

**No. 15012/60/2017-eCourts**  
**Government of India**  
**Ministry of Law and Justice**  
**Department of Justice**

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26, Jaisalmer House,  
Mansingh Road, New Delhi,  
Dated: 27th March, 2018

**Record note of the discussions in the Pre-Bid Conference for engagement of Communication Consultant**

The Pre-bid meeting for engagement of Communication Consultant was held on 26.03.2018 in Conference Hall, Department of Justice, Jaisalmer House, New Delhi under the chairmanship of Dr. K. S. Jayachandran, Deputy Secretary (eCourts). Sh KR Sinha, SO, Sh Kaushalendra Kumar, ASO and Shri Suresh Kumar Mahan, ASO also attended the conference as Members of the Committee. The list of participants may be seen at Annexure I.

2. The purpose of meeting was to interact and discuss with the enlisted/interested bidders regarding RFP issued by the Department of Justice with respect to various aspects including clarification, deletion, addition which could be considered in the RFP.


3. The following queries were raised by the bidders and the clarifications were given as under:

<b>Sl No.</b>	<b>Query Raised</b>	<b>Reply / Clarification</b>
1.	Is there a need for submission of physical proposals?	No. Bids shall be submitted online only at Central Public Procurement Portal (CPPP). Accordingly para 13 on Page Numbers 11 and 12 of the RFP is hereby dropped.
2.	A query was raised	It was clarified that there will be only

	regarding core team composition at Page-22 of RFP document.	one fulltime member and the remaining two will be on a part time basis. This is already mentioned in RFP document.
3.	Query was raised whether 30 posts per month will be consolidated for all social media.	No. The Committee apprised the representative that 30 posts per month is for Facebook, Twitter and Instagram separately. Accordingly the column against digital media in “Key deliverable” at Page.16 is modified hereby. It is also clarified that the videos created as part of ‘video’ deliverable will be posted on Youtube and 30 posts per months are not necessary on Youtube.
4.	Query was raised on the “other social media” mentioned against ‘digital media’ in the key deliverable at page-16 of RFP document.	It was clarified that the Instagram will be the only other social media, apart from Facebook and Twitter mentioned in the ‘key deliverable’.
5.	A Query was raised regarding the schedule of payment.	The Committee clarified that the same is mentioned in payment terms at page-23 of RFP document.

4. The above clarification on additions/deletions would be deemed as modifications in the RFP documents and no separate corrigendum will be issued. This record of discussion will be published on CPP portal and Department of Justice website.

5. The meeting ended with a vote of thanks to the representative of the Institutions.

  
**(Dr. K. S. Jayachandran)**  
 Deputy Secretary to the Govt. of India  
 Tel: 011-23072136

LIST OF PARTICIPANTS:

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Name of Prospective Bidder / Firm</b>	<b>Mobile No.</b>
1.	Saibal Mohinta	Account Director	Span Communications	7042061679
2.	Tatum Ghosh	Sr. Account Manager	Concept Communication	9811126708