



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

**RFP Reference: GEM/2023/B/3446197**

**Date: 16-May-2023**

**Advisory**

**Subject: Conducting Pre-Bid Meeting through Video Conferencing Mode**

IREDA is conducting the pre-bid conference for RFP related to 'Renewal of Microsoft Enterprise Agreement and Procurement of Microsoft Licenses, Subscription and Unified Support' on 17-May-2023. 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 – Renewal of Microsoft Enterprise Agreement.

**Date and Time:** 17 May 2023, 3 PM to 4 PM

**Meeting Link :** Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 487 077 063 41

Passcode: qxqWvQ

**I. Pre-Bid Conference Agenda**

| S. No. | Description  | Presenter     | Timing               |
|--------|--|---------------|----------------------|
| 1      | Formal Welcome note by IREDA and Introductions   | Manager (IT)  | 03:00 PM to 03:05 PM |
| 2      | Presentation on Overall Project Scope of Work, Instructions to bidders, Payment Milestones and SLAs etc. | Manager (IT)  | 03:05 PM to 03:20 PM |
| 3      | Queries from Bidders as per their time slot  | IREDA IT Team | 03:20 PM to 04:00 PM |



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### 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.
- 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.
- 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 so as to allow sufficient time to the meeting host to admit them in the meeting.
- IREDA at its discretion may allow interested bidders to come and attend the Pre-Bid meeting in person at Board Room, IREDA Corporate Office, August Kranti Bhawan, Bhikaji Cama Place, New Delhi. However, bidders need to send an email to [sanket@ireda.in](mailto:sanket@ireda.in) with following details:
  - Name of the representatives (maximum 2) who wants to attend the meeting in person.
  - COVID-19 vaccination certificate.
- **Merely sending the email for attending the meeting in person would not tantamount to entry in IREDA premises. Bidders are requested not to come to IREDA**



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**corporate office in person until the written email confirmation is received from [sanket@ireda.in](mailto:sanket@ireda.in) by 2 PM.**

**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 and will be sent over emails to bidders who have submitted queries. For any queries, you may write to [sanket@ireda.in](mailto:sanket@ireda.in).