

**Minutes of the Pre-Proposal Conference held on November 15, 2018 at 10:30 hrs.  
at Mezzanine Meeting Room, UN House, 55 Lodi Estate, New Delhi.  
ITB/099/IND-2018 (Event ID# 0000003049)**

---

**Request for Proposal for  
“Long Term Agreement (LTA) to provide assistance to UN agencies  
for Event Management Services in India”**

---

The list of participants is at *Annexure-A*.

Clarifications requested during the Pre-Proposal Conference and UNDP's response is at *Annexure-B*.

The participants were informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

The meeting ended with a vote of thanks to the representatives of the industry.  
**UNDP, New Delhi.**

\*\*\*\*\*

## **Annexure-A**

**List of Participants who attended the Pre-Proposal Conference held on November 15, 2018 at 1030 hrs. at Basement Meeting Room, UN House, 55, Lodi Estate, New Delhi for “Long Term Agreement (LTA) to provide assistance to UN agencies for Event Management Services in India” [ITB/099/IND-2018 :: Event ID#0000003049]**

---

***A. The following were present from UNDP:***

1. Deepti Handa, Administrative Associate - UNDP
2. Arun Arumughan, Procurement Officer - UNDP
3. George Poulose, Sr. Finance Assistant – UNICEF
4. Nandini Dumblekar, Travel Associate – UNICEF
5. Ashok Mahajan, Finance Officer - ILO

***B. Representatives of the following companies attended the Pre-Proposal Conference.***

- |                     |                  |
|---------------------|------------------|
| 1. Ms. Shilpa Tuli  | American Express |
| 2. Puneet Makkar    | Cox & Kings      |
| 3. Piyush Shukla    | Cos & Kings      |
| 4. Samarjit         | FCM Travel       |
| 5. Parag Sharma     | FCM Travel       |
| 6. Divesh Chadha    | Riya Travel      |
| 7. Virender Guleria | Riya Travel      |
| 8. Udit Srivastava  | Carlson          |
| 9. Virender Rawat   | Yatra            |
| 10. Sumit Sabharwal | Lionel India     |
| 11. Abha Sharma     | Lionel India     |
| 12. Manish Negi     | Thomas Cook      |
| 13. Sandeep Chopra  | In Air Holidays  |
| 14. Kumud Mehta     | In Air Holidays  |
| 15. Sunmeet Taluja  | Dnata            |
| 16. Anand Verma     | Dnata            |
| 17. Amita Mehra     | SOTC             |



Empowered lives.  
Resilient nations.

## **Annexure-B**

RFP Ref./Description: ITB/099/IND-2018 – Long Term Agreement (LTA) to provide assistance to UN agencies for Event Management Services in India.

Sl. No.	QUERY RAISED BY PRE-PROPOSAL CONFERENCE PARTICIPANTS	UNDP'S REPOSE
1.	Break Up of travel volumes annually	Annex-1 Provides the break up of travel details. The value mentioned in the ITB document was the approx. cumulative value from 2015-17. The break up for the costs are mentioned in Annex 1
2.	Financial Bid format	Bidders are requested to adhere to the financial bid format provided in the ITB documents
3.	Meet & Greet	Volumes of meet & Greet cases would be around 20-30 cases in a year.
4.	Travel System – Cards or other payment modality	Till date UN agencies have not used a card system for travel services. At present the UN systems are not ready for a card payment modality.
5.	Travel Advisory	Expectation from a travel agent on travel advisory – To advise on any conditions like bad weather, any development that could be a potential risk
6.	Medical Emergency/ Emergency	In cases of emergency the travel agency is expected to facilitate and coordinate with the UN Team
7.	30 days credit	Travel agencies are expected to maintain MIS for each UN agency separately. Submission of invoices to be discussed with each UN agency once the Travel Agent is on board. Payments will be cleared within 30 days of invoice submission
8.	Word Document ITB	The word document for the ITB will be uploaded
9.	Taxi Services	The travel agent is expected to help UN agencies to get taxi services arranged as per requirement. The travel agent is expected to share the evaluation criteria for selecting their sub contracts i.e. taxi services. Keeping in mind the safety and security measures.
10.	GST	Scope of work for GST will be shared, the travel agent is expected to work on solution to help UN agencies to get GST refunds from Airlines. The Technical & Financial bid will have weightage for GST which has been shared.
11.	Three Implants	Three implants - UNDP, UNICEF & ILO. Out of the three UNDP implant will be catering to 14 smaller agencies UN Agencies. The other two travel implants will be focusing only on UNICEF & ILO

Sl. No.	QUERY RAISED BY PRE-PROPOSAL CONFERENCE PARTICIPANTS	UNDP'S REPOSE
12.	Guest Houses	UN does not own any guest houses
13.	Travel Profiles	Travel profiles for all staff will be shared with the selected service provider. It should be updated by the selected travel agent on a regular basis.
14.	Invoices – Hard Copies	Each UN agency will align with the service provider for their requirement. UNICEF & ILO will need hard copies of invoices.
15.	Litigation	Bidders are expected to share ongoing litigation cases with UN, the details for the same are furnished in the ITB
16.	Is there any bid security or performance security ?	No Bid security is required for this tender
17.	Under Section 5b (Other Related Requirements ) Please clarify/elaborate - "Certification that travel occurred and ticket used"	To be removed from ITB
18.	<p>Please specify the type of Assistance that would be required -</p> <p>Domestic Departure- Till Check-In, Security, Or Aerobridge</p> <p>Domestic Arrival - Only till waiting area, not allowed beyond that (if required there is cost involved)</p> <p>International Departure - Check-in, Security, Immigration, Aerobridge</p> <p>International Arrival - Only till waiting area, Not allowed beyond that (Barring exceptions and cost involved)</p>	In most cases it will be till security. However, the travel agent in some cases will be required to provide services till the aero bridge for any VIP delegation.
19.	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details). Could you rephrase this question, or elaborate it please.	The Bidder is expected to provide details about their organization. If any crucial services related to UN's mandatory requirement is outsourced by the travel agent, it should be highlighted in the bid
20.	Is Web Check-in mandatory in all cases whenever a booking is done ?	It is not mandatory
21.	Contractor shall have membership in global travel management associations and partnership arrangements . Attachment Required ? Would you share some examples of what kind of Global Association we are talking about here?	IATA, GBTA etc
22.	For sharing a balance sheet of our company please share a supporting email maintaining confidentiality .	The clause number 31 on page number 12 covers the aspect of Non -Disclosure Agreement.

Sl. No.	QUERY RAISED BY PRE-PROPOSAL CONFERENCE PARTICIPANTS	UNDP'S REPOSE
		<p><i>Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</i></p> <p>UNDP will not be sharing any information shared by the bidder</p>
23.	Please suggest for optional services where can we put commercials since it is not present in price schedule?	<p>Bidder are supposed to put in the financial details as per Form F. The prices mentioned in Form F will be part of the financial evaluation.</p> <p>An additional tab has been provided under Form F for optional services. <b>Please note the pricing for optional services will not be considered for Financial Evaluation</b></p>

\*\*\*\*\*