

Corrigendum 1
(RFP Reference No: MPCB/PR/2025/06)
Minutes of Pre-bid meeting of RFP for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)

MAHARASHTRA POLLUTION CONTROL BOARD

Tel: +91 22 24087295
Website: www.mpcb.gov.in
E-mail : pro@mpcb.gov.in



Kalpataru Point, 3rd & 4th Floor
Opp. Cine Planet Cinema,
Near Sion Circle, Sion (E)
Mumbai- 400 022.

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Date: 21/05/2025

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1. Brief about the meeting

Date: 13/05/2025, Day: Friday, Time: 15:00 PM – 16:00 PM

Place: 4th floor, Conference Hall, MPCB Office and online meeting over MS Teams platform

2. Agenda: Pre-bid meeting

Table 1: Pre-Bid Meeting attendees

The following attendees were present for the Pre-Bid Meeting:

S. No.	Name	Designation and Organization	In-person / Online
1	Mr. Sanjay Bhuskute	PRO, MPCB	In-person
2	Mr. Ravindra Andhale	JD (APC), MPCB	In-person
3	Mr. Manish Kalra	The MAX	In-person
4	Mr. Sarbesh Pandey, Ismail Sheikh	Deepali Designs	In-person
5	Mr. Sandeep Pethare	Concept Communications	In-person
6	Mrs. Ashrika	Gobananas	In-person

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S. No.	Name	Designation and Organization	In-person / Online
7	Mr. Sunny Singh		Online
8	Mr. Madhav Babar		Online
9	Mrs. Devyanshi		Online
10	Mrs. Rashmi Sharma		Online
11	Indigo Events		Online
12	Mrs. Runu Ghosh	Attitude Events	Online
13	Mrs. Rama Purohit	KPMG	In-person
14	Mr. Pankaj Chaudhary	KPMG	In-person
15	Helpdesk	MPCB	In-person

3. Main Points Discussed

Table 2: Pre-Bid Queries and Clarifications

S. No.	Clause & Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Clarification / Amendment by MPCB						
1.	TE3.1 , Page No 26	Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management.	we hereby confirm that our company has more than 50 full-time employees on our payroll. Please note that while we maintain complete employee records internally, many of our employees may not have an individual UIN typically associated with EPF/ESIC formalities. We are prepared to submit an authorized declaration on our official company letterhead, duly signed and stamped, certifying the strength and experience of our team specifically in the field of Event Management. This declaration shall be considered valid for fulfilling the manpower requirement criteria.	<p>The revised RFP clause in Section 3 Clause 3.1 Pre-Qualification Criteria, PQ 5 should be read as:</p> <table border="1"> <thead> <tr> <th>Existing clause</th> <th>Amended clause</th> </tr> </thead> <tbody> <tr> <td>Document to be submitted a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder.</td> <td>Document to be submitted a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder.</td> </tr> <tr> <td>b) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource (50 Nos.)</td> <td>This clause stands deleted.</td> </tr> </tbody> </table>	Existing clause	Amended clause	Document to be submitted a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder.	Document to be submitted a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder.	b) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource (50 Nos.)	This clause stands deleted.
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b) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource (50 Nos.)	This clause stands deleted.									

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				Only HR declaration in Annexure 7 shall be submitted against PQ 5.
2.	EMD/ Bid Security, Page No. 7	This refers to the amount to be deposited by the Bidders to MPCB to demonstrate commitment and intention to complete the process of selection of Bidder to complete the bid process in MPCB.	Will we get exemption in EMD due to MSME Certificate?	No Change, RFP clause prevails.
3.	Section 3: Pre-Qualification Criteria And Technical Evaluation 3.3 Technical Evaluation Criteria Page no. 26 of 68	TE2.3 Empanelment with DGIPR	<p>We request you to kindly review pre-qualification condition of registration/ Empanelment as DIGPR (Advertisement Agencies) in DIGPR, For the reasons given below:</p> <p>whereas the current tender requires “Event Management Agencies”.</p> <p>Agencies empaneled under DIGPR Empanelment are primarily dealing with Newsprint, Film production, Radio jingles, Audio Visual and Audio), Outdoor and Out of Home Media, (Digital Media, Web and social media) etc.</p> <p>This is restrictive condition against level playing field for “Event Management “companies despite their prior experience of similar nature of ‘event work’.</p> <p>We kindly request you to reconsider the empanelment condition with DGIPR in the tender. We request that marks may be</p>	No Change, RFP clause prevails.

