

Minutes of Pre-bid Meeting

A pre-bid meeting was held on 01.11.2019 in BIP Board Room. Representatives from APCO Worldwide, Perfect Relations, Concept Communication Ltd., Adfactors PR attended the meeting. At the outset, the queries received vide e-mail were discussed. Thereafter, the participants were requested to raise any other queries or share any concern related to bid. All participants mentioned that the scope of work and other aspects of the bid are clear.

Committee has discussed the queries received on e-mail and raised during pre-bid meeting. The response to the queries after discussions are as follows:

Response to Pre-bid queries

Sr. No.	Section No. – Clause No. – Paragraph/Bullet No.	Corresponding page no in the RFP Document	Particulars of the query / clarification	Remarks of BIP
1	Section No. – 2 Clause no. 2.2.1 Paragraph/Bullet no. – A.3	20	Particulars - to qualify for evaluation the total project value for each such client should be more than Rs 1 cr) Query – Request you to lower the project value for each client to Rs. 50 lakhs	No change
2	3.5.4 Content Creation	30	Most of these engagements involve third party costs.	The contract clauses : 7.1 and 7.11 make the

Handwritten signatures and initials are present below the table.

	and Management Point Number 5.		Radio spots tend to be paid media. Please clarify if they will be billed separately and not included in the retainer fee of the agency.	subcontracting/ third party engagement conditions clear at page 82
3	3.5.5 Media Related Activities Point number 3	31	If the state decides to conduct a large scale summit will that be a separate Scope of Work? Since the summits involve an extensive outreach.	The Terms of reference at Clause 3.5 is clear.
4	2.2.1 Evaluation of Technical Proposal s (Bids) Point 5	21	Can the agency submit affiliate office details ?	No change
5	Section No.- I Clause No.- 1.8 Bullet No.- 1.8.2 and 1.8.3	10 and 11	As mentioned in the RFP, <i>'The bidder will submit pre-receipt bills in triplicate, on quarterly basis towards activities completed during the quarter, for settlement'</i> , we would like to request if this period can be changed to monthly payment cycle. Similarly, in point 1.8.3, <i>'The final quarter's payment.....'</i> , we	No change

			would like to request if this period can be changed to a month's time.	
6	Section No.-II Clause No.- 2.1 Bullet No.-1	18	As mentioned in the RFP, 'The bidder should be registered with the Companies Act 1956/Limited Liability Partnership (LLP) Act 2008, Service Tax department and carry a valid PAN/TAN', we would like to check if a consortium is allowed to bid?	No change. Consortium is not allowed.
7	Section No.-II Clause No.- 2.1 Bullet No.-4	18	As mentioned in the RFP, 'The bidder should have minimum employment of 50 professionals in PR across India', we would like to request if the number of minimum employees can be reduced to 30 professionals across India	No change
8	Section No.-II Clause No.- 2.2 Bullet No.- 3	20	As mentioned in the RFP, 'Bidder's experience of successfully executed PR projects for Govt./PSU/government bodies in the last 5 years ', we would like to request if this tenure of experience	No change

Dr-
W.S.M.

3
SP

✓

			can be increased to last 8 years period	
General		BIP Response		
9	How many Hindi competent people would be required in the team to be stationed in Jaipur?	The selected bidder may allocate resources as per Terms of reference and required deliverables		
10	Can you give us an estimate of how much effort will be devoted to investment promotion PR on the one hand and 'internal outreach' on the other. This will help us calibrate our plans and apportion resources.	It is clear from the ToR and minimum deliverables.		
11	When will we be expected to do the formal presentation in Jaipur?	The date will be intimated after the opening of technical bids at short notice.		
12	Is this bid for promotional activities Bureau of Investment Promotion or it is also for other departments of the government	The Scope of Work at Clause 3.5 is clear. <i>"The objective of this project is to devise a Public Relations Strategy in order to communicate all the initiatives pertaining to employment generation, education, healthcare, effective administration etc. to reach the last man of the State and beyond"</i> .		
13	Will an MSME category firm get the applicable relaxations as per RTPP Act and Rules	Yes. Valid proof of MSME Status, if applicable will have to be submitted.		

