

**Subject : Minutes of pre – bid meeting for calling Expression of Interest (EoI) to obtain Consultancy & Architectural services for constructing two film studios and ancillary structures.**

An Expression of Interest (EoI) was issued on 1.3.2017 to obtain Consultancy & Architectural services for constructing two film studios and ancillary structures at New Land Site, Kothrud, Pune. In this regard a pre – bid meeting was held on 10.03.2017 in the Conference Hall, FTII, Pune at 11.00 a.m.

**Following are the Minutes of Meeting :**

1. The representatives of Architectural firms raised various queries related to the EoI document and to the overall process which FTII is going to follow in this regard. All queries were answered satisfactorily by FTII & CCW officials.

2. The representatives requested to waive off the criteria of having experience in providing Consultancy & Architectural services for at-least 02 film studios for private firms & 01 film studio for a Govt. Some of them were also insisted of at-least removing the compulsion of experience of film studio for Govt.. However, the request was not accepted in light of the requirement of technical expertise & proposed value of the work. It was also informed that the same are bare minimum.

3. A request to change the stages of payment was also not agreed upon as the same was discussed at length with the internal team and at this stage it is not possible to make any changes in this regard.

4. Purchase Officer explained about the process of e-procurement and how to go-ahead while submitting the technical & financial bids. It was informed that tender fees and EMD needs to be submitted in the form of Demand Draft and scanned copy of same to be uploaded along with technical documents. As per practice of purchase section, these Demand Drafts to be submitted to the purchase section before opening of commercial bids.

5. CCW officials explained the details of present new land structures and also about the proposed land where the studios are to be built.

6. As regards to the area of Ancillary structure, it was informed that the same may be of approximately 15,000 sq ft and would be required outside the two studios.

7. As regards to site layout of the area under the New Land, it was agreed upon by all that the same is not required before the due date but may be required for presentation. It was also agreed upon that FTII would upload the proposed site layout on its website before the due date.

8. All the representatives were asked to visit the New Land site where almost all of them visited. CCW officials and few FTII officials were also present on the New land site. Various queries were also answered on the site.

This issues with the approval of the Director.

ESTATE MANAGER  
F.T.I.I., Pune 411 004.