

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU – 184120

(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

EOI Ref No : AIIMS/JMU/E01/OFFICE CABINS/2022-23/01 Dated 12th September, 2022

MINUTES OF MEETING

Dated : 19th September, 2022

Subject : Pre-Bid Meeting held from 01:00PM to 03:00PM on 19th September, 2022 (Monday) at conference Hall of Camp Office, AIIMS, Vijaypur, Jammu pursuant to the Expression of Interest (EOI) for Hiring of Services to set up Office Cabins and other related facilities at the Makeshift Campus of AIIMS, Vijaypur, Jammu.

A pre bid meeting with the representatives of vendors providing services to set up **Office Cabins and other related facilities at the Makeshift Campus of AIIMS, Vijaypur, Jammu located at NITS, Polytechnic, Miran Sahib, Jammu** pertaining to EOI Ref No: AIIMS/JMU/E01/OFFICE CABINS/2022-23/01 published on 12th September, 2022 (Monday) vide tender Id No **2022_AIMSJ_677789_1** was held on 19th of Sept. 2022 at 1 pm at the conference hall at Camp office AIIMS Jammu in person under the chairmanship of Dr Sunana Gupta Additional Professor Anaesthesia to address their queries and concerns pertaining to the said EOI .

The participants of the Committee Members during pre-bid meeting were as follows

S.No	Name of The officer	Designation
1	Dr. Sunana Gupta	Additional Professor Department of Anaesthesia AIIMS, Vijaypur, Jammu
2	Dr. Urvershi Kotwal	Assistant Professor Department of Transfusion Medicine & Blood Bank AIIMS, Vijaypur, Jammu
3	Dr. Anant Kumar	Assistant Professor Department of Physiology AIIMS, Vijaypur, Jammu.
4	Dr. Shivani Gandhi	Assistant Professor Department of Pathology AIIMS, Vijaypur, Jammu

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The Representatives of the Vendors/firms during pre-bid meeting were as follows

S.no	Name of Representative	Name of Firm
1	Mr. Anand Prakash	Paras Art Pvt.Ltd Mob. No. 8076441870
2	Mr Jyotin Sharma	Digitech system Mob. No. 9419111953
3	Mr Harbans Nagpal	Inter Event Management Services Pvt. Ltd. Mob. No. 9810054251
4	Mr Deepak Pandey	Rajiv Makin Associates 9560695203
5	Mr Mukeshkar Gupta	Event Prleures 9811087527

In order to bring the uniformity and clarity among the prospective bidders for the various terms & conditions as mentioned in the EOI document the queries were raised by the participant who attended the meeting physically or the queries received through e-mail. The clarification against the queries raised by the participants physically/ via e-mail is attached as APPENDIX.

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APPENDIX

The participating agencies raised the queries physically/by e-mail to which the following responses were recorded.

S.No	Bidder/Company Name	Query raised	Response of chairperson/Committee
1.	a. Inter Event Management services Pvt. Ltd. (through email) b. Paras Art Pvt.Ltd (in person) c. Rajiv Makin Associates (in person) d. Event Preures (in person)	The cabin size is to be increased from 2m x 2m to 2m (Width) x 2.5m (Depth) in order to accommodate the furniture and chairs as per the dimensions	The requirement was reassessed by the committee and clause no 2.3 is amended as under: For "4" square meters read "5" square meters.
2.	a. Inter Event Management services Pvt. Ltd. (through e-mail) b. Paras Art Pvt.Ltd (in person) c. Rajiv Makin Associates (in person) d. Event Preures (in person)	The fabrication of the cabin to be 6' (back wall) and 7' (front wall). This is required because of air ventilation and natural source of lighting inside the hall.	The query has been assessed and agreed with.
3.	a. Inter Event Management services Pvt. Ltd. (through e-mail) b. Paras Art Pvt.Ltd (in person) c. Rajiv Makin Associates (in person) d. Event Preures (in person)	The contract should be for a minimum of 2 years as we will not be able to recover the cost of the furniture in the 1 year monthly rental contract	Please refer to Clause No 3.1 of EOI

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S.No	Bidder/Company Name	Query raised	Response of chairperson/Committee
4.	a. Inter Event Management services Pvt. Ltd. (through e-mail) b. Paras Art Pvt.Ltd (in person) c. Rajiv Makin Associates (in person) d. Event Peruses (in person)	We also suggest that in the venue there should be a reception table for inquiry of Faculty and students.	The requirement was assessed by the committee and the same is included in the EOI under clause no 2.1.5
5.	a. Digitech system	The aluminium section and sizes were not mentioned	Please refer to Clause No 2 of EOI

Dr Sunana Gupta chairperson, thanked the participating service providers for their valuable inputs /suggestions and the meeting ended by the vote of thanks to the chair.