

SATYAJIT RAY FILM & TELEVISION INSTITUTE
KOLKATA – 700094

**Tender for engaging an agency for conducting Joint Entrance Test - 2021 for admission to
SRFTI, Kolkata & FTII, Pune**

Tender Notice No. 20291/TU/JET/SRFTI & FTI/2021

RECORD NOTE OF DISCUSSION OF THE PRE-BID MEETING

Record note of discussion of the Pre-bid meeting held at 15:00 Hrs. on 15/09/2021 at the Conference Room of the Institute in connection with the tender for **engaging an agency for conducting Joint Entrance Test - 2021 for admission to SRFTI, Kolkata & FTII, Pune.**

2. The following officials of SRFTI and the prospective Tenderers had attended the Pre-Bid Meeting.

Officials of SRFTI	Name of the prospective Bidders
Shri Santanu Basu Mullick (Sr. Manager MR)	M/s AIMA
Shri Somaditya Majumdar (Sr. Manager IT)	M/s Learning Spiral
Shri Argha Sengupta (Associate Prof.)	M/s meritac
Shri Sougata Bhattacharya (FRO)	
Shri Kalyan Kumar Pal (AO/IC)	
Shri RP Bhagat (Consultant F/A)	
Shri Pranesh Mondal (Purchase Officer)	

The following points have been discussed & decisions have been taken accordingly as mentioned in the following table after detailed discussion held with the representatives of the prospective tenderer(s). The prospective bidders are requested to note the points & quote accordingly.

S. No.	Reference From Tender Document	As Mentioned in the tender document	To be read as / Decision of the Tender Committee
1	Para f, Page 6 of the tender document	All India level exams should cover the exam centres in minimum of 30 cities all over India covering at least 15 states	All India level exams should cover the exam centres in minimum of 30 cities and or at least 15 states covering all over India
2	Clause 8(d)	Arrangement of test centres in 24 cities	All major state capitals
3	Clause 8(m)	Result Processing - May be scanned, quality checked & made accessible to evaluators for online marking.	Considering the present pandemic situation, and to avoid delay in publication of result due to travel restrictions etc., digital solution is required for PDF copy checking. Around 1/3 rd nos. of total papers will be converted to PDF and to be access-able to the evaluators so that 3 evaluators simultaneously can check the paper on their personnel device and can mark accordingly. All this partial marks to be collated by the agency & final result should be processed
4	Clause no. 8(g)	Carbonless Answer Sheets are required	To be treated as deleted.

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R.P. Bhagat

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5	Page 12	Agency should have experience for co-ordinating minimum 12 different papers in single day..	Self-Declaration can be given. Supporting documents preferable.
6	Clause no.11. Manner of submission of tender	Following documents to be submitted in hard copy to the Institute within the due period in addition to the documents mentioned in the clause no.8.	Clause No to be read as 7
7	Clause no.13(2).	The company should have done at least 2 similar assignments for renowned educational institutes like IITs/IIMs/other FTII (proof to be submitted).	The company should have done at least 2 similar assignments for renowned national educational institutes like IITs/IIMs/ FTII – SRFTI (JET)/ Universities etc.(proof to be submitted).
8	Page 19 2.11	Online Exam or centres in offline how many states conducted for Exam	Online or offline Exams. In how many states conducted.
9	Page 22, 3 h	Tasks to be considered for Covid Compliance	Maintaining the basic Covid protocol as per Central / State Govt. directives i.e. Sanitization, Thermal Scanning, Social Distancing etc.
10	Page 10, j	Conducting of JET as per schedule in all centres. However due to current pandemic situation the schedule may be changed/ modified for which the selected bidder has to make necessary arrangement without claiming any additional charges.	No Change
11	Page 22 3 k	Alternative arrangement of a different set of question paper be ready as standby	Alternative arrangement of a different set of question paper to be kept as Ready to print form.
12	Page 23	Collection of offline applications and confirmation sheets of online applications from SRFTI, Kolkata	No change
13	Page 13	Validity of the contract is not mentioned. Specify if it is valid for one year and extendable upto 2 years?	Mentioned in clause no. 14.
14	Clause no.2	Regarding EMD Submission of Rs. 50,000/-	MSME certificate to be uploaded for exemption of EMD
15	Clause No 10 (iii)	Bidder's Overall Annual Turnover	The agency / firm / organization should have an average turnover of not less than Rs. 10 Cr. for the last three F/Ys.

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R. D. Shastri

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Contd:-

Ref:- Minutes of Pre-bid meeting held
on 15/9/2021 (Tender Notice no.
20291/TU/JET/SRFTI&FTI/2021)

Santanu Basu Mullick

Shri Santanu Basu Mullick
(Sr. Manager MR)

Somaditya Majumdar

Shri Somaditya Majumdar
(Sr. Manager IT)

Argha Sengupta

Shri Argha Sengupta
(Associate Professor.)

Shri Sougata Bhattacharya

(FRO)

Shri Kalyan Kumar Pal (AO/IC)
(AO/IC)

R. P. Bhagat

Shri RP Bhagat
(Consultant F/A)

Pranesh Mondal

Shri Pranesh Mondal
(Purchase Officer)