

Minutes of the meeting for consultancy services for Feasibility Study for the expansion, upgradation etc. of the Convention Centre of Science City held at 11 a.m.on 14.05.2010 at NCSM Hqrs.

The pre bid meeting in connection with the tender for consultancy services for Feasibility Study for the proposed expansion, upgradation etc. of the Convention Centre of Science City, Kolkata was held at 11 a.m. on 14.05.2010 at NCSM Hqrs. The meeting was attended by the following:

- (a) Shri A D Choudhury, Director, Science City, Kolkata
- (b) Shri B Dasgupta, Secretary, NCSM, Kolkata
- (c) Shri Satyaki Niyogi, Sr. Manager, Business Development, Voyants Solutions Pvt. Ltd.
- (d) Shri A Banerjee, Director, Strategic Management Technology Consultants
- (e) Shri Arindam Ghosh, Asst. Vice President, Strategic Consulting, Jones Lang Lasalle, Meghraj

During the meeting the various queries raised by the agencies were discussed and based on the same, the following consolidated set of clarifications were decided to be communicated to each organization.

1. What would be the criteria for technical and financial evaluation and their relative weightages?

The criteria for evaluation shall be communicated to the participating bidders on the date of opening before opening of the technical offers.

2. Who will be the nodal officer in the project?

Director, Science City shall be the nodal officer.

3. Is the 2 acre earmarked for the parking included in the 6 acres earmarked for the expansion or they are separate?

No, the 2 acre plot is a common space for car parking for both the Convention Centre and the Science Centre. While designing the space it shall be necessary to create a dedicated space for cars to science centre with the capacity to accommodate around 500 cars.

4. What is the revenue generated from parking in the existing occupancy pattern in Science City premises?

The revenue from car parking is to the tune of around Rs.30 lakh per year. Normally the existing front car parking lot, which can accommodate around 500 cars, is adequate for programmes in Convention Centre and Science Centre. However, during conferences the rear car park and also the road leading from the front car park to the rear car park are being used now.

5. What is the in-built capacity of the existing services, power, back up power, water supply, as well as availability of rain water harvesting system, fire fighting system?

The existing power supply to Science City caters to both Science Centre as well as Convention Centre. The capacity is for 1200 KW and contract demand is for 1120 KW. The existing utilisation is 640 KW for Convention Centre and 480 KW for Science Centre. For new facilities power capacity augmentation shall be necessary which shall be arranged by the developer directly from CESC. CESC has a substation within Science City from where power supply to Science City has been provided.

For Convention Centre a 200KVA generator is being used which caters to only lighting load and cannot be used for the AC plant. For new infrastructure additional backup power supply shall be required to be installed.

Two bore wells provide water supply to Science City. Considering additional requirement, additional bore wells may be necessary or the Kolkata Municipal Corporation may be able to provide water after the new water pumping station is commissioned.

There is no provision for rain water harvesting as of now. However this shall be necessary while designing the new facilities to meet environmental requirements.

The fire fighting system is a common facility for Convention Centre and Science Centre. For new facilities additional requirements shall be necessary as per prevailing fire safety norms.

6. What is the possibility of augmentation of the available services?

Already enumerated above under query no.(5).

7. Proposed expansion plan of science city will generate more traffic. Is it expected from the Consultant to do the traffic management plan also?

This shall be necessary and hence upgradation of the existing car park area has been included in the scope of work. Internal roads within Science City may also require a revised layout.

8. Who shall obtain the necessary clearances for fire, environment, traffic, KMC etc?

All clearances shall be obtained by the developer and hence this shall be clearly recorded while drawing the scope of work in RFP documents for the Transaction Advisor.

9. How important would be GREHA/LEEDS ratings for design purpose?

All buildings and new infrastructure shall conform to Green Building norms.

10. Whether the RFP has to be prepared for selection of developer or for a Transaction Advisor?

The RFP is to be prepared for selection of Transaction Advisor.

11. There is no clarity in marking system. Parameters are mentioned but the weightage or scoring for each parameter is not mentioned.

The query has already been answered at no.(1).

12. Why SPV is required and what does 51% in the equity signify?

SPV is required where one organisation does not have all facilities in-house. For example, an organisation may not have infrastructure or specialisation for undertaking market research for carrying out the demand survey or may not have all in-house capabilities comprising planners, architects, management and financial specialists. In such situations multiple organisations may form a consortium and one member shall be declared as lead member. The lead member shall have not less than 51% as equity in the special purpose vehicle. As this stage of tendering only the MOU has to be submitted. The lead partner shall be the single point of contact for NCSM and hence his equity holding shall not be less than 51%.

13. The pre offer document warrants formulation of a SPV in case two or more firms bid as consortium partner. We request you to relax this condition to signing of an MOU among the associates for executing the project as the cost and time overrun of establishing and winding up of SPV would be an additional expense without any benefit.

The matter has been considered and it has been decided that the lead partner may, alongwith technical bid, enclose copies of the MOU with its associates clearly declaring that they would be associated with the lead partner till the end of the project. The MOUs are to be executed on stamp paper of appropriate value, and the successful bidder shall be required to furnish the original MOUs, duly registered with the appropriate authority.

14. What will upgradation of existing facilities involve?

The Convention Centre of Science City is in operation since 1997. The existing facilities and infrastructure shall require upgradation to bring it at par with other convention centres. This shall include the air-conditioning system, sound systems in the auditoria and seminar halls, furniture and fittings, illumination, etc. The above list is only indicative and not exhaustive. Moreover, while undertaking the demand survey and market studies, it shall be mandatory to do a SWOT analysis. Such studies shall bring out issues which Convention Centre users may like to place on record. Analysis of the data shall bring out salient points where upgradation is being felt necessary by the users.

15. What is the extent of detailing required to be undertaken by the consultant under the scope – ‘Detailing out the approved concept plan’?

The detailing required shall be broad based more in line with concept plan with optimum space utilisation for various facilities that shall be accommodated within the given open land. Detailed design is not required at this stage. However, some basic

architectural features with essential specifications shall be required. This is also necessary for financial structuring of the project.

16. The annual turnover for 2009-2010 shall not be audited figures. Will this be accepted?

This is acceptable and hence audited turnover for the year ending 2008-09 has been asked under Item 9 (i) sub clause.5 (bulleted numbering) and for 2009-10 unaudited figures shall be acceptable.

17. Whether formation of SPV by the consortium members can be done only if selected to undertake the assignment.

Reply already furnished at query no. (13).

18. Whether amendment of the payment clause is possible?

No, this cannot be done and no mobilization advance shall be paid. The payment terms as in the advertisement will be directly followed.

19. Whether the offer security is refundable?

Yes. The offer security shall be refunded to the unsuccessful bidders within 45 days after the financial offers are opened.

20. Is there any minimum qualification required for each of the CVs of key individuals proposed for the assignment?

Qualification and experience shall be relevant to the work to be assigned to the individuals.

21. Whether there is any role conflict between the proposed role under the project and the subsequent Transaction Advisor role for the project? Whether a company bidding in response to this advertisement can also bid for selection of Transaction Advisor?

There being a clear conflict between the role of a consultant in this case and the role of a Transaction Advisor, agency bidding against this tender advertisement, will not be eligible to participate in the bidding for selection of Transaction Advisor.

22. Whether the last date for submission of the bid can be extended by at least two weeks?

The last date of submission of bids is firm and there will be no extension whatsoever since, for any extension, fresh press notification will be required. In any case, adequate time has been given for the agencies to submit their bids after the pre-scheduled pre-bid meet on May 14, 2010.

sd/-
(B. Dasgupta)
Secretary, NCSM