

Information & Public Relations Department (IPRD)

Tender No: 2020_IPRD_393389_1

RFQ cum RFP towards the appointment of a creative agency

CORRIGENDUM 1

Response to Pre- Bid queries

S. No.	Reference from RFP document		Bidder's Queries	IPRD's Response
	Section	Clause		
1	Financial Criteria	2.6.4	Is Audited Financial details for the year 2019-20 necessary, since the financials are not finalized considering extension provided by the Central government due to Covid 19 pandemic.	FY 2016-17, FY 2017-18 and FY 2018-19 will only be considered for the technical evaluation. Clause 2.6.4 subclause 2&3 and 2.6.5 sub clause 2 stands modified as "for each financial year 2016-17, 2017-18 and 2018-19"
2	Technical evaluation	2.6.5	For technical evaluation stage II, will IPRD provide the topics for the presentation? If yes, will only topics be provided or some content available with IPRD will also be	List of schemes / programs will be shared by PRD for preparing the presentation to the technically qualified bidders on 06.11.2020. Some basic content

S. No.	Reference from RFP document	Bidder's Queries	IPRD's Response
		shared?	on the schemes available with PRD shall also be shared along with the topics. The bidders are expected make use of this content as well as any information available in the public domain while preparing presentation for technical evaluation stage II
3	Financial proposal	Form 4B	<p>The financial Bid should be inclusive of GST or not? The Form 4B given in the RFP has GST as a separate column and in the end of the form 4B a note is given that all amount quoted should be exclusive of GST. Please clarify.</p> <p>Financial Bid should be inclusive of all charges excluding GST</p> <p>Revised Form 4B is provided as Annexure II</p>
4	Performance security	2.7.2 & 4.1.7	<p>In page 18 of the RFP for the winning bidder the performance security to be submitted to IPRD is given as 5 percent of winning bid but in page 53 its given as 10 percent of winning bid. Please clarify</p> <p>Performance security is 10%</p> <p>Clause 4.1.7.1 stands modified as "Performance security for an amount equivalent to 10 (ten) percent of the total cost of Financial proposal under this assignment"</p>
5	Technical evaluation	2.12	<p>Presentation Date is on a Sunday</p> <p>Revised schedule is attached as Annexure I to this corrigendum</p>

Annexure: I

Tentative schedule for selection process as provided in clause 2.12 (Page 20 of the RFP) will stand revised as follows:

Date of issue of RFQ – cum – RFP	05.10.2020
Last date for receiving queries/requests for clarifications	12.10.2020
Pre-Bid Meeting through Video Conferencing at 11 a.m.	19.10.2020
IPRD's response to queries/requests for clarifications, if any	30.10.2020
Proposal Due Date	05.11.2020
Opening of Technical Proposals	06.11.2020
Display of list of applicants qualified for technical evaluation stage I on the website of IPRD /E-Tender portal	07.11.2020
Display of list of applicants qualified for technical evaluation stage II - Presentation on the website of IPRD /E-Tender portal	09.11.2020
Presentation by applicants in IPRD, Government Secretariat, Thiruvananthapuram / Video Conferencing	16.11.2020
Display of list of technically qualified applicants on the website of IPRD /E-Tender portal	17.11.2020
Opening of Financial Proposals of technically qualified applicants in IPRD	18.11.2020

Annexure II:

Form 4B: Financial Proposal: Summary of costs

S No	Item Description	Number of items per month	Basic rate per item in figures to be entered by the Bidder in Rs (Inclusive of all charges excluding GST)	Total Amount*	Total Amount* in words
1	2	3	4	5	6
1.01	Content for Social media				
	Instagram (2 posts per day)				
	Snapchat (2 posts per day)				
	Twitter (3 tweets per day)				
	Facebook (2 posts per day)				
	WhatsApp (2 posts per day)				
	Telegram (2 posts per day)				

	Linkedin (2 posts per day)				
1.02	Audio Visual Content				
	Youtube / Instagram / facebook (2 min videos 3 per week)				
	Youtube / Instagram / facebook (20 min videos 2 per Month)				
1.03	Print Content				
	English Ads(5 per week)				
	Malayalam Ads (10 per week)				
1.04	Web Content				
	Blogs (5 per week)				
	Write Ups for Malayalam web pages (2 per week)				
	Write Ups for English web pages (2 per week)				

1.05	Outdoor campaigns (3 per month)				
1.06	Book/Report/Cover/Master brochure Designing (1 per month)				
1.07	Supply Design for web portals / apps (including design of modifications/alterations of existing websites of IPRD and other Departments/Agencies in Government) - 3 such assignments				
1.08	Social media experts deployed on site				
	Total in figures				

***Note:**

1. The rates shall be quoted in Indian Rupee only.
2. The amount quoted above shall be Inclusive of all charges excluding GST.