

**ENGINEERING WORKS DIVISION : IIT PALAKKAD**

**MINUTES OF PRE BID MEETING HELD ON 26-06-2023**

Tender No. Tender No. 17/ IITPKD/EWD/2023-24/009

Name of work : Hiring of Furniture, Stage Decoration, Light Decoration for Convocation 2023 is scheduled on 22.07.2023 at Agora, Nila campus, IIT Palakkad

<b>SI No</b>	<b>Query from M/s. Icecube Events Management, Kochi</b>	<b>Reply</b>
1	Date of Convocation	The Convocation is scheduled on 22.07.2023. All The decorations should be completed before 9.00 pm of 21-07-2023. The contractor should take back the material on 22-07-2023 after 10.00 p.m. only.
2	Date of Bid Submission of tender through online	03-07- 2023, 1500 hours
3	No of Participants to the events	Around 600 - 700 participants
4	Arrangement for Convocation	<ul style="list-style-type: none"><li>i. The qualified bidders are advised to get the prior approval for cushion seats, VIP seats and chairs and covers by bringing the sample pieces as directed by the Engineer in charge well in advance as per clause no.7 of Annexure I</li><li>ii. Decoration of welcome gate, entrance arch decorations to be in consultation with the Engineer in charge</li><li>iii. It is also advised the bidder to have a site visit before submission of bid for better clarity.</li></ul>

Chairman, EWD