

**Minutes of the Pre-bid meeting of INVITATION FOR PROPOSALS FOR PROVISION OF DESIGN SERVICES UNDER FRAMEWORK AGREEMENT**

IFP REFERENCE: TENDER/PR/2017/0008

Venue: NSDC Office, 301-306, West Wing Worldmark -1, Aerocity, New Delhi-110037

Date: 25-09-2017 (11.00 AM onwards)

Following are the response to the queries sought by the prospective bidders:

Sl.No	Page No.	Clause No.	Clarification Sought	Response
1	32	1	If a design of a press ad is approved, will that agency also get to release the ad in newspapers ? Will it get only the design cost only?	Agency will not the release ad in newspaper. Agency will only design work and shall be payable for design and creative cost only.
2	68	4	Bidder need to give rates for various items. But there is no mention of cost of language adaptation of the ads and other items. DAVP also has provision in its designing rate card to charge for language adaptations. Minimum cost per language and also as per word count. NSDC must pay for the cost of translation at least at the same value as DAVP does?	NSDC will pay for language adaptation of the ads and other items. Agency to share a financial quote for translation of content to different languages. Cost to be shared in the following way: a. Cost per 100 words for the following languages; b. Marathi, Kannada, Gujrati, Bengali, Assamese, Oriya, Malyalam, Hindi, Tamil, Telgu.
3	24	2	The Agency must have handled at least 2 design and creative accounts ,with annual revenue of Rs. 20 lakh (minimum) in each of the said account, during the last 3 financial years (2013-14, 2014- 15 and 2015-16), does this include 2017-18?	Annual revenue should be 20 lakhs (Minimum) in each last 3 financial year ((2013-14, 2014- 15 and 2015-16), not included 2017-18. The annual revenue should only consist of design and creative cost paid by the client.
4	25	Package - 1	How package -1 empanelment will work ( Is it a fixed work/cost for per month or as per work required per items by NSDC)?	Package -1 is on retainer fees basis on specified scope of work and only one agency will be selected for this package.
5	21	(ii)	Bidder propose to have various Purchase/Work Order of small amount. Do need to attach all Purchase/Work Order in proposal submission ?	Yes Relevant Purchase/work order as per the requirement of Bid .
6	25-26	Package -1 & 2	Bidder do not deal in all items in package -2 in that case Bidder can participate or not and how financial will be calculated ?	Bidder can provide the Price of all item specified in Bid document and empanelment will be done as per procedure mention in bid document.