



कोलकाता परिसर
KOLKATA CAMPUS

भारतीय विदेश व्यापार संस्थान (मानित विश्वविद्यालय)
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)
INDIAN INSTITUTE OF FOREIGN TRADE (DEEMED TO BE UNIVERSITY)
(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA)

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CORRIGENDUM TO TENDER

Ref No: IIFT (K)/TENDER/PRA/2023-24, dt:13.12.2023.

Ref no: IIFT (K)/TENDER/PRA/2023-24/Corrigendum-I

Date: 22.12.2023.

A pre-bid meeting was held on 19.12.2023 at 04.00 pm in the meeting room. The followings are present:

From IIFT:

1. Dr. Debashis Chakraborty(Chairman, Contract Committee) – Online
2. Dr. Saikat Banerjee(Chairman, Advisory Board for selection and monitoring of PR agency)
3. Dr. Deepankar Sinha(Member, Advisory Board for selection and monitoring of PR agency)
4. Dr. R.P.Sharma(Member, Advisory Board for selection and monitoring of PR agency)--- Online
5. Shri Vinay Goel (Convenor, Contract Committee & Advisory Board)
6. Shri Dwaipayan Ash(Chairman, Tender Evaluation Committee)

Participating Agency:

1. M/s. SRV Media Pvt Ltd.
2. Street Light Media.

The representatives of participating agencies were requested to put forward their doubts or points which need clarifications. Various requests/questions raised by them and the clarifications/amendments by IIFT is as below:

Sl no.	Pre Bid Queries from Bidders	Comments from IIFT
01.	Last date of Bid Submission & Opening of Tender	Last Date of Bid Submission: January 02 nd , 2024 upto 03.00 PM. Date of Bid Opening & Presentation: 03 rd January, 2024 at 11.00 am. The sequence of presentation will be in alphabetical order in accordance to the name of the firm.
02.	If Submission of Presentation in Hard Copy format Mandatory.	Copy of Presentation (in color print) should be submitted alongwith the Technical bid. The Presentation should be concise and to the point. Any irrelevant matter should be avoided in the presentation. The tenure of presentation shall be 30 minutes (20 minutes for presentation and 10 minutes for questions & answers.)
03	Scope of arranging Press Conference	Press Conference and media coverage has to be arranged by selected PR Agency on PAN India basis.
04	Scope of Crisis Management	PR Agency has to effectively manage IIFT's reputation in times of unforeseen crisis globally.
05	If Media tracking is included in the scope of work.	Media tracking will be included in the scope of work.
06	If Cost of arrangement of Press Conference, Crisis Management & Media Tracking to be included in the quoted price.	The cost of the jobs at Sl. No 03,04 & 05 of this corrigendum is to be included in the quoted price by the agency in the bid itself. No separate payment will be made. However, the cost of venue for organising conference & events, mementos, refreshments, souvenirs etc. will be borne by IIFT, Kolkata.

07	Turnover Certificate Certified by CA is acceptable?	The Turnover certificate/audit report must be CA Certified.
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Note:

1. All other terms and conditions of the tender remains the same as per original tender documents.
2. All Corrigendum shall be integral part of the tender.

Date: 21.12.2023.


20/12/23
Shri. Vinay Goel
Assistant Registrar

विनय गोयल
VINAY GOEL
सहायक कुलसचिव/Assistant Registrar
भारतीय विदेश व्यापार संस्थान
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