

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

'RECORD OF DISCUSSIONS' OF PRE-BID MEETING HELD ON 14TH JANUARY, 2021 WITH RESPECT TO TENDER DOCUMENT NO. TP-7/57/2020 - PUBLICITY DATED 31.12.2020 REGARDING PRODUCTION OF FILM ON ADVENTURE TOURISM, MICE TOURISM, HERITAGE TOURISM, ARTS & CRAFTS AND WELLNESS TOURISM OF 90 SECONDS DURATION WITH SHORT EDITS OF 60 & 30 SEC EACH.

A Pre-bid meeting was held on **14th January, 2021 at 1100 Hrs** in the Ministry of Tourism, Government of India, Transport Bhawan, 1st Parliament Street, New Delhi to clarify queries regarding the **Tender Document NO. TP-7/57/2020 - PUBLICITY, Dated 31.12.2020** – issued by Ministry of Tourism for Production of Film on Adventure Tourism, Mice Tourism, Heritage Tourism, Arts & Crafts and Wellness Tourism of 90 Seconds duration With Short Edits of 60 & 30 Sec Each.

2. The meeting was attended by the representatives of the following agencies: -
 - a) Mr. Mohd. Shariq (Sr. Marketing Manager) , **M/s Eleeanora Images Pvt. Ltd.**
 - b) Mr. Sandeep Pugalia (Account Manager), **M/s Crayons Advertising Pvt. Ltd.**
3. The following officers were present during the pre-bid meeting to clarify the queries raised by the agencies: -
 - a. Shri Arun Srivastava , Deputy Director General (Publicity & Events)
 - b. Smt Susheela Tigga, Assistant Director General(Publicity)
 - c. Shri Anoop Biswas, Tourist Information Officer(Publicity)
 - d. Shri Ajeet Kumar Tyagi, Tourist Information Officer (Publicity)
4. 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, as mentioned in the Tender document was highlighted.
5. Based on query raised, followings were reiterated and clarified as per the clauses mentioned in the RFP: -
 - (i) The bidding agency/production should have a cumulative turnover equivalent to Rs.30.00 (Thirty) Crore or above in the financial years 2017-18, 2018-19 and 2019-2020. A certificate from Chartered Accountant must be produced as documentary evidence and no other document would be accepted.
 - (ii) The bidding agency were clarified on the assessment of Technical Bids stating that the total payment from a single client in any one year out of the three years (2017-18, 2018-19, and 2019-20) of an amount of at least Rs.1.00 (One) Crore for production of TV commercials/Films/Documentaries. **2 marks (Maximum 10 marks)** each for every additional account for which payment received is Rs. 1.00 (One) Crore or more (during 2017-18, 2018- 19 and 2019-2020). Further, it was clarified that Number of TVCs produced/Film produced in the area of tourism during last 5 years (**will have 5 marks for each Category – Maximum 10 marks**).
 - (iii) It was clarified that in lieu of Bid security, bidders should sign a Bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and if they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be blacklisted for the period of eighteen months (18) from the date of

disqualification. In the absence of Bid securing declaration in the prescribed format (Annexure - 4), the tenders will be rejected and will not be opened.

(iv) It was clarified that the successful agency / production house will execute a Performance Guarantee for **3%** of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Commercial Bank in an acceptable form or in the form of a Fixed Deposit Receipt pledged to the 'Pay and Accounts Officer, Ministry of Tourism' payable at New Delhi. The Performance Guarantee should remain valid for a period of 60 days beyond the completion of the period of contract.

6. It was conveyed that the deadline for submission of bids is **15th Feb, 2021 before 1500 hrs any** bids submitted after above mentioned time will not be accepted. 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.
