

# Minutes of Meeting

**Subject: Pre-Bid Meeting with Agencies**

**Date: June 24, 2025**

**Time: 11:30 AM – 12:30 PM**

## **NISM Official Attendees:**

- Mr. Sandeep Biswal, NISM
- Mr. Jeetendra Solanki, NISM
- Mr. Manav Bhadouria, NISM
- Ms. Jinal Rohit, NISM

## **Agencies Attendees:**

- Mr. Jehroome A, Wanderers Media Works Pvt Ltd
- Ms. Sheryll D'Souza, Cogent Media Labs

**Agenda: To address and clarify queries raised by the agencies regarding the NISM Masterclass RFP.**

## **Discussion Summary:**

- The meeting started with introductions, followed by a meeting overview.
- Mr. Manav Bhadouria welcomed all representatives and provided an overview of the key aspects of the RFP.
- All queries received from the agencies were discussed and clarified.
- Responses to the queries raised by the agencies have been compiled and are included in Annexure.
- The tentative schedule of key dates is as follows:
  - Eligibility bid opening - July 2, 2025
  - Technical bid opening - July 2, 2025
  - Technical presentation by the Agencies - July 9/10 2025
  - Financial bid opening - July 11 2025

## **Next Steps:**

- Upon approval of these minutes, they will be shared individually with the agencies that submitted queries. Additionally, the minutes will be published on the NISM website and TenderWizard portal and will be considered an official addendum to the RFP document.

## Annexure

| <b>NISM Masterclass RFP - Q&amp;A</b> |                     |  |  |
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| Sr. No.                               | Agency Name         | Queries  | Answers  |
| 1                                     | Parth Sompura Films | <p>Sub:Request for Startup Exemption RFP No. NISM/CCC/RFP/2025-26/01 (Production of NISM Masterclass Series)</p> <p>Dear Sir,</p> <p>I am writing to you in reference to the recently published RFP (NISM/CCC/RFP/2025-26/01) for the Production of NISM Masterclass Series for FY 2025-26. We are keen to participate in this project and believe that our creative, technical, and strategic capabilities are fully aligned with the objectives of this engagement.</p> <p>Parth Sompura Films LLP is a DPIIT-recognised startup, empanelled with DAVP (Directorate of Advertising &amp; Visual Publicity), Ministry of Information &amp; Broadcasting, and an ISO 9001:2015 certified production firm. We have executed communication films for central and state government bodies including the Indian Navy, BARC, Maharashtra Tourism, TRAI, and UNEP, among others. Our team is proficient in high-definition multi-camera shoots, scripting, motion graphics, multi-language delivery, and end-to-end production across formats. We would like to highlight that we have in-house equipment, including Sony FX3 – a Netflix-approved cinema camera, along with professional audio setups, lighting kits, and multicam rigs. This allows us to maintain high production value while ensuring logistical agility and cost-efficiency.</p> <p>We respectfully request an exemption from the experience and turnover criteria as prescribed under the Startup India Policy, which encourages fair participation of qualified startups in public procurement. In line with GFR 2017 Rule 173 and DoPT OM No. F-20/2/2014-PPD, DPIIT-recognized startups may be exempted from prior turnover and experience norms, provided the product/service meets the quality and technical parameters.</p> <p>We assure you that we possess the infrastructure, industry-grade equipment, and domain-specific expertise to execute the NISM Masterclass Series with high production value and timely delivery. We look forward to the opportunity to present our creative treatment and production methodology during the technical evaluation.</p> <p>Kindly consider our request favorably and allow us to submit our bid for your kind consideration.</p> <p><a href="https://drive.google.com/file/d/1AVsuw0Sk4yCG6rp97sbEqkOLoXOWWGFv/view?usp=drive_link">https://drive.google.com/file/d/1AVsuw0Sk4yCG6rp97sbEqkOLoXOWWGFv/view?usp=drive_link</a></p> | <p>NISM, being a public trust registered under the Bombay Public Trust Act and not a Central Ministry/ Department, or CPSE, the said OM is not applicable to NISM and hence, NISM does not fall within the scope of mandatory compliance with this OM.</p> |

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| 2 | Ankit Sharma<br>boideas               | <p>Sub: Request for Guidance on Technical Presentation – NISM Masterclass RFP</p> <p>Dear Mxxxx<br/>Hope you are doing well.</p> <p>We have gone through the RFP for the NISM Masterclass Series, but the part about the technical presentation is a bit confusing. We are not sure what exactly needs to be presented.</p> <p>Could you please guide us on what the topic should be or what points we are expected to cover?</p> <p>A quick reply would be very helpful, as we are ready to start the work.</p>   | Kindly refer to Section B, Point (d) under Clause 9.2 (Technical Bid) of the RFP document for details related to your query.   |
| 3 | Wanderers Media Works Pvt Ltd         | <p>Sub: Clarification - RFP Creative services - Master class series.</p> <p>Hi,</p> <p>Greetings of the day from Wanderers Media Works Pvt Ltd.</p> <p>1) We are from Chennai, are we eligible to apply for the proposal.</p> <p>2) It is mentioned Rs.1,45,000/- per episode cost. Is it that we need to give our financial proposal or we need to restrict to that cost?</p> <p>3) Other than English, which are the vernacular languages we need to do the film ?</p> <p>4) Do share us the online link for the Pre-Bid meeting that is to be held on 24th June 2025</p> <p>Looking forward to hearing from you in this regard.</p>   | <p>1) Yes, applicants from all over india are eligible to apply.</p> <p>2) This amount represents the Estimated budget per episode (excluding GST).</p> <p>3) It is likely that Hindi will be required, considering the target audience across India. This task will be on case to case basis.</p> |
| 4 | Drishtant Productions (opc) Pvt. Ltd. | <p>Sub: Request for Proposal – NISM Masterclass Series 2025–26   Query Regarding Eligibility Criteria</p> <p>Hello,</p> <p>Thank you for sharing the RFP for the NISM Masterclass Series for FY 2025–26. We are very interested in participating in this opportunity.</p> <p>However, we would like to seek clarification regarding one of the eligibility criteria mentioned in the RFP. Our company's annual turnover has been below ₹20 lakhs in the past financial years. As a result, we have not been required to register for GST. We do understand the importance of compliance, and we would like to assure you that we will immediately proceed with GST registration once our turnover crosses the threshold.</p> <p>In light of this, we kindly request you to let us know if there is any scope for consideration or relaxation regarding the turnover and GST registration criteria, as we are confident in our ability to deliver high-quality creative services in line with the requirements of the RFP.</p> <p>Looking forward to your guidance on the same.</p> | It is important to note that all bidders must meet the specified eligibility criteria mentioned in the RFP.  |

