

Minutes of the Meeting

1.) **Pre-Bid Meeting for Empanelment of Vendors for Designing, Printing, Videography, and Creative work** was held on **09-03-2023** at **NHSRC Building, First Floor.**

2.) **The following attended the meeting:**

| Agency representative/s | | |
|--------------------------------|-----------------------------------|--------------------------|
| S. No. | Name of the Representative | Agency Name |
| a. | Virender Kumar | Sita Fine Arts Pvt Ltd. |
| b. | Sanjay Bansal | Softline Studio Services |
| c. | Manik Tandon + 1 | The Visual House |
| d. | Sanjay Rawal | Abhillasha Films |
| e. | Rajiv Aggarwal | PRNT Source Pvt Ltd. |

| NHSRC personnel | | |
|------------------------|---------------------|----------------------------------|
| S. No. | Name | Designation |
| a. | Brig. Sanjay Baweja | Principal Administrative Officer |
| b. | Garima Verma | Consultant, Publications |
| c. | Saurabh Shivdasani | Consultant, Publications |
| d. | Digvijay Singh | Accounts Assistant |

3.) **The following are the queries raised by the representative/s of agencies, followed by the clarification given by the NHSRC respectively:**

I. **Virender Kumar from Sita Fine Arts Pvt Ltd.**

Question: How to provide costing for books that are less than 50 pages?

Answer: The agency/ies can give separate rates for Spiral Binding, Saddle Stitch/Stapled Binding, and Perfect Binding.

II. **Manik Tandon from The Visual House**

Question A: How many days of shooting would be required in Annexure-III (Price Quotation 2) Point No. 3?

Answer: The quotation to be given will be based on time duration of the video as mentioned in Annexure-III Point No. 3, and not on the number of days shooting is done.

Question B: What will be the cost implication if shooting is outside Delhi/NCR?

Answer: In Delhi/NCR, prices are included with the video cost. If the shoots are done outside Delhi/NCR, the agency can claim the travel costs as per actuals by submitting the bills.

Question C: Can NHSRC provide any reference video so all the agencies can give quotations as per that?

Answer: For various tasks, video requirements and specifications are different. NHSRC will go as per the EOI specifications.

Question D: How to give printing quotes for various quantities?

Answer: The agencies have to give price quotation for one copy falling in the price bands mentioned, and the same will be multiplied by the total number of copies depending on which category it is falling in.

E.g., If the band is between 251-500 quantity, then even if NHSRC places an order of 251 copies or 500 copies, the rate mentioned in that category will be applicable to both.

Question E: Refer to page no. 6 of 25 – Documents to be attached with the tender, point 6 is not clear.

Answer: It was clarified that the vendor facility should be in the name of the company applying for the tender. Outsourcing of the work to a third party will not be acceptable.

Question F: Is turnover, as mentioned in Technical Evaluation Framework (Table I), cumulative for all three years or is it for one year?

Answer: The turnover is for one year and not cumulative. *Same has also been amplified at S. No. 11 (Evaluation Criteria-Financial Capability)*

Question G: For printing work samples, do we have to provide hard copies?

Answer: Yes, hard copies should be submitted for the evaluation purposes.

Question H: How many agencies will the NHSRC empanel?

Answer: NHSRC intends to onboard suitable agencies for all works.

III. Sanjay Bansal from Softline Studio Services

Question: Can we apply for the selected works from the list?

Answer: Yes, an agency can apply for the selected work/s as mentioned in Annexure II S. No. 4. It is not mandatory to apply for all works. The agency can apply for 1, 2, 3 or combination as per the agency's capability.

Question: Can we submit the bids online?

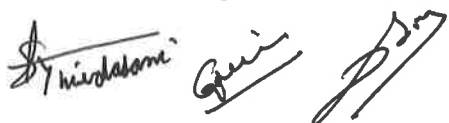
Answer: Bids can only be submitted offline, in the sealed envelope in the tender box placed at the reception at NHSRC building, New Delhi. Also, the agency representative submitting the tender should make the entry in the register kept at the reception at NHSRC.

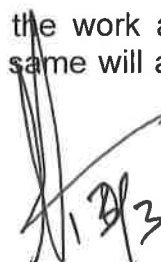
IV. Rajiv Aggarwal from PRNT Source Pvt Ltd.

Question: What are the options for agencies having turnover of less than ₹1 crore if applying for a selected work?

Answer: NHSRC may consider the agency, depending on the work applied for and its market volume, and if the turnover is less than ₹1 crore, the same will also be considered by the NHSRC.

The meeting ended with a vote of thanks.





s/d

Brig. Sanjay Baweja (Retd.)

Principal and Administrative Officer, NHSRC, New Delhi