



(An Autonomous Institution under MoE, Government of India)  
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13.06.2025

**Minutes of Pre-Bid Meeting**

Tender Notice No.	IIITDMK/25-26/SP/Furniture/003 Dt.06.06.2025
Brief Description of Tender	Supply and Installation of Reading Table and Reading Chair
Date and Time of Pre-bid meeting	13th June 2025 – 15:00 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	Whether exemption of EMD is 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	What is the required validity period for the Bank Guarantee?	5% Security Deposit in the cost of Purchase Order Value as Performance Bank Guarantee for a period of warranty period plus two months.
3	Vendor manufactures in New Delhi but has a service branch in Chennai with a different GST number—any implications?	No implications, The Bidders should have a service centre within the Chennai city limit for repair/ replacement of faulty items.
4	Whether a service/repair branch in Chennai is mandatory, or can service be provided from Bangalore as the vendor is located there.	The Bidders should have a service centre within the Chennai city limit for repair/ replacement of faulty items.
5	Will the bid submission date be extended if the corrigendum or minutes of meeting are delayed in publishing?	Any extension will be officially communicated through a corrigendum published on the designated e-procurement portal. Until such notification is issued, the original bid submission deadline remains valid and binding.
6	Page No. 11 – Under 'Frame Cross Section' it is mentioned that outer diameter thickness should be minimum 2.6 mm, but vendor noted that it is difficult to bend with 2.6 mm thickness and suggested that 1.6 mm is more feasible for bending.	As per the Tender document
7	Page No. 10 – Under 'Warranty' it is mentioned that a 3-year replaceable warranty is required. Vendor noted that only the bottom portion of the item can be covered under a 3-year replaceable warranty. The top portion, made using HDMR, is prone to water damage and may not be feasible for a 3-year replaceable warranty.	As per the Tender document

3. The terms & conditions of the notice issued on our IIITDM Kancheepuram website [www.iiitdm.ac.in](http://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