacks/Hi-tea in the events organised by ITPO. This is not clear to us. ITPO is asking for	<p>No Change in the RFP Provisions.</p> <p>ITPO organizes approx. 15 events of its own which</p>

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		tea organised by ITPO in connection with the events organised by ITPO in hall A3, A4A and A5.	such discount when rates for the such services has not been fixed by them. Also in ITPO ask for such discount how they are going to calculate revenue share. This point must be clarified.	includes exhibitions, seminars/ business meets, inauguration/ closing ceremonies wherein hi-tea/ lunch/ dinner etc. are provided to its guests. For such purpose the selected bidder will have to offer 20% discount on their published tariffs.
8.	-	-	Will cooking be allowed in the main kitchen or not.	No Change in the RFP Provisions. Cooking in the back kitchen is allowed, however, selected bidder will have to make its own arrangement for PNG and other utensils required for cooking apart from setting up of a kitchen.
9.	-	-	<ul style="list-style-type: none"> No. of the food stalls planned. Size of each food stall. 	No Change in the RFP Provisions. Please refer clause 8.2 and 8.3 of the license Agreement. The number and size of food outlets has to be planned by the selected bidder.
10.			No. of exhibitions planned for the year.	No Change in the RFP Provisions. Please refer ITPO's website for updated status of the exhibitions to be organised in Pragati Maidan.
11.			Completion of halls structure & when will these be open for holding exhibitions?	No Change in the RFP Provisions. The construction of IECC project is in full swing and is being monitored at the highest level. The hall A3, A4 and A5 are expected to be ready by March 2019. The holding of events is expected from July 2019 onwards.
12.	-	-	Is there any provision for participation in the tender under F&B outlets in IECC? Please confirm for star categories hotels 3 or above.	No Change in the RFP Provisions. Please refer eligibility criteria Schedule-I Part-A and Part-B of the RFP and Clause No. 1.3 of the RFP document.

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
13.			We understand that the Building Block with food courts (for which tender has been floated) is under construction. Kindly let us know by when would the building be ready and by when will it be handed over to the Concessionaire.	No Change in the RFP Provisions. Please refer ITPO's response at S.No.11 above and also Clause No. 6 of the license agreement.
14.			We understand the licensor is likely to invite bids for more food & beverage/vending outlets, in the mezzanine floors of Hall A1, A2, A6, driver's lounge in basement and trapezium (horse shoe shape) & concessionaire for A3, A4A & A5 food courts will be not eligible to bid for above. Kindly let us know what is the tentative date for inviting bids (& opening) of food & beverage/vending outlets, in the mezzanine floors of Hall A1, A2, A6, driver's lounge in basement and trapezium (horse shoe shape)	No Change in the RFP Provisions. Please refer ITPO's response at S.No.2 above.
15.			Term of the License – it mentions that term is for 5 years. The term of the license can be renewed/extended for a further period of 3 years subject to mutual agreement and negotiation of terms & conditions including successful and satisfactory running of outlets and financials notwithstanding any dispute between Licensor and the Licensee. We would request that, since the concessionaire will be spending substantial amount on CAPEX, the renewal would be automatic with same terms & conditions.	No Change in the RFP Provisions. Please refer ITPO's response at S.No.1 above.
16.			Clause 3.10 – states that Licensee shall not be allowed to sublet/ sublease . It would be very	No Change in the RFP Provisions.

