



**भारतीय रिज़र्व बैंक / Reserve Bank of India**  
**संचार विभाग / Department of Communication**

**Request for Proposal (RFP) for Selection of Audio-Visual Agency**  
**Minutes of the Pre-bid meeting held on July 17, 2025**

**E-Tender** - [RBI/DoC-Central Office Departments/Others/3/25-26/ET/83](#) | RFP for Audio Visual Agency.

The pre-bid meeting for the captioned work was held at 15:00 on July 17, 2025, over WebEx, as per the Notice Inviting Tender published on RBI website and MSTC Portal.

2. The queries raised and the clarifications issued are as under:

S.No	Queries / Statements from the firm	Reference (relevant page(s) in Tender Document)	Answers / Clarifications from the Bank's side, if any.
a)	Request for clarification over the location of the setup if it is required for single location or other locations as well.	D. Scope of Work, Page 12 (point o & r)	For MPC, the location will be Central Office Building (CoB), Mumbai and in case of any requirement outside Mumbai, the bidder will be informed in advance.
b)	Request for clarification about the setup required for MPC.	Commercial Bid form point 7, Page 37 D. Scope of Work, Page 12 (point s)	The Bank has an in-house PA system that can be used during MPC. However, bidders may incorporate the unit costs for microphones, speakers, cameras, and lighting (if additional equipment is required) in their quote. The indicative equipment for the MPC - Cameras: 5 Gooseneck Microphones: 6 Lapel Microphone: 1 Teleprompter - 1 Speakers: 2-3 Lighting: As required Cables and Audio Mixers: As required for live streaming on social media platforms.
c)	Query regarding speed of internet.		The bandwidth of internet provided will be sufficient for 4k streaming.
e)	Do we have to submit an EMD	F. Submission of Bids	The Micro and Small Enterprises (MSEs) having Udyam Registration



	even if we are registered under MSME?	2. EMD, Pg No. 13	Number (Udyog Aadhar Memorandum Number), are exempted from the requirement submission of Earnest Money Deposit at the time of bidding in all procurement of works (goods, services, and works contract) estimated to cost up to ₹10 Lakhs (including all taxes, duties, etc.). However, since the estimated cost of the tender is more than ₹10 Lakhs, exemption is not applicable here.
--	---------------------------------------	-------------------	--

Please note:

- i) This document (minutes of the Pre-Bid Meeting) shall form a part of the tender.
- ii) Rest of the terms and conditions and specifications of the bid document shall continue to remain the same.
- iii) The above amendments/ clarifications are issued for the information of all the intending bidders.