

Minutes of the pre-bid meeting held on Friday July 27, 2018 with reference to the Request for Proposal to engage a Creative Agency for Invest India

1. Does the financial bid have to be inclusive of taxes?

Yes, the financial bid has to include the applicable taxes.

2. What is the duration of the contract?

The contract will be valid for 1 year; however, it can be extended further on satisfactory performance.

3. Is there a mandate on the team size of the agency dedicated to this account?

There is no minimum requirement of the team size of the agency as long as the agency is able to deliver the projects within the given deadline without compromising on the quality of work.

4. Does the retainership fee include production cost of the videos?

No, the production cost of the video will be over an above the retainership fee. However, some post production work will be directed towards the agency for short videos for social media.

5. Will the scope of work be strictly according to the brief?

The scope of work mentioned in the RFP document signifies, to a large extent, the actual scope of responsibilities. However, flexibility is advised to the agency.