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			difficult to open so many outlets (min. of 16 – i.e. min of 4 each in A3 & A4A and 8 in A5) and therefore we would request if <u>this clause is deleted.</u>	Please refer ITPO's response at S.No.6 above.
17.			RFP mentions that private fair organizers/ 3 rd party organizers (apart from ITPO) are allowed to engage outside caterers for their events Clause 5.5). In FY18-19, there were 75 such events & this might be a big revenue loss for the licensee if they hire outside caterers. <u>Are these caterers allowed to serve to public visiting the fairs.</u> We would request you to <u>kindly delete this clause</u>	No Change in the RFP Provisions. Please refer ITPO's response at S.No.5 above.
18.			Furthermore, during any fair/exhibition (say trade fair or international fair), <u>are the exhibitors allowed to put a F&B stall.</u>	ITPO at its own discretion may engage the services of F&B licensee or additional F&B services from another F&B service vendors during its own Fair/ Exhibitions.
19.			Food & Beverage Outlets – <u>will only core & shell</u> be provided to the concessionaire. Whose responsibility will be for civil & interior work and also for HVAC (including ducting) etc.	No Change in the RFP Provisions. Please refer Clause No. 2.1 & 3.5 of the RFP document as per which it is reiterated that the concessionaire shall be provided with the bare space and nodes of services would be provided upto periphery of the Concessionaire premises. The arrangement, installation, construction, interior, equipment, etc. needs to be undertaken by the Concessionaire.
20.			Is there any <u>CAM (common maintenance charges)</u> . Nothing has been mentioned in RFP.	No Change in the RFP Provisions. Please refer Clause No. 5.21 of the RFP document as per which the license is responsible for housekeeping of whole mezzanine level, including inside & outside areas, toilets, circulation areas, service areas, service lifts and

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
				staircases.
21.			Conservancy charges – it would be helpful, if an approximate rate for the same is provided to us.	The conservancy charge is payable for removal of the waste generated by the Licensee from the designated location upto which he shall transport the same by his own arrangement from the F&B outlet to the designated location. The waste from the designated locations for disposal outside the Pragati Maidan will be by ITPO or its authorized agency/representative. The conservancy charges for the new complex are under consideration and shall be intimated to the prospective bidder in due course of time.
22.			Kindly provide us with Schedule of events for FY 2019-20 & number of visitors visiting Pragati Maidan in last 2-3 years.	No Change in the RFP Provisions. Please refer ITPO's response at S.No.10 above and Schedule – III of the RFP document.
23.			Page 42 states that Pragati Maidan gets (footfall) 02-03 million number of visitors/exhibitors/delegates during exhibitions. Is the figure of 2-3 million including the events/exhibitions conducted by 3 rd party organizers.	No Change in the RFP Provisions. Please refer Schedule – III of the RFP document.
24.			Kindly let us know the team strength of ITPO which will be available at the Pragati Maidan (as these will also be our prospective customers).	No Change in the RFP Provisions. The present staff strength of ITPO is approx. 650 Nos.
25.	-	-	Kindly extend the deadline of submission of bid (currently at 8 Jan 2019) due to delayed site visit/pre-bid meeting.	Please refer Corrigendum No. 3 as per which the last date for submission of bids has been extended upto 28.01.2019.
			AutoCAD drawings of all the 3 food courts (A3, A4A & A5). This is required as we need to provide the complete design of the proposed food courts (including layouts, section and elevation plan, sample board and interior	Please refer Addendum No. 1.

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
			visuals) along with the bid document.	
26.			To provide the details on Tap off points for each services (AC unit, Electricity, Water, drainage, Gas etc) for each of 3 Food Courts. Electric load capacity available at each of the 3 food courts.	Please refer Addendum No. 1.
27.			Will ITPO provide DG power up (continuously for 24 hours). This will be required for continuous operations (we would like cold room etc & any power failure will result in our food getting spoiled).	Electrical supply is provided with 100% backup. The selected bidder has to make its own arrangements at its own cost regarding deep freezing of its food storage.
28.			Will the licensee have the main panel from ITPO for complete floor with dual meter and DG KWH meter.	Please refer Addendum No. 1.
29.			Will ITPO provide, two (2) Gi earthlings with main cable.	Please refer Addendum No. 1.
30.			Will ITPO provide, gel earthling for IT server room (this will be required for putting the server room which will be linked with ITPO's server to provide daily sales data):	Please refer Addendum No. 1.
31.			In whose scope will be to provide fire sprinklers installation upwards & downwards.	Please refer Addendum No. 1.
32.			In whose scope will be to provide hose reels in the food courts.	Please refer Addendum No. 1.
33.			In whose scope will be to provide fire detectors and heat detectors above ceiling and below ceiling.	Please refer Addendum No. 1.
34.			In whose will be ducting of units (with dampers) up to the food courts.	Please refer Addendum No. 1.
35.			In whose scope will be AHUS and internal ducting for AC.	Please refer Addendum No. 1.
36.			Will the licensee be provided with separate fire panel which will be integrated with main fire panel of ITPO.	No Change in the RFP Provisions.

