

Minutes of Pre-bid Meeting for IMD Foundation Day 2020 Tender

A pre-bid meeting was held on 28.11.2019 at 11:00 AM in Conference Hall, 6th Floor, Mausam Bhawan under the chairmanship of Dr. D. Pradhan, Sc. 'G' & Chairman (Foundation Day Organizing Committee). 15 vendors attended the meeting. The following issues were discussed and amendments noted for approval of DGM :

1. Backdrop contents will be provided.
2. Podium has to be designed in U- shape.
3. SIGNAGEs have to be provided at crossing near Hotel Le Meridien.
4. Internet connection will be provided by IMD.
5. Only 3 gates to be decorated. Main entry glass gate & 2 more glass gates at the ground floor to the entry of Bheem Auditorium.
6. Two flex boards (15x10 ft each) to be installed on left and right side of main entry gate.
7. Bouquets to be replaced by ceramic pots with plants.
8. Arrangement of paper tumblers with mineral water bottles and dispensers to be made. (Quantity 500 ml is removed)
9. Exhibition Cubicals/panels have to be made in size 3mx3m in octagon shape with 1 table, 2 chairs with power point.
10. 8 No. of Wooden finished Arms chairs on Dias have to be provided along with suitable no of tables .
11. Refreshment/Tea/Coffee to be served hot and fresh. Branded food/packets is relaxed. **A high quality of hygiene is to be maintained in the food.**
12. Space for kitchen will be provided for preparing fresh snacks.
13. Water dispensers with paper glass for 700 persons to be arranged.
14. Good quality crockery (bone China) for Tea/snacks is to be provided by the supplier for all members.

28/11/19
28/11/19
Member Pre-Bid Committee

28/11/19
Pawankumar
(Member Secretary)
Pre-bid committee

28/11/2019
Member-Secretary (Organizing Committee)

DGM (CPU)
By No.0906.....
Date..27/12/19....