

Minutes of the Pre-bid Meeting held on 12-12-2022

The Competent authority has constituted a RFP committee of the following member for Hiring of Mass Media consultancy by IMD.

1.	Dr. V. K. Soni, Sc.-F	Chairman
2.	Sh. S. N. Choudhary ADG, PIB	Member
3.	Sh. Kapil Tripathi, Sc. Vigyan Prasar	Member
4.	Dr. H. R. Biswas, Sc.-E	Member
5.	Sh. Sonam Lotus, Sc.-E	Member
6.	Sh. H. S. Sawhney, Sc-E	Member Secretary
7.	Sh. Krishna Mishra Sc.-C	Member

A Pre-bid meeting was held in ISSD Conference Hall, 2nd floor, Mausam Bhavan at 11.00 Hrs on 12-12-2022. The representatives from the following firms' attended the meeting:

1. M/s Airkom

The queries raised by the firm and IMD's response to these queries are as follows:

S No.	Page No.	Clause No.	Existing clause Description	Query	Proposal	Response
M/s Airkomm						
1	1	Point number 5 ,6,7 on Notice	Earnest Money Deposit (EMD): Rs.5,42,000/- (Rupees Five Lakh Forty Two Thousand only). Hard Copy of MSME/NSIC Certificate for EMD-Exemption must be submitted in Central Purchase Unit (CPU) room No.517 on or before closing of bids submission date. EMD shall be valid for 240 days from the date of opening of tender.	Dear IMD, Airkomm Media Pvt. Ltd. is registered under MSME, the registration number is DL11D0017231, will the EMD money exempted for Airkomm?		As per Tender Document and as per extant govt. guidelines.
2	8	Point number 13 (C) Financial evaluation	Technically qualified price bids will be evaluated for deciding lowest bidder (L1) on the basis of ultimate landing all inclusive cost in single	Dear IMD, In the same clause at one place it is mentioned that the L1 cost will be excluding GST on the other hand point number (v) of the same clause it says the		Rates to be quoted as per Price Schedule (Price bid format) as per Annexure IV


Uday Kumar

[Signature]

[Signature]

			currency (INR) only (Excluding GST) v) The rates quoted should be inclusive of GST	rate quoted should be inclusive of all taxes. Our question is, the L1 cost is with or without GST?		
3	19	Point number 2 (D)	The bidder shall be responsible for sharing updates for various operational units of IMD including live events & broadcast/streaming through Facebook, Twitter, youtube, webcast and any other social media and mass media means as per relevance	Dear IMD team, Webcasting & webinar live stream is a different line of business other than Social media management & a certain cost is involved into the same our question is or scope is to use the live stream content & publish it on social media or it includes the webcast and live stream arrangements too	Our proposal is to keep it at consumption lever rather than management level	As per Tender document terms and conditions
4	20	Evaluation Criteria (Pt no.5)	The bidder shall incorporate the good industry-standard listening tool to analyse comment/remark about IMD in various media like newspaper, magazines, social media platforms etc. both offline & online		Offline & print media listening tools are not possible, listening tools works on keywords & hashtags used on social media so only online & social will be covered in ORM (Online Reputation management)	As per Tender document terms and conditions
5	22	Chapter 4 - 1 key deliverables S. no.1	5-10 minutes full HD audio/video bite/clip (weather/climate and meteorology related bytes) with graphic/animations as per requirement of the film (including both 2D and 3D animations) with graphics for media (English, Hindi) which would be recorded. One	As in the same BOQ there are 5-15 minutes of videos which has to be created once in a year so is it 5-15 seconds which we have to create twice a day or 5-15 minutes only?	we propose that the duration of these bulletines should be between 60-19 seconds, beyond that it becomes difficult to make the content viral & be visible to maximum number of people. Data heavy content are being restricted	As per Tender document terms and conditions

