



**OFFICE OF THE COMMISSIONER  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAR: GUWAHATI-01**

No: GCS/PMC/828/17/1287

Date:24/08/17

**Minutes of the Pre-bid Meeting of the EoI for Empanelment of Ad Agencies at Guwahati Municipal Corporation:**

The pre-proposal conference was held on 21/08/2017 at 1100 hrs at the Conference Hall of Guwahati Municipal Corporation, Pan Bazar.

The attendance sheet is attached at Annexure- A.

The reply to the queries raised by the applicants in the meeting is as follows:

Sl No	RfP Reference	Queries / Suggestions	Remarks / Replies
1	Clause 2.A.(a)	INS Accreditation maybe removed as most agencies stationed in Guwahati do not have INS Accreditation. Formation of Joint Ventures (JV) was requested regarding INS Accreditation.	It was informed that the INS Accreditation will not be removed from the evaluation criteria and Joint Ventures (JV) will not be considered.
2	Clause 2.A.(b)	It was put forward by bidders that Annual Turnover of Rs. 2 Crores was on a higher side and no agencies in Guwahati had such a turnover.	The Annual Turnover of Rs. 2 Crores each for a financial year is revised to Rs. 1.5 Crores.
3	Clause 5.iii	It was put forward that design cost maybe charged by bidders in preparation of any artwork.	It was agreed upon.
4	Clause 1	It was suggested that Digital Media Promotion may also be included in the scope of work.	It was agreed upon.
5	Clause 2.A.(b)	Service Tax Registration may be revised to GST Registration	It was agreed upon.

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**Commissioner,  
Guwahati Municipal Corporation  
Guwahati**

Memo No: GCS/PMC/828/17/1287 -A

Date:24/08/17

Copy to:

- 1) Addl. Commissioner, Guwahati Municipal Corporation for information and necessary action.
- 2) The Municipal Secretary, Guwahati Municipal Corporation for kind appraisal of the Hon'ble Mayor and Members, Mayor-in-Council.

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**Commissioner,  
Guwahati Municipal Corporation  
Guwahati**