

**Minutes of Pre-Bid meeting for the RFQ-cum-RFPs for Selection of Agency for Production and Supply of Displays and Graphics for Department of Industrial Policy and Promotion.**

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I. A meeting on the above mentioned subject was held at 11:00 am on 9.6.2015 in Room No.135, Udyog Bhawan under the Chairmanship of Shri Atul Chaturvedi, Joint Secretary. List of participants is at Annexure-A.

II. The Chairman welcomed the participants and conveyed the objective of the work and invited the representatives to present their queries which were responded to as below:

**A. ENCOMPASS**

**Q.1 Can the Reconfigurable Curved Portable Magnetic Wall display system in size 20 ft.(w) x 8 ft (h) in W/S shape be supplied in two boxes each having size of 10 ft.(w) x 8 ft (h) for ease of transportation?**

A. As per Section 5-Scope of Work S.No. 1 at table of the RfQ-cum-RfP, the firm is required to supply Reconfigurable Curved Portable Magnetic Wall display system in size 20 ft.(w) x 8 ft (h) in W/S shape. There is no bar in packing the item in more than one boxes. The final product should be of the requisite size as indicated in RfQ-cum-RfP document.

**Q.2 Would the display material be printed on both side or it would be single side print?**

A. The display system would be single side printed.

**Q.3 Can the DIPP provide the details of various locations for delivery of display systems?**

A. As per Section 5-Scope of Work of the RfQ-cum-RfP, DIPP intends to procure approximately 100 kits of state-of the art ready to use display material customized with “Make in India” brand. The display kits are required to be delivered at 100 Indian Missions located all over the world covering all the continents. However, exact location can not be assessed right now. The firm can accordingly take a view while submitting the proposal.

**Q.4 Will the Department provide necessary documents for ease of transportation of display materials at locations abroad?**

A. This DIPP will issue a Work Order to the selected agency, which should suffice for transportation of display material.

**B. TSI DISPLAYS PVT. LTD.**

**Q.1 When do we have to handover the EMD?**

A. As per para 2.3.2 of section 2-Instructions to applicants read with S.No. 2.5.4 of the table at para 2.13-Data Sheet of RfQ-cum-RfP, the Demand Draft/Bank Guarantee in original shall be placed in an envelope and marked as “EMD-[name of assignment]” and “Not to be opened except in the presence of evaluation committee”. In addition, a scanned copy (in pdf format) shall also be uploaded on Central Public Procurement Portal (hereinafter referred to as CPPP). The address for submission of EMD/Bank Guarantee is, Deputy Secretary (BE-III), DIPP, Udyog Bhawan, New Delhi-110011. The EMD in original should be submitted at the above address before the closing date and time of the submission of the proposal.

**Q.2 Whether in Para 2.47(ii): Page 11, in the RFQ cum RFP, the term “only service tax” can be replaced by the words “only service tax/VAT”?**

A. Para 2.4.7(ii) of section 2-Instructions to applicants of RfQ-cum-RfP may read as under:

‘The Financial Proposal shall take into account all the expenses and tax liabilities and cost of insurance specified in the work order, levies and other impositions applicable under the prevailing law. For the avoidance of doubt, it is clarified that all taxes, **excluding service tax/VAT**, shall be deemed to be included in the cost shown under different items of Financial Proposal. The Applicant shall be paid only service tax/VAT over and above the cost of Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.’

**Q.3 Whether the delivery of the kit to International Destination can be effected by Air Courier mode so as to avoid cumbersome custom clearance route?**

A. The delivery of the kit to International Destinations can be effected by Air Courier.

**Q.4 Can the list with address of International delivery points be furnished to evaluate the shipping/delivery costs?**

A. Query has already been replied to vide Q.3 at para II.A above.

**Q.5 Because of heavy outflow involved in executing the order, can it be possible to allow reasonable mobilization fee to the successful agency?**

A. Mobilization advance of 30% of the approved cost against bank guarantee of same amount would be allowed.

**Q.6 Do the agency need to submit the proposal on its letter head?**

A. Submission of proposal of letter head of the Company is not necessary. However, the proposal submitted by the agency should be duly signed by the authorized signatory of the firm.

**Q.7 Para 2.4.3 of the RfQ-cum-RfP mentions about providing of photocopy of PAN card and latest income-tax return. Please clarify as to with which form these documents should be submitted.**

A. The photocopies of PAN card and latest income-tax return as required vide para 2.4.3 of RfQ-cum-RfP, may be submitted with form 3B i.e. Self-certification of Operating for minimum 10 years.

**Q.8 Does the cost indicated at A, B and C at form 4B of the RfQ-cum-RfP would be included in the total cost of the proposal?**

A. As per form 4B of RfQ-cum-RfP, for Financial Evaluation, break-up of costs for each of the items of work listed in the Scope of Work are to be submitted on a separate sheet of paper. This break-up of individual costs will **not** be considered for financial evaluation.

III. At the end of the meeting the Chairman asked the participants of bidding firms to contact him or Deputy Secretary (BE-III), DIPP, in case they face any difficulty in uploading the bid document in CPP Portal in respect of the RfQ-cum-RfP for selection of agency for Production and Supply of Displays and Graphics for DIPP.

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