

Minutes of Pre-Bid- Meeting

Brief Description: Expression of Interest (EOI) For Hiring of Media Management Agency for Celebration of Silver Jubilee of QCI

Date and Time for Pre-Bid meeting: October 22, 2021, 3.10 PM to 3.40 PM

Mod of Pre-Bid Meeting: Video Conference

The following Bidders' Representatives attended the pre-bid meeting:

S. No.	Name of the Prospective Bidders/Firms
1.	Delightful Events & Décor
2.	Graphis Ads
3.	Axis Communications
4.	KM Consultancy
5.	ADG Online

QCI officials were present in the pre-bid meeting to provide clarification to the queries from the prospective bidders. The meeting began with a brief by the committee on QCI and its operations and the project intended to be undertaken through this EOI document.

In order to bring uniformity and clarity among the prospective bidders on the expectations of QCI, various terms and conditions as mentioned in the EOI document, the queries received from bidder(s) during pre-bid meeting were discussed and clarified. The clarifications arrived thereof are indicated as under:

SR. No.	Content of Para / Clause under Reference as per Bid Document	Queries/Suggestions	Response
1	Page No. 3: 3 Scope of Work f. Press Ad Release (Delhi/National)	The firms requested clarification over the press release (if it is required in different languages or Hindi/English)	Primarily QCI is looking press releases in Hindi and English newspapers (Delhi/National). However, the firm can suggest the list of newspapers for a better reach.
2	Page No. 5: Pre-qualification Criteria b. Turnover Audited Financial Statements or CA Certificate certifying the turnover with CA's Registration Number/ Seal.	The firms requested if they can submit their audited financial statements released in public domain.	Yes, that can be accepted as a certificate of turnover.
3	Page No. 5: Pre-qualification Criteria c. Solvency	The firms requested if they can submit certified bank statements from the scheduled banks.	No. Certificate from Schedule Commercial Bank
4	Page No. 5: Pre-qualification Criteria d. Technical Capability & Experience	The firm requested clarification over technical Capabilities and Experience.	Necessary corrigendum shall be issued in this regard.

- ❖ All above points are noted and decided by the firm.
 - a. These minutes of pre-bid meeting shall form the part of bid document/Agreement.
 - b. Rest of the terms and conditions and specifications of the bid document shall continue to remain same subject to corrigendum issued.
 - c. The above amendments/ clarifications are issued for the information for all the intending bidders.
 - d. The submission of bid by the firm shall be construed to be in conformity to the bid document, Corrigendum and amendments/ clarifications given above.