



**Indian Institute of Technology Madras
Stores & Purchase Section**

Tender No. IITM/SPS/PR Agency/002/2020-21

Pre-Bid Meeting: 14.07.2020 @ 3pm

Tender ID: 2020_IITM_52479_1

Reply to queries raised by prospective bidders who attended Pre-Bid meeting on 12.06.2019 and clarification received by emails.

Query No.	Reference / Subject	Name of the firm	Clarification Required	Tender Committee Response
1	Page 3 – Point D (iii)	M/s. Footprint Global Communications, New Delhi	Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. <i>Do we need to print, scan and upload the bid?</i>	You upload the tender document in pdf/xls format and digitally sign it using digital signature
2	Page 6 – Point 17 (3)	M/s. Footprint Global Communications, New Delhi	The agency should have at least 15 permanent employees. (Necessary document proof should be attached). <i>What are the supporting documents required as proof of employee strength?</i>	Monthly EPF statement indicating the number of employees employed in your office or self declaration duly countersigned by the competent authority of your company.
3	Page 4 – Point H	M/s. Footprint Global Communications, New Delhi	As a MSME registered company would there be a waiver on the EMD?	On production of valid certificate issued by competent authority, EMD exemption will be considered

4	Page 4 – Point E	M/s. Scenic Communication, Mumbai	The mandate for the PR representative, (having 8-10 years of experience) who would need to be on campus	The profile and experience of the Resource Team that will be deployed exclusively to service IIT Madras needs to be shared. Atleast one resource person, deputed on Campus, needs to have min. 8-10 years of Journalism/ PR experience.
5	M/s. Scenic Communication	Clarity regarding the mandate for international markets – which countries and cities would you be targeting	SAARC countries, Eastern Europe, Middle-East and Africa. US and Canada.
6	M/s. Scenic Communication	Arranging for speakership opportunities / webinars for senior management / which forums would we need to target a. Economy b. Business c. Finance d. Technology – any particular technology to focus on e. Entrepreneurship	Sectors that need to be targeted: * Education * Science & Technology * Entrepreneurship * Business Management
7	Page No. 7 - Point No. 21 (i)	M/s. PR Professionals, Gurgaon	An Income Tax clearance Certificate (duly countersigned) by the Income Tax Officer of the Circle concerned under Seal of his office. We would request you to consider the online copy of return, which will suffice the purpose. As Nowadays income tax return has been submitted & processed through an online medium in which jurisdictional ITO intervention is not required in the processing of the return	Accepted

Sd/-
Chairman, Tender Committee