

Minutes of the Pre-bid Meeting

Ref: Tender Enquiry No. CPU/52/0719/9917

Dated: 19-04-2021

The Competent authority has constituted a Pre-bid committee of the following members for "Hiring of Mass Media consultancy by IMD":

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| 1. Dr. S.D. Attri, Sc.-G, Vigilance | Chairman |
| 2. Mr. Gajendra Kumar, Sc.-F, CAMID | Member |
| 3. Dr. R.K. Giri, Sc.-E, CPU | Member |
| 4. Dr. Ananda Kumar Das, Sc.-E, NWP | Member |
| 5. Dr. Bhavya Khanna, Sc.-D, MoES | Member |
| 6. Dr. Kuldeep Srivastava, Sc.-E (ISSD) | Member Secretary |

As per the tender document "All prospective tenderers are intimated that there will be "No" personal Prebid meeting. The prospective bidders are requested to send their queries on email: cpu.imd@ind.gov.in latest by 03.05.2021. Approved Pre-bid minutes will be later uploaded on CPP Portal."

The committee met on 04.05.2021, 07.05.2021 and 13.05.2021 through VC and discussed the queries received from one firm M/s Look Who's Talking (LWT) through email. IMD's responses to these queries are as follows:

Sl. No.	Tender document		Request for Change/Query	IMD's Response
	Page No.	Clause No.		
1.	10	Annexure-1 Check List/ compliance table for evaluation of technical bids	A self-declaration that the firm is equipped to provide services as per point no.2(w) of Chapter 3 of the tender document, and that the bidder will submit CVs and salary slips (or other proof of full-time employment) of the manpower along with the acceptance of work order.	Do we need to submit these documents beforehand or while accepting work order? Does the experience of the subject matter needs be only with govt projects or private work can also be considered?
2	21	Eligibility, Essential Competencies and Details to be furnished in the Technical Bid 2(i)	The bidder shall have a minimum experience of five years in the field of the subject matter of this RFP and should have provided/have been providing services in the field to Govt. Departments/organizations/PSUs/ State Govt./Quasi Govt. organizations etc. Proof of experience with details of the amount of work order shall be attached.	Experience with private organizations will not be considered.

R.K. Giri

Dr. Ananda Kumar Das
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Dr. Bhavya Khanna

Dr. Kuldeep Srivastava
13/05/2021

3	19	Chapter 4: Specifications and allied Technical Details - Deliverables - Point 1	Audio/ Video	<p>1-2 minutes audio/video byte/clip (weather/climate and meteorology related bytes) with graphics (including both 2D and 3D animations) with graphics for media (English, Hindi) which would be recorded.</p> <p>8 minutes audio/video capture on weekly weather update (English, Hindi) (weather/ climate and meteorology related bytes/clips with graphics including both 2D and 3D animations which would be recorded).</p> <p>Scripts and/or creatives for 1-3 minutes short film for important weather events and achievements/ recognitions of IMD and any other related activity of IMD. These short films are meant for public, academia and policy makers, on all social media and mass-media platforms, TV channels and websites etc. The arrangement of video footage is the responsibility of the firm. It can involve multiple locations across India. IMD will not bear any additional cost.</p> <p>5-10 minutes documentary (with voice overs, 2D and 3D animations, and dubbing that may be in any of the 22 regional languages as required by IMD) for important weather events and achievements/ recognitions of IMD and any other related activity of IMD. These short films are meant for public, academia and policy makers, on all social media and mass-media platforms, TV channels and websites etc. The arrangement of video footage is the responsibility of the firm. It can involve multiple locations across India. IMD will not bear any additional cost.</p>	Once daily: all 7 days. Once a week.	<p>4 numbers (1 in each quarter).</p> <p>1 number in a year.</p> <p>These deliverables would may require, travel and logistics requirement. Are we eligible of TBL reimbursement or the agency will slave to bear the cost?</p>	IMD will not bear any additional cost.
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R. K. Sharma

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4	19-20	Chapter 4: Specifications and allied Technical Details - Deliverables - Point 3 - Setting up a Digital Command Centre (DCC) in IMD premises or other premises as specified by IMD for real/ near real time activity.	Setting up a Digital Command Centre (DCC) in IMD premises or other premises as specified by IMD	With the following main deliverables: (i) Instantly addressing public concerns/comments. Depending on the weather situation, queries may vary from 5 to 50 approximately per day. It may increase with increase in popularity of the social media platforms. (ii) Regular weather updates. (iii) Sharing live updates from operational units of IMD. (iv) Real time response (v) Contextual content (vi) Reputation/brand management. (vii) Other work specified under scope of work of the tender document.	For real/ near real time activity.	The expenses involved like equipment's, internet will be provided IMD department or we the agency need to facilitate?	IMD shall provide only electrical and Internet points. All the equipment including software will be responsibility of the firm.
		If we are looking the command centre to be monitored 24X7, are we looking forward to have resources working in the two shifts? Can we increase the no. six resources' to 10-12		As per tender document point 2(y) under Scope of Work of Chapter 3: Schedule of Requirements, resources may be used by the bidder without any further financial implications to IMD. The command center will be working 24 X 7 with onsite support from 9AM to 6PM all days. However, during severe weather event or any special occasion the onsite support may be extended beyond the specific duration			

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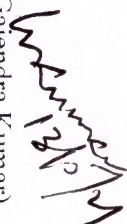
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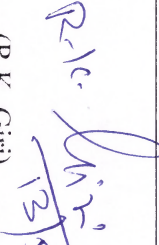
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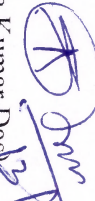
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				which will be intimated in advance and may be approximately 20 days in a year.
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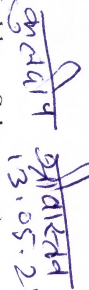

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