			paer day in Hindi & english each - total quanti is 14 per week		by the social channels	
6	22	Chapter 4 - 1 key deliverables S. no.1	10-15 min full HD video twice a week	Again these are very long videos & on social media content consumption habits very few people view such long content, is there any specific thought behind this?	We propose that the duration of these videos should be between 90-180 seconds.	As per Tender document terms and conditions
7	23	Chapter 4 - 1 key deliverables S. no.1	Achieve monthly organic (un-sponsored/unpaid) growth of 5000 followers' per month averaged over a quarter combined on all social media handles (Facebook, Twitter, Instagram, Youtube etc.). The indicators for growth be holistic, including subscribers/followers; as well as engagements (likes, shares, comments etc.).	Is it mandatory to have 5000 followers in a month?	We would propose that we should not stick to any particular numbers of followers as in the initial phase social media grows slow and gradually. It can be somewhere around 5000 also but sticking to a number is not feasible for anybody.	As per Tender document terms and conditions
8	28	Price Schedule		Can you please explain the price schedule?		Explained, As per Tender Document.


(H. S. Sawhney)
Sc.-E, IMD
Member Secretary


(Sh. S. N. Choudhary)
ADG, PIB
Member

(Kapil Tripathi)
Sc. Vigyan Prasar
Member

(Sonam Lotus)
Sc.-E, IMD
Member

(H. R. Biswas)
Sc.-E, IMD
Member


(Krishna Mishra)
Sc.-C, IMD
Member


(V. K. Soni)
Sc.-F, IMD
Chairman

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R BISWAS <hr.biswas@imd.gov.in>
: harmeets sawhney <harmeets.sawhney@gmail.com>

Tue, Dec 13, 2022 at 6:45 I

Dear Sir
ts OK on my behalf.

Dr. Habibur Rahaman Biswas
Scientist -E & Head
Meteorological Centre, Bhubaneswar
ndia Meteorological Department
hone: 0674-2596010
obile: 9433125951

From: "harmeets sawhney" <harmeets.sawhney@gmail.com>
To: kapiltripathi@gmail.com, "puv sam" <puv.sam@gmail.com>, "H R BISWAS" <hr.biswas@imd.gov.in>, lotusladakh@gmail.com
Cc: "Krishna Mishra" <krishna.mishra81@imd.gov.in>, "soni vk" <soni_vk@yahoo.com>
Sent: Tuesday, December 13, 2022 4:20:08 PM
Subject: Minutes of Pre-bid meeting of "Hiring of Mass Media Consultancy by IMD"
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kapil Tripathi <kapiltripathi@gmail.com>
: Harmeet Sawhney <harmeets.sawhney@gmail.com>

Wed, Dec 14, 2022 at 11:55

Dear Sir,
It is OK with me.
Regards
[Quoted text hidden]



minutes of Pre-bid meeting of "Hiring of Mass Media Consultancy by IMD"

ambhunath choudhary <puv.sam@gmail.com>
: Hameet Sawhney <hameets.sawhney@gmail.com>
: Kapil Tripathi <kapiltripathi@gmail.com>, H R BISWAS <hr.biswas@imd.gov.in>, Sonam Lotus <lotusladakh@gmail.com>, Krishna Mishra <krishna.mishra81@imd.gov.in>, soni vk
oni_vk@yahoo.com>

Wed, Dec 14, 2022 at 10:45

, hereby give my consent for the same.
Warm Regards,
Shambhu Nath Choudhary ADG PIB
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Minutes of Pre-bid meeting of "Hiring of Mass Media Consultancy by IMD"

Wed, Dec 14, 2022 at 2:18 I

Sonam Lotus <lotusladakh@gmail.com>
: Harmeet Sawhney <harmeets.sawhney@gmail.com>
: Kapil Tripathi <kapiltripathi@gmail.com>, shambhunath choudhary <puv.sam@gmail.com>, H R BISWAS <hr.biswas@imd.gov.in>, Krishna Mishra <krishna.mishra81@imd.gov.in>, soni vk
oni_vk@yahoo.com>

Respected Sir,
Since I'm out of Delhi, I give my consent here(by e-mail) for Hiring of Mass Media Consultancy by IMD.

With regards,
Sonam Lotus,Sc-E
Lead
MC Srinagar/Leh

On Tue, Dec 13, 2022 at 4:20 PM Harmeet Sawhney <harmeets.sawhney@gmail.com> wrote:
Quoted text hidden]

Sonam Lotus (Scientist-E)
Meteorological Center, RAMBAGH, Srinagar(J&K)
Mob. no. 09419242642
Ph. 0091-194-2430112/115
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