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			given to other Central/State Government departments to ensure wider participation.					
4.	Section 3: Pre-Qualification Criteria And Technical Evaluation 3.3 Technical Evaluation Criteria Page no. 26 of 68	TE3.1 Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management. Number of manpower >= 50 and < 75: 02 Marks >= 75 and < 100: 03 Marks > 100: 05 Marks a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder b) CV of the resources as per Annexure 6 CV Format c) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource.	As per the tender current Scope of work, such a high manpower requirement may not be necessary. We kindly request you to consider relaxing and reducing the manpower criteria to allow for wider participation as follows: Number of Manpower >= 30 and < 40: 02 Marks >= 40 and < 50: 03 Marks > 50: 05 Marks	No Change, RFP clause prevails.				
5.	Page no. 09 of 68	Generic EMD & Tender Fee	Please consider exemption of Tender Document Fee and EMD for MSME registered companies as per MSME, Govt. of India Norms.	No Change, RFP clause prevails.				
6.	General	NA	Request to Consider Advance Payment - 30% at the time of allotment of Work Order (for getting the raw materials organised), 40% at the time of actual date start of event (for manpower and coordination of event with the event authorities) and balance amount of 30%	The amended Section 5, Clause 5.1 Payment Terms, points 2 and 3 shall be read as follows: <table border="1" data-bbox="1396 1269 2041 1424"> <thead> <tr> <th>Existing clause</th> <th>Amended clause</th> </tr> </thead> <tbody> <tr> <td>2. Advance payment upto max of 30 % of total contract value may be considered</td> <td>2. 20% of the total project cost approved by MPCB in the form of advance at the time of signing of the</td> </tr> </tbody> </table>	Existing clause	Amended clause	2. Advance payment upto max of 30 % of total contract value may be considered	2. 20% of the total project cost approved by MPCB in the form of advance at the time of signing of the
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S. No.	Clause & Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Clarification / Amendment by MPCB	
			<p>on completion of work / within 15-20 days of Bill Submission.</p>	<p>against Bank guarantee of equal amount.</p>	<p>contract / award of the work order.</p>
				<p>3. After completion of event, the remaining 70% payments terms (credit period) Thirty (30) days from the date of submission of invoices along with following supporting bills: • All event related Audio, video Recordings and photos etc. in digital forms. • Consolidated report detailing the activities/ initiatives/ tasks accomplished • Any other document as may be required by MPCB.</p>	<p>30% of the total project cost approved by MPCB and mentioned in Work Order in the form of advance post submission of PBG.</p> <p>3. Balance 50% of the total project cost approved by MPCB and mentioned in Work Order after successful completion of the event and submission of invoice along with following supporting documents:</p> <ul style="list-style-type: none"> • All event related Audio, video Recordings and photos etc. in digital forms. • Consolidated report detailing the activities/ initiatives/ tasks accomplished • Any other document may be required by MPCB.
				<p>The payment against each of the items mentioned in BoQ shall be made based on the unit rate approved by MPCB on actual usage/consumption or deployment during the project event.</p>	

