



(An Autonomous Institution under MoE, Government of India)
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16.07.2025

Minutes of Pre-Bid Meeting

Tender Notice No.	IIITDMK/25-26/SP/Almirah/006 Dt.03.07.2025
Brief Description of Tender	Supply and Installation of Steel Almirah
Date and Time of Pre-bid meeting	15 th July 2025 – 11:00 HRS at IIITDM Kancheepuram / Hybrid Mode

1. At the outset, the committee welcomed the representative of the Prospective Bidders and briefed the scope and salient requirements of the tender
2. The following queries were raised by the bidders during the meeting:

S. No.	Queries	IIITDM Response
1	Is the exemption of EMD applicable for MSMEs?	No exemption from Earnest Money Deposit (EMD) will be allowed under this tender, including for bidders registered as Micro, Small, and Medium Enterprises (MSMEs).
2	The vendor has requested clarification on whether the service centre must be established at the time of tender participation, or if it can be set up after the award of the order.	As per the tender terms and conditions, the service centre must already be functional at the time of participation in the tender. This ensures readiness for support and service commitments from the beginning of the contract period.
3	Page No. 11 – Under 'Warranty', it is mentioned that a 3-year replaceable warranty is required. The vendor sought clarification on whether the warranty applies to the entire item or is limited to accessories only.	The 3-year replaceable warranty is necessary to cover the whole item.

3. The terms & conditions of the notice issued on our IIITDM Kancheepuram website www.iiitdm.ac.in and CPPP portal will remain unchanged. No more correspondence in this regard will be entertained. All the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.
4. The meeting ended with vote of thanks to the Chair.

S/d
Indenter

S/d
Registrar
IIITDM Kancheepuram