

Minutes of pre-bid meeting (virtual), September 27, 2021, 3 PM to 4 PM on tender for request for proposal for empanelment of graphic motion designer, videographer, audiographer, illustrator, editor/proofreader, and animators

Agenda:

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and answers

Meeting attended by:

From NHSRC: The PAO - Brig. Sanjay Baweja (Retd.); Garima Verma & Megha Mathur, Consultants - Publications

Participants: 1. Shubham Gandhi, 2. Ajai Chawla, 3. Mohmmad Shafiq, 4. Karan Kapoor, 5. Dharendra, 6. Satya Mishra, 7. Shailesh, 8. Naushad

Following points were raised by the participants and clarifications given by the NHSRC:

- 1. Explanation on language version for animations and videos**
 - The videos and animations could be in Hindi, English or regional languages. The agencies could give three quotations – one for Hindi, one for English, and one for regional languages.
- 2. Query on samples and work orders to be submitted**
 - Work samples submitted along with tender documents must be supported with work orders for authentication.
- 3. Timelines for the projects/works**
 - The same shall be shared while assigning the work, some projects could be on urgent basis too.
- 4. Travel Expenditure for outstation shoots**
 - On actuals
- 5. Inclusion of shoot requirement under animations category**
 - There might be requirement of videos which are a mix of live shoots and animations.
- 6. Only the agencies who provide all the services in the RFP can apply?**
 - Any agencies which have expertise in some or all the services can apply.
- 7. Assigning the works to various agencies**
 - A rotations policy is followed as per the rules.
- 8. Could the quotations be split for dubbing, voice over, language versions?**
 - No. All inclusive cost/quotation to be given.

No more points raised by the representatives on the rest of the tender.