



**Tribal Research and Training Institute,
28, queen's Garden, Near Circuit House,
Pune 411001**



Project Name: Request for Proposal (RFP) for Empanelment of Creative Agencies for Event Management, Media Management, Public Relations (PR) and Design Activities for TRTI Pune / Tribal Development Department Government of Maharashtra

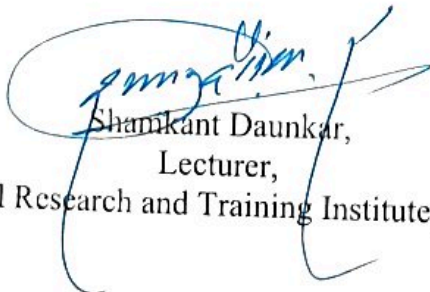
The Minutes of Meeting on Pre - Bid held in the T.R.T.I., Pune Office on 10.12.2021

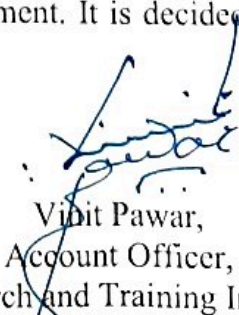
In order to take forward, TRTI Pune would like to utilize the services of an Agency by empanelling them for event management , designing and producing , original creativeness , content development etc. The Request For Proposal (in two Bid system - Technical Bid & Commercial Bid) are invited for Empanelment of creative Agencies for Event management, Media Management, Public Relations (PR) and Design Activities for TRTI , Pune / TDD, and appealed to Interested Agencies can submit their Technical Bid & Commercial Bid Online on website <https://mahatenders.gov.in>

In response to above mentioned tenders A pre-bid meeting was held in the training hall of in the Tribal Research and Training Institute, Pune on 10.12.2021 in which a total of 4 service providers / tender Agencies participated.

The following points were discussed in the meeting.

- 1 **Exemption to amount of EMD:** Some of the organizations were having query regarding exemption to Tender Fee and Deposit money for EMD. The Accounts Officer confirmed and clarified that amount of EMD and amount of Tender Fee will be exempted as per the guidelines given in the GR. Moreover the selected Agency has to pay 10% of the tender amount as bank guarantee.
- 2 **Physical Existence in Pune** It is mentioned on the page no. 29 point no. 18 in the tender document that there should office located in Pune. Account officer stated that As TRTI Pune is located in Pune, it would be easy to handle the projects. Therefore it is an apt condition.
- 3 **Mobile data/ Media** Saket Communication by referred Point no. 8 on page 16 , asked why do we need the mobile data, on this point Account officer stated that We need to collect economic and social data to devise some welfare plans and in the globalised world it is handy and easy to collect data with help of mobile phones.
- 4 **E submission** Saket Communication by referring Page 34, asked it is written that the hard copy of the tender documents should be sent to TRTI Office, on it, Account officer stated that We do not need to collect the print outs of the tender documents as of now, if your are eligible and you have successfully submitted all the document on maha e- tender portal, we will take print out in the office, therefore as such there is no need to send or handover the document in hard copy in the office, but if you wish you can come with documents at the time presentation and hand it over. Strictly the Submission can be done only in an online mode.
- 5 **Other mandatory certifications** Saket Communication stated that do you need any registration with the tourism department or any of the central or state government or is it mandatory like the certificate of registration to the tourism department. It is decided to attach all the necessary documents


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Vidit Pawar,
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Tribal Research and Training Institute, Pune