



Indian Renewable Energy Development Agency Limited
(A Government of India Enterprise)

RFP Reference: GEM/2021/B/1588514

Date: 09-10-2021

Advisory

Subject: Conducting Pre-Bid Meeting through Video Conferencing Mode

IREDA is conducting the pre-bid conference for RFP related to 'Procurement of 01 Nos of Microsoft Surface Pro 7 Plus Tablet' on Thursday, 14th October 2021. It will be a virtual conference conducted over Microsoft Teams. Interested parties including those who have submitted their queries, are requested to note down the below details relevant to the Pre Bid meeting.

Meeting Name: Pre-bid conference for RFP related to Procurement of 01 Nos of Microsoft Surface Pro 7 Plus Tablet.

Date and Time: 14 October 2021, 12 PM to 01 PM

Meeting Link : [Click here to join the meeting](#)

I. Pre-Bid Conference Agenda

S. No.	Description	Presenter	Timing
1	Answers to Pre-bid Queries received based on categorization of query	IREDA	12:00 PM to 01:00 PM

II. General Instructions

This Pre-bid meeting will be conducted virtually with Microsoft Teams as the conferencing medium.

- Please ensure that you have access to Microsoft Teams and your system configuration is compatible for Microsoft Teams.



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- Please ascertain that you have enough internet bandwidth to participate in Pre-Bid conference without experiencing any attenuation.
- You need to have one Microsoft ID /Outlook ID for registering on Microsoft Teams Platform. In case, you don't have any, you are requested to sign up for an account beforehand.
- Maximum of two persons from one bidder will be allowed to attend the meeting.
- Please enter your name into the meeting in below format. Person Name Company Name
 - e.g. Mr. John Smith from ABC firm should enter his name as JohnSmith_ABC
- All participants will be on default mute during the first three sessions listed in agenda.
- Queries will be answered to the bidders in the alphabetical order of their respective company's name.
- Initially every bidder will be allotted a slot of 10-15 minutes in which he/she is allowed to ask five important pertinent queries which will be answered, if not done already, during the meeting or along with pre-bid queries. If time permits and if there are any further queries, they can be taken up in the same fashion by giving 5-10 minutes' slot to bidders.
- If all the participants of the same bidder are sitting in the same room or in close proximity, then they are requested to mute the microphone of all the devices except one, as that creates echo of sound and increases the noise level in the meeting.
- Bidders are requested to join the virtual meeting room 15 minutes in advance i.e. at 11:45 AM so as to allow sufficient time to the meeting host to admit them in the meeting.



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III. Eligibility to participate in the Pre-bid meeting

It is an open meeting. Every firm who deem themselves eligible for bidding for the RFP are welcome to join the meeting. All bidders are welcome regardless of whether they have submitted any pre-bid query or not.

For checking the bidder's criteria and RFP details, please refer to the bidding document.

This advisory will be available at IREDA website /Central Public Procurement (CPP) Portal and will be sent over emails to bidders who have submitted queries. For any queries, you may write to smsiddesh@ireda.in.

Sd/-
Deputy General Manager (TS/IT)