

**INSURANCE REGULATORY DEVELOPMENT AUTHORITY OF INDIA
HYDERABAD**

8th February 2018

Minutes of the 50th Procurement Committee meeting held on 8th February 2018

Present:

- | | |
|---|-------------------|
| (i) Ms Pournima Gupte, (Member-Actuary) | - Chairperson |
| (ii) Shri M. Pulla Rao, (ED-- General) | -Member |
| (iii) Smt P.K. Maiti, (GM- Enforcement) | - Member |
| (iv) Shri M.S.Jayakumar,(CAO) | - Member Convener |

User Department present:

- (v) Shri D.L.N.Murthy, (Manager - Admn)

Chairperson and Members of the Committee were apprised about the agenda item by Administration Department.

1. Engagement of Event Manager for “4th South Asian Insurance Regulators Meet and Conference”

It was apprised by the Administration Department that the above mentioned conference is going to be conducted and it was approved by the Competent Authority vide office note ref: IRDA/SDD/ON/2018/1 dated 09.01.2018 [Post-facto approval].

The Conference Hall and Food/Beverages are provided by HICC, Hyderabad and a part of accommodation is provided by Hotel Novotel, HICC.

The services of Event Manager in Hyderabad have to be used.

1. Event Manager – for supply, erection, etc. of stage, lighting, Audio/Video/sound system etc. and also arrange for
 - a. Supply of conference material – jute bags, banners, badges, etc. stationery, printed with logos, printing of conference booklets etc.
 - b. Wrapping of Special Mementos with pre-printed wrappers.
 - c. Registration counters and manning them
 - d. Other miscellaneous items – Hostess, Bouquets, etc.
 - e. Compering the event by a professional

It was decided to call for sealed tenders from event managers who had carried out similar work for HICC in the specified format to submit their quotes Item wise along with a letter of invitation (Annexure 2). HICC was contacted and the names of event managers were collected. The list of Event Manager provided by HICC are 1. Namdhari Events, 2. H. Works, 3.Highbrow Production Services Pvt Ltd, 4. Eventronicx and 5. Dream Fountain. The quotations were called for in the prescribed format by e-mails from the above vendors on 22.01.2018 with the last day of submission of the sealed Quotations on 25.01.2018 at 3.00 pm. Post-facto approval for calling the quotations from the above named vendors without going for public notice was obtained from Member (Life).

Sealed Tenders were opened by the Tender Opening Committee appointed by ED (Gen) consisting of Sri A V Rao, GM, SDD, Sri M S Jayakumar, DGM, CAO and Sri Deepak Gaiwad, DGM, HR Dept.as members on 25.01.2018 at 04.00 pm in the presence of the participating bidders (Annexure 3) and the same are summarized as below.

The details of the quotations are summarized as below.

Sl No	Name of the Bidder	Total Amount inclusive of Taxes	Status
1	Highbrow production Services Pvt Ltd	12,53,868	L1
2	H Works	16,41,203	L3
3	Eventronicx	16,54,289	L4
4	Dream Fountain	14,48,238	L2

It has been observed that M/S Highbrow Production Services Pvt Ltd, is L 1 Bidder for a total amount of Rs 12, 53, 868/-

The Committee agreed to the recommendation of Administration to award this Event Management work to M/S Highbrow Production Services Pvt Ltd, Hyderabad who is the L-1 bidder at their quoted price of Rs 12,53,868/-.

Sd
M.S.Jayakumar
Member-Convener

Sd
P.K. Maiti
Member

Sd
M. Pulla Rao
Member

Sd
Ms Pournima Gupte
Chairperson