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| 5 | Mubina Kapasi<br>(Cogent Media Labs) | <p>Sub: Queries for tender no NISM/CCC/RFP/2025-26/01</p> <p>Hello,</p> <p>I hope this message finds you well.</p> <p>We are writing to seek clarification on a few points related to the tender referenced in the Request for Proposal for Creative Agencies to undertake Pre-production, Production, and Post-Production services for the NISM Masterclass for FY2025-26.</p> <p>We understand that shoots are expected to take place across the country. Could you please confirm if these will be limited to metro cities? Additionally, will travel and accommodation expenses be reimbursed separately, or should they be included within the overall bid value?</p> <p>Will all shoots be conducted at NISM facilities? If so, will sufficient in-house props and materials be made available for production purposes, or should we account for external sourcing and rentals in our cost estimates?</p> <p>Your response to these queries will help us prepare a more accurate and realistic proposal.</p> <p>We look forward to hearing from you and hope for the opportunity to collaborate on this exciting project.</p> | <p>For reference, the cities listed in the earlier RFP were indicative, based on past projects. As of now, the exact locations for the upcoming shoots have not been finalized by the team. These will be communicated in advance of the shoot. However, most shoots are typically conducted in metro cities.</p> <p>As mentioned in RFP, a quotation format has already been provided for outstation shoots. No separate reimbursement will be made for travel, accommodation, or any other external expenses. All such costs, including rentals and sourcing, should be factored into your overall bid.</p> <p>If a shoot is conducted at an NISM facility, only the venue will be provided. The agency will be responsible for managing all other production-related requirements, including props and materials. While support may be extended from our end wherever possible, it cannot be assured. Hence, external sourcing and rentals should be considered in your cost estimates.</p> |
| 6 | Ashok Srivastav<br>(colads)          | <p>Sub: query for Prebid meeting</p> <p>Dear sir, I would like to know that does the cost of all video's will be 245000 or we can give in 135000 also kindly let me know.</p>   | <p>As mentioned in the RFP, the Estimated budget per episode is ₹1,45,000 excluding GST.</p>   |

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| <p>7</p> | <p>General answers given to the agencies during the Pre-Bid Meeting</p> | <ul style="list-style-type: none"> <li>- About the technical presentation, please refer to Section B, Point (d) under Clause 9.2 (Technical Bid) of the RFP document.</li> <li>- Applicants from all over India are eligible to apply however their selection will be subjected to fulfilment of all the criteria and process mentioned in RFP document. All bidders must meet the specified eligibility criteria mentioned in the RFP.</li> <li>- NISM has quoted Rs.1,45,000/- per episode cost as an estimated budget per episode (excluding GST). This covers all the expenses related to given requirements including any additional expenses incurred for an outstation shoot. A quotation format has already been provided for outstation shoots. No separate reimbursement will be made for travel, accommodation, or any other external expenses. All such costs, including rentals and sourcing, should be factored into overall bid.</li> <li>- The exact locations for the upcoming shoots have not been finalized by the team. Most of the masterclass episodes will be shot and recorded in metro cities of India, preferably in Mumbai. The location of the shoot will be notified the agency counterpart a few weeks in advance.</li> <li>- The shooting schedule and dates will be decided based on the availability of Guest/Interviewee. Therefore, there might a possibility of back-to-back two shoots and there is also a possibility of having only one shoot in a month. The production costs may be factored in accordingly. Also, the scope of this work may extend to the next financial year 2026 – 27 (mostly due to rescheduling) till the shoot of 8 – 12 episodes is completed as per the approval.</li> <li>- All the proposed masterclass shoot and recording will be done in English language. However, it is likely that translation in Hindi may also be done, considering the target audience across India. Translation in other official languages may also be done and will considered on case to case basis.</li> <li>- The screening of these creative agencies will be done on the parameters as mentioned in the Section A and Section B, Point (d) under Clause 9.2 (Technical Bid) of the RFP document. Based on the technical bid submitted and the technical presentation made by the Agency, the technical evaluation committee would evaluate the agencies out of a total score of 100 marks. Agencies securing a minimum score of 75 marks would be considered for further evaluation and their price bids will be opened. The work will be awarded to the lowest (L1) bidder.</li> </ul> |
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