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7.	Form TE3.1 , TE3.2 – Pg. No. : 26	The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management.	<p>We respectfully request a reconsideration of the clause mentioned in the technical bid, which currently requires the bidder to have a minimum of fifty (50) full-time employees on its payroll as of the date of submission. As a proprietorship firm, we currently have 30 employees on our payroll and over 200 laborers actively engaged in field operations. Our core employees are well compensated and receive regular performance-based incentives. Given our business structure, the provision of UAN numbers and PF details is not mandatory under prevailing labor laws for proprietorship firms. In view of this, we kindly suggest amending the clause to reflect a more inclusive criterion. We propose that the bidder should be required to have at least 25 full-time employees, with supporting documentation such as CVs and recent payslips, instead of mandatory UAN/PF records.</p> <p>We hope you will consider this request favorably to allow broader participation while maintaining the spirit of the eligibility requirement. Thank you for your understanding and consideration.</p>	<ul style="list-style-type: none"> ▪ No Change, RFP clause prevails. ▪ Refer clarification given in S. No. 1 of this document. ▪ CVs of only key resources viz. Manager (Event Planner), Event Coordinator, Technicians and Design and creative Team shall be submitted.
8.	Form TE2.3 - Pg No : 26	Empanelment with DGIPR	We would like to respectfully request an amendment to the tender requirements concerning the empanelment with the	No Change, RFP clause prevails.

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S. No.	Clause & Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Clarification / Amendment by MPCB
			<p>DGIPR certificate, which has been assigned a weightage of 5 marks in the scoring criteria.</p> <p>Our organization does not currently possess a DGIPR certificate. However, we do hold a valid ISO 9001:2015 certification, which demonstrates our commitment to quality standards. In light of this, we kindly request you to consider amending the requirement to: "Bidder should have a valid ISO 9001:2015 certification or a DIPR empanelment registration certificate."</p> <p>We believe this change would allow for fairer participation while still ensuring the quality and credibility of the bidders. We hope our request will be considered favorably. Please feel free to contact us if any further clarification is required.</p>	
9.	TE3 - TE3.1, TE3.2 & Page 26	a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder b) CV of the resources as per Annexure 6 CV Format c) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource.	We fully meet the criteria of having over 100 personnel on our payroll, along with verified UAN details. However, with reference to Clause TE3.2 – Manpower Expertise, which mandates proficiency in both Marathi and English, we would like to highlight a concern. Our headquarters is based in Delhi, where the majority of our workforce operates from. While we also have a functional office in Mumbai, the number of Marathi-speaking personnel currently does not meet the specified threshold in the clause. That said, we assure you that	No Change, RFP clause prevails.

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S. No.	Clause & Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Clarification / Amendment by MPCB
			language will not pose any barrier during execution. Our successful delivery of major events in Maharashtra—including the National Youth Festival, SARAS Fair, PEDICON, and the Jumbo COVID Hospital in Pune—clearly demonstrates our capability to operate efficiently in the region. In light of this, we kindly request you to consider relaxing the Marathi language requirement in Clause TE3.2 to ensure broader and fair participation from competent agencies.	
10.	Clause 4.1 & Page no. 31	Planning and designing a mock-up of event location layout as well venue set up including making all arrangements for display, decoration, lighting, sound and promotional material (designing of display banners at the tents, stage backdrop, communication packs, etc. will be further finalized in collaboration with the MPCB team).	Please clarify would you be needing of physical mock-up or virtual design walkthrough?	Virtual design walkthrough shall be acceptable.
11.	Clause 4.1 & Page no. 31	Management, coordination and logistical support for all main and sub events planned by the MPCB team leading up to and during the Event period ensuring that all activities run smoothly.	Please clarify how many main events and sub events?	Details shall be shared with the selected bidder at the time of signing the contract. However, in general, there will be cultural events, entertainment programs during the entire day which may include awareness activities related to nature/ environment/ sustainability, etc.
12.	Clause 4.1 & Page no. 31	All arrangements for photography, videography and media coverage of the event, during and after the event	Please clarify photography and videography to be done at how many place?	Entire event shall be covered under the scope of this RFP. For the removal of doubts, one videographer and one photographer shall be required at exhibition hall, 2 videographers and 2 photographers at experience center and four camera setups with online mixer and related equipment shall be required with Jimmy Crane for

