

**Minutes of Pre-Bid Meeting**  
**On**  
**Tender for Printing Press empanelment Held on 17-7-2020**

Following points were raised and clarifications sought in the meeting by representatives of different printing Press on the tender document:

1. The cost to be submitted by vendors will be without including GST since there are possibilities of change in applicable GST every six months by the GST council.
2. The sizes given for Brochure/Folder to be read as – 7X11 as open size for printing and can be folded in 3 or 4 folds; 9X22 as open size for printing and can be folded in 3 or 4 folds; A-4X3 is to be read as A-4 folded size and to have 3 folds (back to back 6 pages).
3. For posters the size 29X39 is to be read as 28X39 as cut area and 27X 38 as print area.
4. The performance guarantees to be kept with NHSRC for a period of 6 months after release of payment. Printers have to timely put in request for release of the same.
5. Printers to be informed on release of payments because at times combined payment of more than one invoice gets released and deductions like TDS, GST and PG are made and printers find it difficult to know which invoices have been cleared.

No more points were raised and rest of the tender document was clear.