

Information & Public Relations Department (IPRD)

Tender No: 2020_IPRD_400432_1

RFQ cum RFP towards the appointment of a creative agency

Response to Queries 1

S. No.	Reference from RFP document		Bidder's Queries	IPRD's Response
	Section	Clause		
1	Technical evaluation	2.6.5(Stage 1, Point 3)	Does it have to be 15 lakhs worth for each of the 3 years or for 3 years combined?	Projects with minimum value of 15 lakhs executed within any of the last 3 years shall be considered for evaluation
2	Technical evaluation	2.6.5	Is the Presentation to be submitted along with the technical proposal or would that be after agencies are shortlisted?	Presentation to be submitted by only the shortlisted bidders after technical evaluation stage I
3	Technical evaluation	2.6.5	Presentation – technical evaluation stage II any pre-fixed duration?	Presentation should be for a maximum time of 45 mins
4	Technical evaluation	2.6.5	Schemes for presentation are mentioned in which part in RFP?	Refer Annexure B of the RFP
5	Section 5 TOR	Clause Viii	Is it a requirement to have a regional office i.e. an office in Kerala?	No. The successful bidder must deploy five dedicated staff in Thiruvananthapuram as mentioned in RFP Section 5 clause viii, Manpower requirement
6	General	Form 3H	What are the required documents to establish a consortium?	Refer form 3H of the RFP. In case the bidder is consortium, then a Consortium Agreement shall be submitted along with the bid.

7	General	-	What is the duration of the signed agreement?	Refer note 7 of page 41 of the RFP
8	General	-	Is there any non-compete element?	As per the RFP
9	General	2.7.2	Is it required to keep some security deposit for participating in bid or performance security even after winning the tender?	Yes. Refer clause 2.3, 2.7.2 & 4.1.7 of the RFP
10	General	-	Is Class 3 Digital Signature Certificate required for submitting bid?	No. For submission of Bids on ekerala tender portal Class 2 Digital Signature Certificate is required

**S HARIKISHORE IAS
DIRECTOR**