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				video shooting or drone shooting at entertainment zone/ main auditorium.
13.	Clause 4.1 & Page no. 31	Collecting key event metrics developed with the MPCB for post-event analysis	Please clarify what kind of metrics are required for the post event analysis?	The key event metrics to be collected are including but not limited to the following: <ul style="list-style-type: none"> ▪ Session attendance/ footfall ▪ Total registration v/s Actual attendance ▪ Live polls and Q&A participation ▪ Post event survey response ▪ Total event cost, cost per attendee, sponsorship revenue etc. ▪ Sustainable initiatives and community engagement ▪ Website traffic, email campaign metrics. Media coverage etc. ▪ Any other metrics which would provide better insights into future decision making
14.	Clause 4.1 & Page no. 31	Arrangement for Entertainment on main stage in between the awareness activities	Please clarify what kind of entertainment is required (cultural, traditional or related to Maharashtra culture)	Cultural / traditional program with a focus on awareness activities related to nature / environment eco-friendly sustainable best practices, etc.
15.	Clause 4.1 & Page no. 31	All event arrangements must be environmentally friendly, aligning with environmentally sustainable ideals as much as possible.	Please clarify you would be requiring environment friendly materials such as event printable and structures	Preferably eco-friendly / environment friendly material/ structures should be used.
16.	Clause no 20	Open garden area	Please clarify our role in this designated area	The open garden area shall be decorated with the theme of World Environment Day with natural effects.
	Not mentioned in RFP document & BOQ	License, permissions, Ambulance services & fire brigade.	Since all these are mandatory, please clarify ?	MPCB shall provide support to the Bidder in obtaining the required licenses and permission. Primary responsibility of obtaining necessary licenses and permission shall rest with bidders.

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	mentioned in RFP document & BOQ	Water line connection & Suction van for mobile toilets	Please clarify, as to who will be responsible for providing the same?	Primary responsibility shall rest with the bidder, MPCB shall provide support in coordination with the concerned department.
	Clause No. 14 of page no. 9 TE2.3	Empanelment with DGIPR	Empanelment with DGIPR Should not be in Evaluation Criteria	No Change, RFP clause prevails.
17.	4.1 (31)	All arrangements for photography, videography and media coverage of the event, during and after the event	Are media coverage partners provided by MPCB?	Media coverage shall be arranged by MPCB; however, the bidders shall make the arrangement for photographer / videographer as mentioned in S. No. 12 above of this document.
18.	Page No. 14 & Clause No. 2.10	Bidders are required to submit an Earnest Money Deposit (EMD) online for an amount mentioned under the clause "NOTICE INVITING TENDER (NIT)" through Online e-Tendering Payment Gateway mode only.	We request exemption from the Earnest Money Deposit (EMD) requirement for Tender Number MPCB/PR/2025/06 as we are registered our registration as MSME) under small Enterprises.	No Change, RFP clause prevails.
19.	Page No.24 & Clause No. PQ 4	*"Similar Works": Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs.	We've executed similar cultural events in capacity of Sub-Contractor with awarded vendor who has worked on projects with Government of Odisha & Maharashtra Tourism. We have completion certificate provided by the Government Department to the awarded vendor. We strongly believe we should be considered for eligibility given our experience through partnerships.	The available work experience should comply with the "Similar Works" definition mentioned in this Section.
20.	TE2.3 – Page No. 26	Empanelment with DGIPR: 5 marks for valid certificate of empanelment with DGIPR; 0 marks if not available.	We request the removal of this clause, as this is a QCBS-based tender and the allocation of 5 marks for DGIPR empanelment may disproportionately affect other bidders' chances to reach the 70-mark qualification threshold.	No Change, RFP clause prevails.

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			Removing this clause will ensure equal opportunity and promote wider participation from competent bidders.	
21.	PQ 3 – Page No. 23	Criteria: The bidder should have a positive net worth for each of the last three audited financial years – FY 2021-22, FY 2022-23, and FY 2023-24.	We request removal of the positive net worth clause to allow broader bidder participation. Many experienced agencies with high turnovers may not qualify solely due to temporary net worth fluctuations. This will ensure fair competition and increase the number of capable participants.	No Change, RFP clause prevails.
22.	TE3.1 , Page No 26	Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management.	we hereby confirm that our company has more than 50 full-time employees on our payroll. Please note that while we maintain complete employee records internally, many of our employees may not have an individual UIN typically associated with EPF/ESIC formalities. We are prepared to submit an authorized declaration on our official company letterhead, duly signed and stamped, certifying the strength and experience of our team specifically in the field of Event Management. This declaration shall be considered valid for fulfilling the manpower requirement criteria.	Refer clarification in S. No. 1 & 7 above of this document.
23.	EMD/ Bid Security, Page No. 7	This refers to the amount to be deposited by the Bidders to MPCB to demonstrate commitment and intention to complete the process of selection of Bidder to complete the bid process in MPCB.	Will we get exemption in EMD due to MSME Certificate?	No Change, RFP clause prevails.