Further, minor corrections in the bid document identified during discussions are as follows:





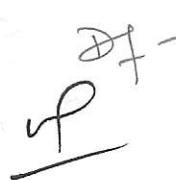


Addendum

Sno.	Existing Clause No.	Corresponding Page No. in RFP	Now may be read as
1.	Bid Security:	5 and 6	MSME category firm will get the applicable relaxations as per RTPP Act and Rules. Valid proof of MSME Status, if applicable will have to be submitted.
2.	1.3) Signing of the Agreement and Performance Security point 1.3.1- (v) and (vi)	8	Point v and vi is replaced by "Performance security furnished in the form specified in point 1.3.1 - (iv) (b) to (e) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period."
3.	1.7 Mode of Engagement	10	This may now be read as "Mode of Engagement: BIP is offering an opportunity of a long term relationship for a period of two years. This retainer fee will cover the time cost of all the resources deployed by the bidder for rendering required services and deliverables. Payment to the bidder would be made on quarterly basis. The overall fees as accepted by the BIP shall be paid in 8 equated

			instalments. The bidder shall submit the invoice inclusive of fees, OPEs and applicable taxes. BIP will deduct penalties, if any, as per terms and conditions, from the invoice."
4.	10 Recoveries, Penalty Clause and Liquidated Damages point 10.3	13	This may now be read as "The time specified for delivery in the <i>bid</i> form shall be deemed to be the essence of the contract and the successful <i>bidder</i> shall provide services within the period on receipt of order from BIP."
5.	10 Recoveries, Penalty Clause and Liquidated Damages point 10.4	13	This may now be read as "Liquidated damages: In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentage of value of <i>services</i> "
6.	10 Recoveries, Penalty Clause and Liquidated Damages point 10.9	14	Point 10.9 - deleted
7.	14) Jurisdiction point 14.1	16	This may now be read as "The contract shall be governed by laws of Rajasthan/India and all Government rules on

			purchase matter issued from time to time and in force for the time being are applicable to this <i>bid</i> .”
8.	Minimum Eligibility Criteria Point 1- Supporting Documents to be enclosed	18	This may now be read as “Details are to be submitted in the format given in the <i>TECH: 2</i> (Details of the Bidder Organization)”
9.	2.2.2 Evaluation Methodology	23	Numbering revised as <i>(v)</i> to <i>(vii)</i> and <i>(vi)</i> to <i>(viii)</i>
10.	2.2.2 Evaluation Methodology	23	The point - The bidder achieving the highest combined Technical Score and Financial Score, S, will be evaluated as the Successful Bidder and invited by BIP for negotiations may now be read as “The bidder achieving the highest combined Technical Score and Financial Score, S, will be evaluated as <i>the Lowest Bidder and may be invited by BIP for negotiations, if required.</i> ”
11.	Form TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM	45	This may now be read as “We, the undersigned, offer to provide the consulting services of <i>Public Relations for Government of Rajasthan</i> in accordance with your Request for


			Proposals dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope"
12.	4.3 Expiration of Contract - 4.3.1	75	This may now be read as "Unless terminated earlier, this Contract shall expire at the end of a period of 24 months after the Effective Date."
13.	10.3 Schedule of Payments - 10.3.1	95	7.The bidder shall also submit 1. - Deleted
14.	10.4 Payment Deduction Clause - Point 10.4.2	95	This may now be read as "Any delays from the time schedule stipulated by BIP for quantifiable items listed at page 35-37(Deliverables) and milestones listed in the approved strategy and plan items of work or listed in the Scope of Work/Deliverable/Agreement would entitle BIP for compensation of 1% of the contract value per month , subject to a ceiling of 10% of the contract value"

27-

[Signature]

8

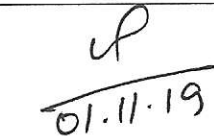
[Signature]

15.	10.5 Reimbursable 10.4.1	96	This may now be read as “10.5.1 The bidder shall furnish the BIP with the bills of expenses it incurred for the travel/accommodation/food etc. for the team members, journalists or any other expenses incurred in the arrangement of events. <i>The reimbursements of such bills shall be made by BIP as per BIP norms.</i> ”
16.	Contract Agreement	108	This may now be read as (c) “The work shall commence on and be completed within a period of 24 months.”
Other General Correction			
17.			Word “Consultant” may be replaced with “ <i>bidder</i> ” wherever applicable


Mgr(DN)


AGM(RR)


GM(Info)


CGM(F&A)