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आयुर्वेद शिक्षण एवं अनुसंधान संस्थान  
Institute of Teaching and Research in Ayurveda  
(राष्ट्रीय महत्व का संस्थान, आयुष मंत्रालय, भारत सरकार)  
"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

No. ITRA/7-C/Event Management/AC/2025-26/1281

Date: 08.09.2025

### MINUTES OF PRE-BID MEETING FOR TENDER NO: EMA-2025-26

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

[E-proc. tender ID: 2025\_ITRA\_8755731]

Date and Time: 08.09.2025, from 10:00 AM to 1:00 PM

Venue: Committee Room, First Floor, ITRA Administrative Building, ITRA, Jamnagar

The following prospective bidders/ representatives were present at the meeting:

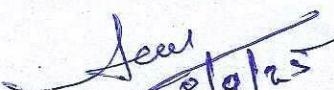
Sr.	Name of Prospective Bidders/ Firm	Name
01	Anjan Enterprises, Jamnagar	Mr. Bhaven Masalia
02	The Fern Residency, Jamnagar	Mr. Sauabh Bharadwaj

In order to bring the uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the EOI document, the queries received from bidder(s) during pre-bid meeting were discussed and clarified.

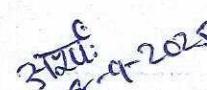
The committee clarified the queries pointwise raised by the bidders and the same is recorded. The queries received in writing by above bidders with Tender committee remarks are placed as Annexure -I.

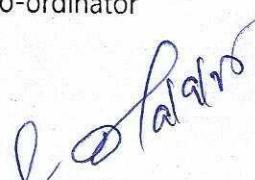
The committee has also decided that the pre-bid meeting minutes should be treated as part of the Tender conditions and shall be binding to both ITRA and Bidders.

It was also decided that the queries received after the deadline as per tender & after pre-bid meeting, shall not be considered for reply and e- tender bidding. The meeting ended with a vote of thanks to the chair

  
(Dr. Gopinath Agnihotram)  
Chairperson

  
(Dr. Kalpesh Panara)  
Member

  
(Dr. Apurva Pandya)  
Co-ordinator

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

**PRE-BID MEETING Dated: 08.09.2025 FOR TENDER NO EMA-2025-26: ANNEXURE-I**

1. The queries/ request raised by the Agency name: **ANJAN ENTERPRISES, JAMNAGAR**

Sr	EOI Page No.	Clause No.	Query raised by the Bidder	Clarification given for the query
01	03	10	Regular office meeting and smaller events means; clarity needed	Visits of Higher officials from Ministry of Ayush and other Ministries of Central and State Govt.'s and the meeting of SAC, IB, IRC, GB etc. of ITRA
02	06	05	Envelopes/ Stationary Post approvals related clarity needed	Post event management services from the Guests and Higher officials attended along with Registration Kits need to supply by the event management agency as per the selection of ITRA
03	07	06	Provide Adequate Security and CCTV surveillance related clarity needed	For every major/required event concerned Agency must deploy security personnel along with the CCTV fittings as per the scope of the work mentioned by ITRA.
04	13	03	Minimum Average Annual Turnover (For 3 years) clarity needed in calculation	Three Consecutive years as mentioned in the Annexure- of EOI Document will be sum and divided by 3 must be Equal to or more than 5 Crores for eligibility of Agency for this EOI
05	12 & 13	All points	Eligibility Criteria and Technical Presentation clarifications needed	Explained as per the mentioned in the EOI Document
06	34	1 to 10	General Documents Clarifications on Check list	Explained as per the mentioned in the EOI Document
07	08	-	Minimum Passing marks for Technical Evaluation of this EOI mentioned as 70 in the Page no.08, instead of 60 out of 100; clarity needed	Its clarified as The Minimum Passing marks for this EOI is 60 out of 100 as per mentioned in the Page No. 15 under the heading of Evaluation Criteria is final. Page No. 08 concerned point to be consider as Typo Error.

2. The queries/ request raised by the Agency name: **The Fern Residency, Jamnagar**

Sr.	EOI Page No.	Clause No.	Query raised by the Bidder	Clarification given for the query
01	---	---	No Specific queries for this EOI; only general enquiries on Bid Procedure	Clarity given to Agency as per the statements mentioned in the EOI Procedure. Overall and General aspects Explained.

(Dr. Gopinath Agnihotram)  
Chairperson

(Dr. Kalpesh Panara)  
Member

5/9/2025  
(Dr. Apurva Pandya)  
Co-ordinator

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