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आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
Institute of Teaching and Research in Ayurveda
(राष्ट्रीय महत्त्व का संस्थान, आयुष मंत्रालय, भारत सरकार)
(Institute of National Importance, Ministry of AYUSH, Government of India)
"बी" डिविजन पुलिस स्टेशन के सामने, गुरुद्वारा रोड, जामनगर-361 008
Opp. B - Division Police Station, Gurudwara Road, Jamnagar - 361 008
खरीद अनुभाग / Purchase Section

PRE-BID MEETING FOR

***EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EVENT
MANAGEMENT AGENCIES AT INSTITUTE OF TEACHING AND
RESEARCH IN AYURVEDA (ITRA), JAMNAGAR, GUJARAT***

PRE-BID MEETING ONLY THROUGH PHYSICAL MODE:-

- 1) A Pre-Bid meeting will be held with the interested Bidders only through Physical mode for the purpose of holding technical discussions and providing clarifications by the Purchaser.
- 2) The date and venue of this meeting as mentioned below.
Date: 08.09.2025 (Monday)
Time: from 10AM to 1PM.
Place of meeting: Committee Room No. 110, First Floor, ITRA Administrative Building, ITRA, Opp. City B-Division Police Station, Gurudwara Road, Jamnagar, Gujarat.
- 3) In the Pre-Bid meeting, clarifications pertaining to technical, commercial and other issues regarding the items stipulated in the Bid Document may be required by the interested bidders will be provided.
- 4) All the administrative & incidental expenses e.g. travelling, lodging and boarding etc shall be borne by the bidders.
- 5) A list of clarifications/deviations required to be discussed in the Pre-Bid meeting shall be intimated/communicated to e-mail director@itra.edu.in as per the tender document before attending the Pre-Bid Conference.
- 6) Based upon the discussion held in the Pre-Bid meeting, a MOM shall be prepared and if required, a Corrigendum/Addendum shall be issued in ITRA Portal and it shall be treated as a part of the Tender document.
- 7) The decision of the purchaser in this regard will be final.
- 8) All the attending representatives of prospective firms/ agencies please fill up the attached format of **undertaking of pre bid meeting** and bring along with them at the time of meeting.
- 9) No further Pre-Bid suggestions for clarifications/deviations will be entertained after the Pre-Bid meeting.

निदेशक
आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
आयुष मंत्रालय, भारत सरकार
जामनगर

**FORMAT FOR UNDERTAKING TO ATTEND PRE-BID
CONFERENCE**

(to be submitted on Firm's/Company's Letterhead)

I _____, age _____ years Son/ Daughter of _____, resident of _____
_____ do solemnly affirm and state as under:

1. That I am the _____ ◇ and I am duly authorized to furnish this undertaking on behalf of _____ (Name of the company).
2. That _____ (Name of the company) is desirous of submitting its bid against tender no _____ dated _____ for _____ item / works (Name of tender).

3. That we are deputing our representative (as per following details) who is/are competent to present our queries in Pre-Bid Conference. Name of authorized representative to attend Pre-bid Conference: _____

Designation: _____

Mobile No.: _____

4. That we are in the business of providing similar Services/Goods as per tender requirement.

(Authorized signatory of bidder)

Seal:

Date:

Place: