

Proceedings of Pre-bid Meeting on RFP for "Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha"

The Pre-Bid Meeting held in the Conference Hall of DoT on 04th June 2025 at 16:00 Hrs through Online mode under the Chairmanship of Additional Secretary, DoT.

Member Present:

1. Additional Secretary, DoT

Meeting Proceedings:

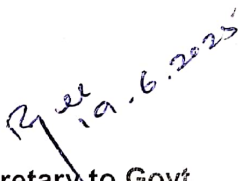
1. Department Official engaged with prospective bidders to discuss the terms under the RFP.
2. The following participants raised queries in the pre-bid meeting.

S. No	Name of the Bidder	Clause No./ Pg No.	Query/Modification Requested/ Change in Clause	Remarks/Reasons	Clarification given by DoT/ Change in Clause
1	Spenta Multimedia Pvt. Ltd.	Page 7, Clause 2.15	How many photographs will be provided by DOT Archives and please indicate the city, areas for undertaking photography assignment. Will DOT provide us necessary regulatory permission to take photograph? Or we have to buy photographs from Image Bank as per requirements of coffee table book content.	Clarity requested to ascertain photography cost	As per Clause 2.15, the Agency shall submit 200 high-resolution photographs, properly labeled by location. The Department of Tourism (DoT) may provide access to its existing photo archive for reference. It shall be the responsibility of the Agency to obtain all necessary regulatory permissions for photography.
		Page 7, Clause 3.4	5 Options for cover & 5 Options for Layouts for inside pages are required to be submitted in technical presentation stage or once work order is issued for commencement of work.	Clarity requested to prepare technical presentation accordingly	As per Clause 3.4, 5 options each for cover and layout are to be prepared during the technical proposal stage for evaluation. However, Final Approval to be given by DoT.
		Page 7, Clause 3.5	11"x14" (Landscape), This book size having inside pages in 11"x14" trimmed size is not economical as it incurs paper wastage. Economical size should be 11"x 13.0"	Size of the book as per economy of paper	No Change in clause
		Page 8, Clause 3.12	Hard cover of Book printed on 150gsm matt paper, it will be matt laminated, once lamination is done, it cannot be varnished.	Matt lamination is required for Book Galley Cover	No Change in clause

	Page 8, Clause 3.15	Do we have to do offset proofing of few pages and get it approved from DOT. Or we can share digital printed bound dummy and share with DOT before commencement of final lot printing through offset process.	Offset proofing/Digital printed bound dummy clarity is requested	A digital printed bound dummy shall be submitted for DoT's approval before final offset printing, in line with Clause 3.15. Offset proofing of selected pages may be requested later if necessary.
	Page 8, Clause 3.16	200gsm paper board envelope will be plain, or it will be offset printed in 4 colors. 200gsm board envelope style will be like a carton for individual book having top & bottom flap for locking. Please give clarity.	Needs clarity on paper board envelope	The 200 GSM paper board envelope will be offset printed as per Clause 3.16.
	Page11, Clause 6.2.1	Since this book requires publishing and printing, experience required primarily of Publishing/Printing house only	Request to remove Advertising/branding/marketing agency experience	As per RFP
	Page11, Clause 6.3.1	Minimum avg turnover of 5 crores for last 3 years is requested, accordingly higher turnover can get more marks in technical evaluation stage	Request to reduce avg turnover criteria to 5 Cr	No Change in Clause
	Page12, Clause 7.2.1.1	Request to lower average turnover criteria as per, INR 2 Cr - 5 marks, INR 2 Cr to 5 Cr - 10 marks, 5 Cr+ - 15 marks	Request to reduce avg turnover criteria and corresponding marking	No Change in Clause
	Page12, Clause 7.2.1.3	Since this coffee table requires experience of Publishing and high-quality printing, clause of experience in TV/Radio/social media/Event Management/Outdoor display is irrelevant here in context to the scope of work required for this coffee table book.	Request to remove this clause and amend to experience in Publishing and printing high quality coffee table books having inhouse printing facility. We will attach work order and completion certificates accordingly.	No Change in Clause
	Page14, Clause 9.1.1	EMD amount of INR 5Lacs is too much for this coffee table book tender. We request to please lower the EMD amount to 1Lacs only and please allow EMD	Request to reduce EMD amount and waiver on EMD to MSME Small category bidders at National level.	As per Clause 9.1.1, EMD of INR 5,00,000 is mandatory. Exemptions is allowed for MSMEs/ UDYAM. Bidders need to submit MSME/UDYAM

			exemption to all bidders pan India having MSME Small scale registration with Govt. Of India.		registration certificate
2	Ketaki Enterprises Pvt. Ltd.	Page 11, Clause 6.3.1	Reduction of the required annual turnover from INR 10 Crore to INR 1 Crore for each of the last three financial years (FY 2021-22, 2022-23, and 2023-24)	-	No Change in Clause
		Page 11, Clause 6.1.5	Permission for Consortium or Joint Venture participation, which is currently disallowed	-	No Change in Clause

3. The clarifications to the queries and corrigendum/ addendum if required may be uploaded on the website.
4. The meeting ended with a vote of thanks to the chair.


 Additional Secretary to Govt.,
 Tourism