



## Minutes of the Prebid meetings held on 12<sup>th</sup> June 2024

**Tender Reference:** IIMB/T&C/13/Communications Unit/24-25

IIMB had an online Pre-Bid meeting on 12.06.2024 at 1100 hrs. with prospective bidders/participants for our tender for appointing a specialist PR Agency.

The replies to the queries of the participants (both by e-mail received before the meeting and oral queries during the meeting) are as below.

Sl. No	Pre-Bid Queries	Response-IIMB
1	Exemption for Startups / MSMEs for the Educational Institutions experience as a mandatory requirement. Allow Private sector client's experience as valid.	Experience in Educational Institutions is a must. However, the educational Institutions can be private or public.
2	Exemption for Startups / MSMEs for the mandatory clause of offices outside India. They are new to establish offices abroad.	Keeping in view of leveraging the opportunities in foreign countries, location of the Offices/affiliate offices is a must. However, the locations have been modified. Please refer the amendment below.
3	Do we need to submit the Presentation along with the Technical bid submission?	Please refer the clause 10 of the tender document- Evaluation of Bids.
4	The query is that "Agency must own or have an affiliate office in at least two locations – Dubai, Singapore, New York, London and Hong Kong". We have offices in Singapore and Sri Lanka but not at these locations currently. Just wanted to confirm if this amounts to disqualification. If not, then how will it be considered.	Please refer the amendment below.
5	What are your estimated budgets? Can you specify the allocation for Ad Spends, if any?	The estimated cost is for internal purposes only and cannot be disclosed. However, the scope of the service and other terms and conditions of the tender enable the bidders to submit their competitive quotes.
6	<b>Clause 3 c:</b> We would like to get clarification on this statement. Our concern is to understand that the required experience should only be focused on the PR work or can we also consider the social media related work as well. And if social media work is eligible for qualifying this criteria, will it also be considered in the same manner for the marking criteria.	Since this tender is for selection of a PR agency, the work should be predominantly in PR area.
7	<b>Technical Evaluation, Criteria 1a:</b> We would like you to consider altering this existing clause in a way so that it can include work experience with government firms as well.	The tender condition remains unchanged. However, the academic Institute can be private or public.
8	When does the Financial Bidding begin, and will link be shared with the participants?	Please refer the tender clause 8
9	Kindly help us understand the bid validity period	Please refer the tender clause 7
10	Indemnity for the agency partners is unlimited. Could we re-look at the clause if selected?	Indemnity clause remains unchanged.
11	Could you please confirm whether a signature is needed on each page of the document.	The bid documents have to be uploaded using and digital signature certificate which signifies the authentication of the documents uploaded. However, the annexures have to be signed before uploading.



**Additional Amendments / Information**

Existing	Amended
<p><b>Clause 3 d. of Eligibility Criteria/ Clause 10 b) of Evaluation of Bids</b></p> <p>Must own or have an affiliate office in at least two locations – Dubai, Singapore, New York, London and Hong Kong.</p>	<p><b>Eligibility Criteria Clause 3 d/ Evaluation of Bids Clause 10 b)</b></p> <p>Must own or have an affiliate office in at least two locations – Dubai, Singapore, New York, London and Hong Kong.</p> <p><b><i>If the bidder has only one office among the above locations, the second office can be in any ASEAN or SAARC country.</i></b></p>

**Additional Information:**

Clause 5: Earnest Money Deposit (EMD)

EMD Exemption is applicable for Startups as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded as part of the Technical Bid.