



**INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI**

(An Institute of National Importance, Ministry of Education, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## **PRE-BID INFORMATION**

**FOR**

Tender Notification No.: IIMT/2021-22/IT/HBC/02 dated: 18.05.2021

**Notice Inviting Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli**

### **Information regarding Pre-Bid Meeting**

Pre-Bid Meeting with the intending bidders shall be held through video conferencing on 27<sup>th</sup> May 2021 (Thursday) at 04:00 PM to clarify doubts that may arise before submission of the bids. Bidders are requested to mail the doubts to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre bid meeting to enable us to clarify the doubts in the pre-bid meeting itself.

Please find the below details for connecting through online.

If any Bidder/Bidder's Representative(s) would like to join the Pre-Bid Meeting, please email scanned copy of letter of authorization to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) by 10.00 am, 27<sup>th</sup> May 2021 (Thursday) from your firm (or firm you are representing) as per format enclosed in *Annexure V* of Tender document for getting Meeting URL and password for connecting through online. The format of *Annexure V* is also available in the next page for easy reference.

If need any technical support for establishing the VC connectivity, please contact our IT Team through Email: [ithelpdesk@iimtrichy.ac.in](mailto:ithelpdesk@iimtrichy.ac.in); Phone No .: +91 431 - 250 5073.

  
R. Ravikumar

Administrative Officer (A, S&P)



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## Annexure- V

### (Authorization Letter)

#### LETTER OF AUTHORISATION FOR ATTENDING PRE BID MEETING / ~~BID OPENING~~

To

The CAO (i/c)  
IIM Tiruchirappalli  
Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli - 620 024

**Subject:** Authorization for attending Pre Bid Meeting / ~~Opening of Technical Bid/ Price Bid~~ on **27.05.2021 (Thursday)** in the *Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Pre Bid Meeting / ~~Opening of Technical Bid/ Price Bid~~ for the tender mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of bidder

or

Officer authorized to sign the bid Documents on behalf of the bidder.

#### Notes:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / ~~bid opening~~. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.