


**Resolution of the Pre-Bid Meeting on 15.09.2020 in connection with the NIT No CEOWB/2020/e-Tender/002/SVEEP/Creative Agency dated 2.9.2020, providing clarifications to the Queries**

**Venue: Office of the CEO, WB, Kolkata. Time : 02:00 pm**

<b>Serial No</b>	<b>Query / Issue</b>	<b>Clarifications</b>
1	In the BOQ, no provision has been made to quote the rate for management of Social Media	A separate notice inviting e-tender will be invited for items including management of social media not covered in the BOQ of the tender document.
2	In page no 12 & 15, the penalty provision for delay in execution of work has been quoted differently at 10% and 20% respectively of the value of the work .	As pointed out in the NIT, timely delivery of the product as per timeline mentioned in the work order is essential. In case of delay in execution beyond the scheduled time, 20% of the value of the work will be deducted. In case of critical delay in execution of work in times of exigencies that might result in considerable damage to the Election Commission's campaign activity, the entire cost of the work may be considered for deduction as penalty. In the first para of point no 15, the section is mentioned as 5.3. It should be read as 4.3
3	Section 5.2.2 does not exist in the document	Section 5.2.2 may be read as Section 3.2 denoting Scope of Work
4	Whether annual turn over as mentioned in the Eligibility Criteria at Page 1 of the tender	Turnover of the agency indicates gross turn-over only
5	In the section captioned Scoring Model under 4.4, the marking system may be re-examined	1 Project: 5 marks; projects: 7 marks; :10 marks <span style="float: right;">= 2 &gt; 2 projects</span>
6	In the BOQ, the item vide serial no 5 & 6, for design & production of each TVC, does not mention the time of the TVC	Time slot for a standard TVC will be 20 seconds

7	In the BOQ, the item vide serial no 10, for cost of transation from English to Nepali language has not been mentioned. It has been mentioed in the main body of the document.	The translation cost will be applicable for ranslation from English to Bengali/Hindi/Nepali
8	The time duration for development of online audio-visual demonstration vide Serial No 11 is not mentioned in the BOQ	Time slot for a standard Audio-Visual documentation will be 5 minutes
9	More clarity is required on development of online promotion of games/quiz etc	The final product ready and compatible for use across different platforms is desired. The content will be provided from this office.
10	Specification and number of brocheure to be printed not mentioned in the BOQ under Serial No 7	No of brocheures: 100; Specification of brocheure is as follows: Size 11X17; Paper : 200 GSM, Multiple colours
11	EMD Exemption for MSME companies	No EMD exemption is provided in the instant tender
12	The minimum time for which the agency has been in operation	The minimum time for which the agency should have been in operation is 5 years.
13	Clarification regarding the manner in which the declaration is to be submitted vide reference 4.2 of the tender document	The Bidder should submit the declaration duly notarized.
14	Providing a qualified, dedicated and servicing team for undertaking creative and campaign work in the CEO Office	Separate notice of e-tender will be issued for items notcovered in the BOQ of the tender document, including Management of Social Media in CEO Office
15	Annual turn-over of the agency	Annual turn-over of the agency should be read as Rs 50 lakhs. The rest remains the same.
16	Scoring Model of the technical evaluation committee	Qualifying score of technical qualification is 25

  
**Chief Electoral Officer**  
**West Bengal**