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
37.			Is it mandatory for the licensee to install kitchen hood suppression system in Kitchens.	No Change in the RFP Provisions. Licensee has to make its own arrangement
38.			Kindly provide the details on the exhaust and fresh air CFM capacity on each of the 3 food courts.	Please refer Addendum No. 1.
39.			Kindly provide the details on the tonnage capacity of Air conditioning for each method.	Please refer Addendum No. 1.
40.			Kindly provide details on computation/ calculation of AC units for the 3 food courts.	Please refer Addendum No. 1.
41.			Will ITPO be providing meters for electricity and DG supply.	Please refer Addendum No. 1.
42.			Kindly provide details on PNG Gas line availability and size of pipe line.	Please refer Addendum No. 1.
43.			Water supply with metering – kindly let us know what will be the quantity (litres) per hour of the treated water	Please refer Addendum No. 1.
44.			We would need treated water with TDS up to max 150. Request you to kindly confirm the same.	Please refer Addendum No. 1.
45.			Kindly provide details on the status of ETP/ STP Plant.	Please refer Addendum No. 1.
46.			Is the licensee required to install internal grease traps in kitchens.	Please refer Addendum No. 1.
47.			Licensee will required separate space for cold rooms and deep freezers condensing units in each of 3 food courts (at 4 nos in each of the food court). Kindly confirm, if this would be provided by ITPO at no additional cost.	No Change in the RFP Provisions. Licensee need to plan and design F&B outlets, kitchen/storage/office space within the allotted space in three food courts.
48.			Licensee will require IT server room at same food court level. Kindly confirm, if this would be provided by ITPO at no additional cost.	No Change in the RFP Provisions. Licensee need to plan and design F&B outlets, IT server room within the allotted space in three food courts

S.No.	Clause No.	Clause	Query/Suggestion	ITPO's Response
49.			Licensee will require dry stores in basement near to the service elevators. Kindly confirm, if this would be provided by ITPO at no additional cost.	No Change in the RFP Provisions. Licensee need to plan and design F&B outlets, kitchen/storage within the allotted space in three food courts.
50.			Does the licensee need to get any licenses to run the food courts.	No Change in the RFP Provisions. The bidders may please refer to clause 2.3 and 16.6 of the License Agreement regarding procurement of licenses in respect of the premises.

CORRIGENDUM NO. 3

Annexure-C

S.No.	Clause No.	Previous Clause	Amended Clause
1.	3.1	The proposed period for concession is 5 years, with possible extension of further 3 years subject to successful and satisfactory running of outlets and financials.	The proposed period for concession is 5 years, with possible extension of further <u>5 years</u> subject to the successful and satisfactory running of outlets and financials.
2.	6.3	The licensee, after approval of the layouts/designs by the licensor shall undertake the construction works at the specified location(s), and in conformity with Good Industry Practices. The licensee agrees and undertakes that construction works shall be completed within ninety (90) days from the date of taking over possession, unless extended by the licensor. During this period, the Licensee would not be charged any License Fee. However, if the licensee fails to complete the structure/designing/furnishing within specified period, the penalty equivalent to 150% of the Minimum Monthly Guarantee (MMG) plus applicable GST/Taxes shall be charged. The work will follow the latest standards, codes and recommendations of the Indian Bureau of Standards and/or other applicable standards, specifications, norms, codes etc.	The licensee, after approval of the layouts/designs by the licensor shall undertake the construction works at the specified location(s), and in conformity with Good Industry Practices. The licensee agrees and undertakes that construction works shall be completed within <u>one hundred and twenty (120) days</u> from the date of taking over possession, unless extended by the licensor. During this period, the Licensee would not be charged any License Fee. However, if the licensee fails to complete the structure/designing/furnishing within specified period, the penalty equivalent to 150% of the Minimum Monthly Guarantee (MMG) plus applicable GST/Taxes shall be charged. The work will follow the latest standards, codes and recommendations of the Indian Bureau of Standards and/or other applicable standards, specifications, norms, codes etc.
3.	4.1	Bid Process Schedule Bid close Date – 08.01.2019	The last date for submission of bids has been extended and the bid close date will be <u>28.01.2019</u> instead of 08.01.2019.

