

**Government of India
Ministry of Tourism
(Publicity Division)**

**DISCUSSIONS DURING PRE-BID MEETING HELD ON 26th February,2019 FOR TENDER
DOCUMENT NO: - 1-TP (07)/2018, dated 14.02.2019 for Production of Television
Commercials on Social Awareness Themes for the Domestic Market for Ministry of Tourism**

A Pre-bid meeting was held on 26th February,2019 at 1100 hrs in the Ministry of Tourism, Government of India, Transport Bhawan, 1 Parliament Street, New Delhi to clarify queries regarding the Tender Document No 1 TP (07)/ 2018, dated 14.02.2019 issued by Ministry of Tourism for Production of Television Commercials on Social Awareness Themes for the Domestic Market for Ministry of Tourism

2. The meeting was attended by representatives of the following agencies: -

- a) M/s Sreshia Communications
- b) M/s Goldmine Advertising
- c) M/s Prachar Communications
- d) M/s Stark Communications
- e) M/s Isha Advertising Pvt. Ltd
- f) M/s Creative land Asia

3. The following officers were present during the pre-bid meeting to clarify the queries raised by the agencies: -

- a. Mr. Manas Ranjan Pattanaik , Deputy Director General, Event
- b. Mr. Vibhava Tripathy , Asst D G, Publicity
- c. Mr. Kumar Gaurav, Assistant Director, Publicity

4. At the outset the clauses of the Tender Document were reiterated to the representatives of the agencies present. Agencies were advised to submit their bids and documents strictly in accordance with the Tender Document. The schedule of production, quality, duration, film language, credit titles/Mutes, Audio and Video rights, scope of work, deliverables and the penalty clause etc, as mentioned in the Tender document was highlighted. It was reiterated that the bid should be submitted in the requisite format with proper indexing and necessary documents as stated in the Tender Document.

5. It was conveyed that the deadline for submission of bids is 1500 hrs on 25th March,2019 and the technical bids (for initial scrutinizing of documents) would be opened on the same day at 1600 hrs. The bidders are expected to be present during the opening of the technical bids. The bidders who are technically qualified shall be asked to be present for opening of the financial bids, the date and time for which will be conveyed separately

6. In response to a queries raised, the following was clarified: -

- (i) In regard to exemption from payment of EMD it has been informed that as per the RFP MSEs would be exempted from payment of EMD, subject to furnishing of relevant and valid certificate for claiming exemption.

(ii) Copies of the 3 work orders / contracts issued by different clients during the period April, 2015 to March, 2018 for production of television commercials / films / documentaries, may be enclosed. Of these work orders / contracts, at least one should have a value of Rs. 1 crore or above. In case of non-disclosure agreement of the agency/ production house with the clients, a CA certificate stating the same and confirming that the bidding agency/ production house is working in the field of production of television commercials / films / documentaries must be submitted.

(iii) A certificate from **Chartered Accountant only** should be submitted certifying that the agency / production house has a cumulative turnover equivalent to Rs. 30.00 crore or above in the financial years 2015-16, 2016-17 and 2017-18. Chartered Accountant should also certify that the agency / production house has received total payment from a single client in any one year out of the three years (2015-16, 2016-17, 2017-18) of an amount of at least **Rs.1 Crore** for production of TV commercials. CA certificate to be submitted as per format at **Annexure 2 in RFP**.

(Bidding Agency / Production House should submit a clear CA certificate to confirm the above mentioned requirements and should **not submit** copies of balance sheets, statements or other documents.).

(iv) In regard to details of crew members, it was reiterated that the **details** of the proposed production crew members, including director / script writer, music composer, etc. who will be associated with the work to be undertaken for the Ministry of Tourism as detailed in this RFP document must be furnished in the bid.
