Minutes of the pre-bid meeting held on Thursday, 13 December 2018 with reference to the Request for Proposal to engage a Design Agency for the Invest India Magazine

This is to inform that the pre-bid meeting was attended by two design agencies namely Creative Inc. and Dramantram. Two members from each of these agencies were present. The following questions were raised during the meeting:

1. Clause 18 Technical Evaluation - Please specify if the “Past Experience in work of similar nature” just confines to magazines/books or other campaigns will be suitable as well. Kindly elaborate?
   A. It will be advantageous to the design agency if they have similar experience in this kind of work (as marks will be allotted accordingly under the technical criteria). However, in dearth of this, a design agency may submit other creatives to compensate.

2. Clause 23 Terms of Payment – Since the magazines are to be published quarterly, please mention the criteria for monthly payment, as mentioned in the proposal?
   A. Payment shall also be made on quarterly basis after successfully completion of work.

3. Clause 2.17 Negotiations – Please specify that the selection criteria is QCBS or L1 (lowest financial bidder will be awarded the tender). Also please specify about the negotiations.
   A. For QCBS please refer para 2.25.1 “Based on the criteria in item No. 20 of Data Sheet-Part II the combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. Based on combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. The bidder securing the highest combined marks will be considered for award of the contract.”

In the above para H1= L1 (Lowest financial bidder will be awarded the tender)

4. Scope of Work – Kindly confirm if all the editorial services will be provided from your end and that the production process (printing) is not a part of our mandate?
   A. Yes, all the editorial services will be provided by Invest India and there will be a separate printing agency. However, the design team is expected to work in closely with the print agency in the final stages of production.

5. Clause 5.2 Scope of Work – Apart from designing the magazine, is Social Media Management a part of our scope of work too?
A. Whilst designing the magazine, there might be instances where the design agency may be required to design creatives. These creatives will be a part of the magazine but may also be required for Invest India’s social media outreach. The design agency should be prepared to deliver these in the formats as per the requirements.

6. Please quantify the amount of pages in Magazine that has to be designed.
A. The pages can vary from 80 to 110.

Please note that the amount of one issue of the magazine should not exceed INR 10 lakhs. Bids quoting more than this price, per issue, will automatically be disqualified.