

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

**RECORD OF DISCUSSIONS DURING PRE-BID MEETING HELD ON 2nd NOVEMBER, 2018 FOR
TENDER DOCUMENT NO :- 1-TP(8)/2018 FOR PRINTING OF CALENDAR FOR 2019 OF
MINISTRY OF TOURISM**

A Pre-bid meeting was held on **2nd November, 2018 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 (08)/ 2018 , Dated 26/10/2018 –issued by Ministry of Tourism for Printing of Calendars 2019 of the Ministry of Tourism.**

2. The meeting was attended by the representatives of the following agencies: -
 - a) Shri K.P. Singh Chanchar, Nova Publications & Printer Pvt Ltd
 - b) Shri Pushpanshu Kumar, M/s Asian Paper Products
 - c) Shri Parvez Alam, M/s All Time Offset Printers
 - d) Mr. Vinay Kumar, M/s Paras Offset
3. The following officers were present during the pre-bid meeting to clarify the queries raised by the agencies: -
 - a. Ms Meenakshi Mehta, Deputy Director General, Publicity
 - b. Ms. Susheela Tigga, Asst D G, Publicity
 - c. Shri Kumar Gaurav, Assistant Director, Publicity
 - d. Representatives of the creative Agency M/s Mc Cann Ericson, who have designed the Calendar were also present.
4. The Sample Wall and Desk Calendar of 2017 were shown to the Agencies present during the meeting to indicate quality of paper, fabrication and final output.
5. Based on query raised, it was reiterated that work can be awarded to different agencies for the Wall and Desk Calendars.
6. All Agencies were once again advised to submit Certificate of Registration/ Incorporation with a Government Authority with date of registration as proof of Agencies being in printing business for last five years.
7. The clauses of the Tender Document were reiterated to the representatives of the agencies. Agencies were advised to submit their bids and documents strictly in accordance with the Tender Document. The schedule of delivery and the penalty clause for any short delivery or delays, 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 mentioned in the Tender Document.
8. It was conveyed that the deadline for submission of bids is **1500 hrs on 16th November 2018** 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 financial bids of the technically eligible bidders shall be opened by a Constituted Committee. 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.
9. It was re-iterated that the entire consignment of Wall and Desk calendars is to be delivered to the Literature Distribution Centre located at Palam, New Delhi, as mentioned in the Tender Document.
