

RFP for Digital Agency for Jajpur District on Tourism

Date: 30 November 2022

Response to Pre-Bid Queries

#	Page No. (As per pdf)	Reference Clause No.	Reference Clause	Query/ Suggested Change	Response
1	9	2.2.1	Task A: Website and Mobile App Design and maintenance Successful bidder shall be responsible for the development of New Web Pages, Blogs, Articles, Micro-Sites etc. by using advanced technology, to deliver content rich, customizable, theme-able, high-performance, highly secure site, and well researched contents	<ol style="list-style-type: none"> 1. This task includes only design and maintenance or development as well? 2. Will a mobile application also have to be developed or only content to be created for the same? 3. How many destinations should be featured on the website? 	<ol style="list-style-type: none"> 1. The bidder shall be responsible for the development, design and maintenance of website and Mobile App 2. The bidder shall be responsible for the development and content creation for the Website and Mobile App 3. All major destinations of the District should be featured. This will be reviewed periodically by the District Administration.
2	13	2.2.3.2	Content as per Google Arts & Culture (GAC) guidelines <ul style="list-style-type: none"> • Still Photo Bank with cataloguing to be developed consisting of original high resolution/4K images as per GAC themes / aspects and Jajpur Administration direction. • The agency shall have in-house professional photographers or hire professional photographers for getting original images at your own cost. • Agency shall create a video bank by shooting and creating high resolution videos (1 to 2 mins) and short form videos/animations/GIFs, etc. for GAC on different destinations, places of interest, adventure tourism, religious tourism, etc. under the directions from GAC and / or Jajpur Administration and shall promote them on social media channels. •The agency shall use professional services such as film maker, editor, narrator, etc. for shooting and making the films at your own cost. The Jajpur District Administration shall only provide non-financial support 	Will the GAC images overlap with content created for Jajpur Tourism's website?	Yes. However, the Agency should ensure minimum overlap

#	Page No. (As per pdf)	Reference Clause No.	Reference Clause	Query/ Suggested Change	Response
			<ul style="list-style-type: none"> Other Audio-Visual content as per GAC-Jajpur Agreement (to be shared with the selected Agency post onboarding) 		
3	17	2.2.4 (1)	<ul style="list-style-type: none"> Integrated Dashboard for monitoring & reporting purpose. The dashboard should provide analytics for all social media channels, SEO reports, ORM Reports, Submission Reports & Website analytics. It should also provide data in terms of competitor analysis, percentage growth and target achievement. The dashboard should have role-based user access levels i.e., Top Management Level & Middle Management level 	<ol style="list-style-type: none"> Where will this dashboard be hosted? On the website? Will analysis of competitor website data be required? Or only Social media. Competitor website data analysis is not possible. 	<ol style="list-style-type: none"> Dashboard will be hosted on the website but will only be visible to the District Administration for monitoring purpose. To be finalized in consultation with the selected Bidder. No change - tender conditions prevail
4	17	2.3.1	<p>2.3 PROJECT EXECUTION MODALITIES – PHASES</p> <p>2.3.1 Phase 1</p> <p>The phase 1 of the website development shall include the development of all the proposed modules/sub-modules till the website framework. In addition, this development phase shall comprise of aesthetic features, content development and management, destination management module. In phase 1, the following modules need to be developed</p> <ul style="list-style-type: none"> Proposed Modules /Pages on the Website with Aesthetic Features Content Development and Management Destination Module Development of the remaining levels of the proposed Modules/Pages on the Website along with their Aesthetic Features, Content Development and Management User Management Module Interface with Third Party Registration and Booking Content Development and Management Reporting/MIS modules Mobile Application 	Interface with Third Party Registration and Booking: Please specify which third party. And if there is any extra cost, who will cover it?	<p>Minor integration such as hyperlinks for other websites is included in the scope of work.</p> <p>For major integrations/interfacing, the Agency may seek prior approval from the District Administration and additional cost will be considered separate from Scope of this RFP.</p>

Corrigendum 1**Date: 30 November 2022****RFP for Digital Agency for Jajpur District Administration on Tourism**