Addendum No. 1

Annexure-D

S.No.	Clause No.	Additional Clauses
1.	1.4	The AutoCAD drawings of all the 3 food courts (A3, A4 & A5) are at Appendix-2
2.	10.13	AC unit : 25 TR(13000 CFM) approx. each for A3 & A4, 31TR (15000 CFM)Chilled water AHU with pre-filter unit has been provided for A5. Ducting from AHU to Food Court is also done upto the wall. Further ducting distribution will be in the scope of licensee.
3.	10.14	Electricity :- 250 Amps electrical MCCB feeder each (A3, A4 & A5) with 100% DG backup has been provided in the Block Panel, which is located in the nearest Electrical Room adjacent to the Food Court. Further distribution from this panel is in the scope of the licensee. The licensee has to do lighting layout and power socket wiring themselves. <u>The licensee has to install new TVM energy meter from the BSES approved make for billing purpose as per ITPO approved tariff. In case of any defects/faults in energy meter, the licensee should inform immediately to ITPO and replace the defective energy meter as soon as possible and the electricity will be charged on calculation basis for the said defective period.</u>
4.	10.15	Water :- Domestic water (main Source from DJB) will be supplied at a single point through Hydro-pneumatic Pumping system round the clock at a pressure of 1.5 Kg/sq.cm. The licensee has to install water meter and further distribution of water. Common drinking water facility and wash room has already been provided near to Food Court. The Licensor will be supplying DJB water. The licensee may make its own arrangement regarding treatment/TDS of the DJB supplied water.
5.	10.16	Drainage :- Drainage point will be provided at single point. Further waste water collection to be done through CI pipe from Sinks etc. to be done by the licensee. Food preparation area has been provided with 300 mm sunken. Sinks with localised grease trap and one common grease trap is to be provided by the licensee, before connecting to the Main drain Pipe. Separate Wash room for Ladies and Gents, has been provided in the same floor near the Food Court.
6.	10.17	Gas :- Gas connection will be provided by M/s IGL up to the Gas Meter which will be located near the F&B area. Further distribution is to be done by the licensee as per their Gas Burner requirement complying all the fire safety norms. The licensee has to apply directly to IGL. Please submit the details of burners to be used and estimated monthly PNG gas consumption, so that same can be submitted to IGL for planning of size of Main Pipe Line.
7.	10.18	Gi Earthing - The Licensor will provide 250 Amps feeder at a single point in the Block Panel. Further cabling and earthing from the panel to F&B area is in the scope of the licensee.
8.	10.19	Gel Earthing - 2 Nos. RJ45 data points will be provided which will be further connected to the Main ITPO Network.
9.	10.20	Fire Sprinklers - The structure will have the facility of Upright sprinklers. Pendent/ ceiling recessed sprinkle and its piping work will be done by the Licensee as per their own RCP and meeting the Delhi Fire Service norms. For this purpose the licensor will provide main Fire piping at a single point with butterfly valve.
10.	10.21	Hose Reels - Hose reel, brass nozzle, Hose pipe, internal hydrant point has been provided inside a fire cabinet near the food court. Any additional requirement shall be done by the licensee.
11.	10.22	Fire & Heat Detectors - Above the false ceiling smoke detectors has already been provided by the Licensor. Below the false ceiling the licensee has to provide smoke/heat detector and same is to be connected to existing loop. The Licensor is providing Siemens make panel.

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12.	10.23	<u>Exhaust & CFM</u> -For exhaust, duct 750mm x 500mm is being provided from the food court wall to the terrace floor where Scrubber is located. Scrubber to be provided by the licensee. Similarly for fresh air a 750mm x 500 mm duct has been provided and Air washer is to be provided by the licensee.
13.	10.24	<u>ETP/STP Plant</u> – The licensee need not to plan for STP as common STP plant of 2 nos x 1.2 MLD has been provided to this facility. The waste water from licensee kitchen will be treated by the licensor in the common STP. However, licensee has to make necessary arrangement for the removal of Oil & Grease from their waste water by providing suitable Oil & grease Trap.