

## Minutes of Pre-Bid Meeting

**Date** : 30<sup>th</sup> July, 2024  
**Event** : Divya Kala Mela and Divya Kala Shakti, Raipur  
**Meeting Venue** : NDFDC Meeting Room, New Delhi

**Agenda:** To discuss the requirements and arrangements for the Divya Kala Mela and Divya Kala Shakti event scheduled for 16<sup>th</sup>-22<sup>nd</sup> August, 2024.

### Attendance

Sl No.	Description of Bidder/ Agencies	Name	Mobile No.	Email
1	Anirat Contracts Pvt. Ltd	Aslam Khan/ Sanjana Arora	8422041124	<a href="mailto:Aslam_dgm@aniratcontracts.com">Aslam_dgm@aniratcontracts.com</a>
2	Expostation Pvt. Ltd		9821624670	<a href="mailto:info.expostation@gmail.com">info.expostation@gmail.com</a>
3	Mendro Corporation Pvt. Ltd		9015611205	<a href="mailto:aquilahmad2015@gmail.com">aquilahmad2015@gmail.com</a>
4	Parvevents & Exh.		9050128970	<a href="mailto:cloudahmad777@gmail.com">cloudahmad777@gmail.com</a>
5	Graphisads Ltd.		9560459424	

### Meeting Highlights

#### 1. Understanding of Tender Document:

- All agencies were informed to carefully read the tender document.
- Agencies were encouraged to ask questions if they had any clarifications needed.

#### 2. Food Stalls Setup:

- Agencies will be responsible for setting up food stalls.
- Agencies must bring quality vendors to all food stalls.

#### 3. Stage Setup:

- The stage for Divya Kala Mela and Divya Kala Shakti will be constructed according to VIP security layers. Also, Governor/CM are also invited for the Inauguration.
- Also, stage will be used by 50-60 PwDs for Divya Kala Shakti performance. It should be accessible & secure for such performance.

#### 4. Promotion:

- The social media team will start promoting the event 2-3 days prior to the event.
- The PIA media/social media team will compile & tag popular handles/ influencers/local press/media in Raipur to promote the event.

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**5. Food Arrangements:**

- PIA should be prepared to make additional food arrangements beyond the specified number.
- Payments will be made for the additional food arrangements beyond Bid document.

**6. NOCs and Support:**

- PIA will be responsible for obtaining all necessary NOCs related to the event.
- NDFDC will provide support in this regard.

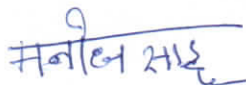
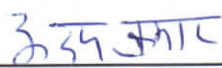


**7. Quality and Quantity Checks:**

- The quality and quantity of materials used in the arrangements will be checked from time to time.

**8. Accessibility and Cleanliness:**

- The event site must be fully accessible.
- Arrangements must include accessible toilets, adequate cleanliness, and water supply.

The meeting concluded with a note of cooperation and coordination to ensure the successful execution of the Divya Kala Mela and Divya Kala Shakti event.

			
मनोज कुमार साहू सहायक महाप्रबन्धक	अरुण कुमार सहायक महाप्रबन्धक	डॉ. विनीत राणा महाप्रबन्धक (प्रशा.)	अनिल कुमार महाप्रबन्धक (कार्मिक)

**ATTENDANCE SHEET OF BIDDERS PARTICIPATED FOR PRE-BID MEETING  
OF BID NO.GEM/2024/B/5213380 DATED: 26.07.2024 FOR DIVYA KALA  
MELA, DIVYA KALA SHAKTI - RAIPUR HELD ON 16.08.2024**

Sl. No.	Description of Bidder/Agencies	Name/Mobile No.	Signature
1.	Aslamkhan/Sanjana Aslam		
2.	Anisat Contracts P.Ltd	8422041124	Sanjana
3.	Expostation Pt Ltd	9821624670	Mr. Raelly Khan.
4.	Mendo Corporation Pt. Ltd.	9015611205	
5.	Parveents & exh.	9050128970	
6.	GIRANHISAR LTD	956045-9424	
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9.			
10.			

aslam-dgm@anisatcontracts.com  
 info.expostation@gmail.com.  
 @oufahmed2015@gmail.com  
 choudhary777@gmail.com