Pre-Bid Meeting held on 9th Jan 2020 by IBEF and ITPO jointly at IBEF Office for handling queries/clarifications, if any, regarding the RFP No. B&C202001001

The pre-bid meeting was attended by the participants from following organizations:

1. AMP Communications Pvt. Ltd
2. Disha Communications Pvt. Ltd
3. Skonnects Marketing Pvt. Ltd
4. TCP Advertising
5. Span Communications
6. Lalooji & Sons
7. Graphic Ads
8. Jagran Solutions

Response to the queries raised during the pre-bid meeting are responded:

- The proposed edition of ISF 2020 as per the RFP will be held at Ahmedabad however the target cities for publicity have to be defined by the participating agencies as per their media plans, strategy and available time-limits so as to maximize footfalls. Please refer scope of work in Section 1 of RFP for more details.
- The decision of having repetitions of designs or unique representation will be discretion of participating strategy and therefore will form part of overall creative strategy to be presented during the technical round of RFP.
- DAVP rates will be entertained/ITPO will be coordinating agency for the project
- Refer scope of work to understand the focus of work in detail
- No budget indication, IBEF/ITPO have reserved a clause of adjustment of proposed elements to adjust in the project budget at a later stage.
- Change in timelines if any will be communicated via IBEF website and ITPO websites
- ISF 2020 will have participation from 6-7 sectors of India leather, Textile, Handicraft, Gems &Jewelry, Ayush and many more. These sectors will have products for sale to customers. The target audience will be B2B and B2C for the festival.
- In Section 3.2) In the table for financial bid the Refer to section 1.3.4 has to be read as reference to Section 1.c.iv (Misc Work)

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<tr>
<th>S.No</th>
<th>Description of elements</th>
<th>Cost (INR (In Lacs))</th>
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<td>Refer section 1.3.4 to be read as 1.c.iv</td>
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<td>One time cost for elements described in 1.3.4 to be read as 1.c.iv lump sum cost</td>
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**EMD and Performance Guarantee:**

- Team shall award the work to the agency upon receipt of Performance Guarantee @ 10% of the value of the work being awarded. This process will be separate for each project.
- This guarantee shall be in the form of Bank Guarantee by way of Demand Draft/NEFT/RTGS/Wire Transfer/Fixed Deposit Receipt (FDR) of any scheduled bank. The performance guarantee shall be valid upto three months from the date of conclusion of the specific project. The security deposit/performance guarantee obtained for each exhibition shall be returned without any interest after three months of satisfactory completion of the work. At the time of award of work for the subsequent project, performance guarantee @ 10% will again be submitted to ITPO.

**The terms of payment:**

i. Advance 10% of the cost of project at the time of awarding of the contract, subject to submission of 110% advance bank guarantee.
ii. Second instalment: A payment of 10% of the cost of project on submission of design documents.
iii. Balance payment will be released by ITPO on basis of actual work executed and satisfactory performance of work.
iv. All the payments will be released by ITPO based on satisfactory performance of work.

- In the event of the agency, to which the contract is awarded, rendering itself liable to action under relevant clause, ITPO shall have powers of determination of the contract. Termination notice given in writing to the agency under the hand of the General Manager, shall be conclusive evidence for enforcement of this clause.

**MSME Exemption for Tender Fee & EMD**

- Exemption of tender fee & EMD will only be given to MSME registered bidders.

**Revised Tentative Campaign Period & Event Date**

- The tentative dates of the campaign will be in the month of March and April 2020.
The Tentative dates for Ahmadabad Shopping Festival is March 27- April 06, 2020

Contact Person

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