

**Office of the Chief Electoral Officer  
Cabinet (Election) Department  
Sector-2, Dhurwa, Ranchi-834004**

**Pre-Bid Meeting Proceedings Held on 18/03/2021 at CEO Office**

Tender Notice Inviting Expression of Interest for empanelment of interested Production Houses/Agencies or creative agencies which was published in newspapers on 02/03/2021 P.R 242722(Election)20-21(D) and on CEO Jharkhand's Website-<http://ceo.jharkhand.gov.in>. Pre-bid meeting held on 18/03/2021 and the clarifications are as follows:

Para and Page Number	Existing provisions in the RFP	Clarification given in pre-bid meeting
5(3), page 4	The bidder must have valid GST Certificate. The bidder must have submitted GST return for last one year.	The bidder must have valid GST Certificate. The bidder must have submitted GST return for last two quarters.
6, A-1 & A-2 page 4	CV of the concerned manpower and bank statement showing salary paid to the concerned manpower for last six transactions from the firm.	CV of the concerned manpower and bank statement showing salary/compensation/ remuneration paid to the concerned manpower for last six transactions from the firm. CV should contain the mobile number of the concerned manpower and if necessary, CEO office may have telephonic interview with the concerned manpower.
6, B-1 & B-2, page-5	Letter of award/certificate from the client showing the time period and contract value.	Letter of award/certificate/ payment order from the client showing the time period and contract value.
Page 6, Table	New item after 2.b	2.c 60 seconds TVC
Page 7, Table	New item after 7.c	8. Audio content for ECI's webradio "Hello Voters" on voter enrollment, voter awareness, voter facilitation, ethical voting, etc in Hindi/English/Tribal Language. 8.a. Songs (3-5 mins) 8.b. Radio Drama (5-7 mins) 8.c. Story Telling (4-6 mins) 8.d. Audio bytes from CEO, Icons, Senior Citizens, New Voters, etc (30s-1 min) 8.e. Informative Programs (2-3 mins)

*CV*

Page 7, Table	New Item after 8 as included above	<p>8.f. Radio Spots (30s-1 min)</p> <p>9. Design and Development of SVEEP Animation Videos</p> <p>9.a. 30 seconds Animation Video (Tolerance of 5%+ or – will be allowed)</p> <p>9.b. 60 seconds Animation Video (Tolerance of 5%+ or – will be allowed)</p> <p>9.c. 90 seconds Animation Video (Tolerance of 5%+ or – will be allowed)</p> <p>9.d. 120 seconds Animation Video (Tolerance of 5%+ or – will be allowed)</p>
Page 7, Table	New item after 9 as included above	<p>10.a. Innovative Work-1</p> <p>Bidder may suggest innovative work-1 for SVEEP which is outside the identified work as above. Bidder should submit 200 words write-up about the innovative work and break-up of cost involved in each work.</p>
		<p>10.b. Innovative Work-2</p> <p>Bidder may suggest innovative work-2 for SVEEP which is outside the identified work as above. Bidder should submit 200 words write-up about the innovative work and break-up of cost involved in each work.</p>
Para 18, page-10	Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their contract would be summarily rejected.	Sub-contracting of the awarded work in any manner will amount to a breach of the contract. Such bidders would be disqualified and their contract would be summarily rejected. However, hiring of artisans, audio-video equipment, technicians, camera person, etc does not amount to sub-contracting work.

Due to inclusion/identification of new works in the pre-bid meeting, the financial bid will be read as below:

**FINANCIAL BID  
(ENVELOPE -B)**



S.No.	Creative Product Name	Amount in Figure	Amount in Words
1.	Design and Development of SVEEP promotional videos		
1.a.	30 seconds video (Tolerance of 5%+ or – will be allowed)		
1.b.	60 seconds video (Tolerance of 5%+ or – will be allowed)		
1.c.	90 seconds video (Tolerance of 5%+ or – will be allowed)		
1.d.	120 seconds video (Tolerance of 5%+ or – will be allowed)		
2.	Design and Development of TV advertisements		
2.a.	20 seconds TVC		
2.b.	30 seconds TVC		
2.c.	60 seconds TVC		
3.	Design and Development of Newspaper Advertisements		
4.	Design and Development of Posts/Images for Social Media		
5.	Translation of print creative products into Hindi/English/Tribal Language		
5.a.	Hindi to English		
5.b.	English to Hindi		
5.c.	Hindi/English into Tribal Language		
6.	Dubbing of creative audio-video products into Hindi/English/Tribal Language		
6.a.	Hindi to English		


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6.b.	English to Hindi		
6.c.	Hindi/English into Tribal Language		
7.	Recording and editing of audio-visual training materials for BLOs, and other election related staffs. The size of each audio-visual training section will be 15-20 Minutes, 30-35 Minutes and 40-45 Minutes		
7.a.	Video of 15-20 Minutes		
7.b.	Video of 30-35 minutes		
7.c.	Video of 40-45 minutes		
8.	Audio content for ECI's webradio "Hello Voters" on voter enrollment, voter awareness, voter facilitation, ethical voting, etc. in Hindi/English/Tribal Language		
8.a.	Songs (3-5 mins)		
8.b.	Radio Drama (5-7 mins)		
8.c.	Story Telling (4-6 mins)		
8.d.	Audio bytes from CEO, DEO, Icons, Senior Citizens, New Voters, etc (30s-1 min)		
8.e.	Informative Programs (2-3 mins)		
8.f.	Radio Spots (30s-1 min)		
9.	Design and Development of SVEEP Animation videos		
9.a.	30 seconds Animation Video (Tolerance of 5%+ or - will be allowed)		
9.b.	60 seconds Animation Video (Tolerance of 5%+ or - will be allowed)		
9.c.	90 seconds Animation Video (Tolerance of 5%+ or - will be allowed)		
9.d.	120 seconds Animation Video		

	(Tolerance of 5%+ or - will be allowed)		
10.	<b>Innovative Works</b>		
10.a	<p>Innovative Work-1</p> <p>Bidder may suggest innovative work-1 for SVEEP which is outside the identified works as above. Bidder should submit 200 words write-up about the innovative work and break-up of cost involved in each component apart from cost mentioned in the next to two right boxes.</p>		
10.b.	<p>Innovative Work-2</p> <p>Bidder may suggest innovative work-2 for SVEEP which is outside the identified works as above. Bidder should submit 200 words write-up about the innovative work and break-up of cost involved in each component apart from cost mentioned in the next to two right boxes.</p>		

Signature of Tenderer

All other terms and conditions will remain unchanged.

  
 (K.Ravi Kumar)  
 Chief Electoral Officer,  
 Jharkhand.