

Please refer RFP Reference No: STPI/HQ/PDC/04/2022-23/31 dated 21.07.2022 for Engagement of Public Relations (PR) Agency. The clarifications/ responses for the queries received for pre-bid meeting held on 28.07.2022 are mentioned below at Table-A.

<b>Table-A</b>		
<b>Sr No</b>	<b>Query</b>	<b>Response</b>
1.	Appendix D, Clause 1, Page No: 22 (Financial Bid Form) For the e-procurement portal we have to upload BOQ in excel Sheet format. However, the BOQ in excel sheet has not been uploaded, thus we are not able to upload price bid	Financial bid format is there in “Additional Documents” section of the tender. Bidder can fill and upload the same as Financial bid on e-Procurement portal.
2.	The bidder should have an annual turnover (from PR activities) of not less than INR 2 Crore in each of the Last Three Financial Years (i.e., 2019-20, 2020-21 & 2021- 22) Any relaxation to registered MSME?	The eligible criteria mentioned in Clause 4.1 of RFP are required to be fulfilled to be considered as an eligible bidder. However, relaxations are allowed as per Government of India guidelines and bidders are required to submit the relevant valid documents to avail the relaxation.
3.	Scanned copy of Balance sheet/ CA certified statement indicating the turnover of the company/ firm for last three Financial Years (i.e., 2019-20, 2020-21 & 2021- 22) are required to be uploaded. If statement for FY 2021-22 is under finalization/audit, what can we do it for this?	Bidder may submit the CA certified Provisional annual turnover report for FY 2021-22.
4.	General- EMD – 70,000/- EMD Exempted for MSEs on etender.up.nic.in portal, however, same is nowhere mentioned in tender doc. Pls clarify same	EMD exemption is allowed as per Government of India guidelines.
5.	Scope of work for PR Agency, Clause 2, Page no. 8 STPI invites sealed bid from reputed PR companies. Pls clarify if the tender bid to be submitted online or in a sealed bid	Bids are required to be submitted in ONLINE mode only. Please Refer section 4.6 regarding submission of bids.
6.	Eligibility criteria. Clause 4.1, Page no. 10 Pls clarify proof of documents required for eligibility criteria.	Please Refer Appendix-E of RFP regarding documents.
7.	Contract value, Kindly let us know the contract value	Not Applicable
8.	Technical Evaluation parameter, Page no. 18 General There is no marking for experience and turnover which is a significant point and reflect one’s credentials. Hence, we recommend to incorporate same.	Please refer Technical Evaluation parameter, Appendix-A for the same.
9.	The PR agency should have successfully executed PR projects in last three financial years for Govt organizations/PSU or with IT\Telecom Associations. Kindly consider financial year 2018-19, 2019-20, 2020-21.	Please refer Technical Evaluation parameter, Appendix-A for the same.

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10.	Technical Evaluation parameter, Clause 1 & 2, Page no. 18 Technical presentation There are 2 presentations and each presentation consists of 30 marks which is on higher side. Usually there is only 1 presentation. We request you to keep only 1 presentation instead of 2. Remaining 30 marks can be allotted for experience and turnover.	Please refer Technical Evaluation parameter, Appendix-A for the same.
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