S. No.	Reference clause No.	Original Clause	To be read as																																																						
1.	1.4.	<p>INDICATIVE SCHEDULE OF BIDDING PROCESS</p> <p>While District Collector, Jajpur reserves the right the change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavour to adhere to the bidding schedule provided in the below table:</p> <table border="1"> <thead> <tr> <th>S. No</th> <th>Descriptions</th> <th>Tentative Timelines</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Date of issue of RFP document</td> <td>16.11.2022</td> </tr> <tr> <td>2</td> <td>Last date of receiving queries</td> <td>22.11.2022 before 05:00 PM</td> </tr> <tr> <td>3</td> <td>Date of Pre-Bid Meeting</td> <td>23.11.2022 at 11:30 AM</td> </tr> <tr> <td>4</td> <td>Issue of clarifications</td> <td>25.11.2022</td> </tr> <tr> <td>5</td> <td>Proposal Due Date</td> <td>01.12.2022 before 03:00 PM</td> </tr> <tr> <td>6</td> <td>Opening of Technical Bids</td> <td>01.12.2022 at 04:00 PM</td> </tr> <tr> <td>7</td> <td>Opening of Financial Bids</td> <td>To be announced later</td> </tr> <tr> <td>8</td> <td>Issue of Letter of Award</td> <td>To be announced later</td> </tr> </tbody> </table>	S. No	Descriptions	Tentative Timelines	1	Date of issue of RFP document	16.11.2022	2	Last date of receiving queries	22.11.2022 before 05:00 PM	3	Date of Pre-Bid Meeting	23.11.2022 at 11:30 AM	4	Issue of clarifications	25.11.2022	5	Proposal Due Date	01.12.2022 before 03:00 PM	6	Opening of Technical Bids	01.12.2022 at 04:00 PM	7	Opening of Financial Bids	To be announced later	8	Issue of Letter of Award	To be announced later	<p>INDICATIVE SCHEDULE OF BIDDING PROCESS</p> <p>While District Collector, Jajpur reserves the right the change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavour to adhere to the bidding schedule provided in the below table:</p> <table border="1"> <thead> <tr> <th>S. No</th> <th>Descriptions</th> <th>Tentative Timelines</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Date of issue of RFP document</td> <td>16.11.2022</td> </tr> <tr> <td>2</td> <td>Last date of receiving queries</td> <td>22.11.2022 before 05:00 PM</td> </tr> <tr> <td>3</td> <td>Date of Pre-Bid Meeting</td> <td>NA</td> </tr> <tr> <td>4</td> <td>Issue of clarifications</td> <td>30.11.2022</td> </tr> <tr> <td>5</td> <td>Proposal Due Date</td> <td>05.12.2022 before 03:00 PM</td> </tr> <tr> <td>6</td> <td>Opening of Technical Bids</td> <td>05.12.2022 at 04:00 PM</td> </tr> <tr> <td>7</td> <td>Opening of Financial Bids</td> <td>To be announced later</td> </tr> <tr> <td>8</td> <td>Issue of Letter of Award</td> <td>To be announced later</td> </tr> </tbody> </table>	S. No	Descriptions	Tentative Timelines	1	Date of issue of RFP document	16.11.2022	2	Last date of receiving queries	22.11.2022 before 05:00 PM	3	Date of Pre-Bid Meeting	NA	4	Issue of clarifications	30.11.2022	5	Proposal Due Date	05.12.2022 before 03:00 PM	6	Opening of Technical Bids	05.12.2022 at 04:00 PM	7	Opening of Financial Bids	To be announced later	8	Issue of Letter of Award	To be announced later
S. No	Descriptions	Tentative Timelines																																																							
1	Date of issue of RFP document	16.11.2022																																																							
2	Last date of receiving queries	22.11.2022 before 05:00 PM																																																							
3	Date of Pre-Bid Meeting	23.11.2022 at 11:30 AM																																																							
4	Issue of clarifications	25.11.2022																																																							
5	Proposal Due Date	01.12.2022 before 03:00 PM																																																							
6	Opening of Technical Bids	01.12.2022 at 04:00 PM																																																							
7	Opening of Financial Bids	To be announced later																																																							
8	Issue of Letter of Award	To be announced later																																																							
S. No	Descriptions	Tentative Timelines																																																							
1	Date of issue of RFP document	16.11.2022																																																							
2	Last date of receiving queries	22.11.2022 before 05:00 PM																																																							
3	Date of Pre-Bid Meeting	NA																																																							
4	Issue of clarifications	30.11.2022																																																							
5	Proposal Due Date	05.12.2022 before 03:00 PM																																																							
6	Opening of Technical Bids	05.12.2022 at 04:00 PM																																																							
7	Opening of Financial Bids	To be announced later																																																							
8	Issue of Letter of Award	To be announced later																																																							