

MINUTES OF PRE-BID MEETING**Tender ID: 2026_IITS_914472_1, Dt. 23 June 2026****Tender Reference No.:** IIITS/NIT/CONVOCATION/2026, 23 June 2026**Name of the Work:** Consolidated services as per the scope of work for 10th Batch Convocation at IIIT Sri City campus to be held on August, 1st 2026.**Pre-bid Meeting Schedule:** 30.06.2026 at 11:00 Hrs. (Hybrid Mode)

The following prospective bidders have attended the prebid meeting through online mode.

1. Mr. Vinod Kumar, M/s Eventures
2. Mr. Bichitra Bebart, M/s Canonfire Creatives Pvt Ltd
3. Ms. Rashmi, M/s Softech Audio Visuals
4. Ms. Pinki, M/s Addy all kind of Event Planner LLP
5. Mr. Siva Senthil, M/s SSS Events
6. Mr. Balwant Mehra, M/s Global Media Marketing and Communications
7. Mr. Suresh Reddy, M/s Rainbow Events
8. Mr. Vinay Akasapu, M/s Access Events (I) Pvt Ltd
9. Mr. Harendra Chhonker, M/s Abhay Techno Services Pvt Ltd
10. Mr. Ramesh Babu

The queries received from and discussed with the bidder(s) during the pre-bid meeting are as follows:

S. No.	Bidders query	Clarification / Modification
1	Is there any exemption from paying EMD for MSME category?	Please note that no exemption is permitted for bidders under the MSME category. The Earnest Money Deposit (EMD) must be submitted in the prescribed format as specified in the tender document.
2	Is there any scope of operating non-tender items?	Any non-tender item required for the event shall be provided only with the prior approval of the Institute. Such items shall be executed strictly based on the approved requirement.
3	Who are all the VIPs attending the event?	The VIP attendees shall include the Board Members, Senate Members of the Institute, eminent officials of Sri City, and any other guests invited by IIIT.

S. No.	Bidders query	Clarification / Modification
4	Is site visit compulsory before submitting the tender?	All prospective bidders are strictly instructed to visit the site before submitting their bids to familiarize themselves with the location and gain a clear understanding of the site conditions and other relevant parameters. No claim arising out of a lack of knowledge of the site conditions or related factors shall be entertained at a later stage.
5	Procedure for visiting site? Whom to meet at IIIT Sri City?	All prospective bidders are advised to contact the Engineering Unit of IIIT Sri City for any assistance or clarification related to the site visit.
6	Annexure – VII: Financial Information Particulars 1: Gross Annual Turn-over in construction works	Same shall be read as “Gross Annual Turn-over in event management works”
7	Annexure – I: Letter of Transmittal Point (d), please clarify what certificate is required to be filled?	The bidder's eligibility shall be supported by work completion certificates issued by the client or an authorized signatory, as applicable.
8	Price Bid BoQ No. 9, Power / Electricals – Event area SLV: 250 KVA DG Set – 2 nos are mentioned. Additional 125 KVA DG may be required for lighting load?	The number and capacity of DG sets specified are based on tentative load estimations. Any additional DG set requirements arising from the finalized load details shall be considered only upon approval by the Institute. The applicable charges for such additional requirements shall be paid separately.
9	Price quoted for DG Set is inclusive of Diesel consumption?	Yes. The bidders shall quote the price for the DG sets inclusive of diesel consumption for the entire duration of the event.

S. No.	Bidders query	Clarification / Modification
10	What type of backdrop for stage?	Banner is the backdrop for stage.
11	Kindly clarify the stage dimensions?	The stage dimensions shall be considered as 50 feet × 32 feet , as indicated in the drawing attached to the tender document. Accordingly, BoQ Item No. 2.01 shall be read as: Stage Size: 50' × 32' × 3' (Height).
12	LED Screens: BoQ item no. 2.07 says 2 nos and BoQ item no. 7.01 says 4 nos Please clarify?	BoQ Item No. 2.01 pertains to the framework for LED screens of size 14' × 13' . BoQ Item No. 7.01 pertains to the supply, installation, and operation of True Color LED Walls of size 12' × 7' – 4 Nos. The bidders are advised to quote their prices accordingly.
13	Is it possible to provide power backup by the Institute?	It shall be the bidder's responsibility to arrange the required power source(s) at their own cost for the execution of the complete scope of work.
14	Are the quantities being tentative or final?	Section 6: Special Conditions of Contract Clause 19 – The quantities of various items incorporated in the tender are approximate. However, the payments shall be made to the contractors on the basis of actual measurements taken at site.

Note:

- These minutes of pre-bid meeting shall form the part of bid document/Agreement.
- Rest of the terms and conditions and specifications of the bid document shall continue to remain same.
- The above amendments/ clarifications are issued for the information for all the intending bidders.
- The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.