

**Minutes of pre-bid meeting (virtual), April 29, 2021, 12 noon to 2 pm
On tender for empanelment of publishing agencies on agreed financials**

Agenda:

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and answers

Meeting attended by:

From NHSRC:

1. The PAO - Brig. Sanjay Baweja (Retd.)
2. Garima Verma, Consultants – Publications
3. Megha Mathur, Consultants - Publications

From Agencies:

1. Shyam Sarkar of Multicolour Services
2. Jeevan Singh Adhikari of Macro Graphics
3. KK Malhotra from K's Advertising and Marketing
4. Ajay Sharma of Kamal Printers

Following points were raised by the representatives and clarifications given by the NHSRC:

1. Not able to locate and download the tender document.
 - Raised by Mr. Sarkar of Multicolour and Mr. Sharma of Kamal printers.
 - Clarification: They were briefed about the Tenders & Notices section of the NHSRC website and to refer to the mail sent to them the day the tender was floated.
2. The financial bid to have provision for printing rates and design work quotation separately as some agencies only undertake printing work and not designing and layout.
 - Raised by Mr. Adhikari of Macro Graphics and Mr. Malhotra of K's Advertising.
 - Clarification: NHSRC suggested the agencies who do not undertake designing work to provide only printing quotations and a letter stating the details of the work they are equipped to do.
 - Decision: NHSRC to issue a corrigendum to add a another entry in financial bid, allowing separate quotations for design and layout.
3. Distribution work involving the publications to be accommodated on actuals.
 - Raised by Mr. Adhikari, Mr. Malhotra and Mr. Sharma.
 - Decision - NHSRC to allow agencies to raise invoice for dispatch and distribution work on actuals.
 - Over head/service charges on actuals to be indicate in percentage (%) terms by the firm.

No more points raised by the representatives on the rest of the tender.