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24.	Section 3: Pre- Qualification Criteria And Technical Evaluation 3.3 Technical Evaluation Criteria Page no. 26 of 68	TE2.3 Empanelment with DGIPR	<p>We request you to kindly review pre-qualification condition of registration/ Empanelment as DIGPR (Advertisement Agencies) in DIGPR, For the reasons given below: whereas the current tender requires “Event Management Agencies”. Agencies empaneled under DIGPR Empanelment are primarily dealing with Newsprint, Film production, Radio jingles, Audio Visual and Audio), Outdoor and Out of Home Media, (Digital Media, Web and Social Media) etc.</p> <p>This is restrictive condition against level playing field for “Event Management “companies despite their prior experience of similar nature of ‘event work’.</p> <p>We kindly request you to reconsider the empanelment condition with DGIPR in the tender. We request that marks may be given to other Central/State Government departments to ensure wider participation.</p>	No Change, RFP clause prevails.
25.	Section 3: Pre- Qualification Criteria And Technical Evaluation 3.3	TE3.1 Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management. Number of manpower	<p>As per the tender current Scope of work, such a high manpower requirement may not be necessary.</p> <p>We kindly request you to consider relaxing and reducing the manpower criteria to allow for wider participation as follows:</p>	No Change, RFP clause prevails. (Refer response given in S. No. 1 & 7 above of this document.

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27.	Annexure 13, Page no 59	Format for Financial Bid	Variation in Scope of Work	<p>The amended “Note” on Page No. 64 should be read as below:</p> <p>“</p> <ol style="list-style-type: none"> 1. The number of units mentioned under the column “Unit” in Tables A, B, C, D, E and F is tentative and which may decrease based on actual usage/consumption or deployment during the project event on ground as per scope of work. 2. The Bidder shall provision all costs required for the entire duration of the contract. MPCB shall not be liable to pay any additional costs, apart from that mentioned in the table above. 3. The rate quoted by bidder shall include all costs associated with fulfilling the project deliverables, Out of Pocket Expenses including Travelling, Lodging, Food, insurance, etc. MPCB shall not pay any additional cost to bidder. 4. All costs shall remain valid for the entire duration of the contract. 5. All factor/services/components need to be taken into consideration before filling rate in the Financial Proposal Format. No changes will be entertained once the bid has been submitted. MPCB does not guarantee work order for the bids submitted. 6. All the prices are to be entered in Indian Rupees ONLY. 7. The quoted rates shall be inclusive of all taxes and excluding GST. GST shall be paid as actual at prevailing rates by MPCB after awarding the contract to successful bidder at the time of releasing the payments. 8. The PRICE BID has to be submitted online in the BOQ format provided.

Corrigendum 1

(RFP Reference No: MPCB/PR/2025/06)

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				9. Bids not conforming to the formats and instructions given above, the Bids will be considered as invalid / non-responsive. MPCB's decision will be final in such case. ”																								
28.	NIT, Page No. 9	Estimated Project Cost (Inclusive of all taxes)	Revision in estimated project cost	The revised Estimated Project Cost will be as follows: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Existing</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>INR 5 Crore only (inclusive GST)</td> <td>INR 4.25 Crore only (inclusive GST)</td> </tr> </tbody> </table>	S. No.	Existing	Revised	20	INR 5 Crore only (inclusive GST)	INR 4.25 Crore only (inclusive GST)																		
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29.	NIT, Page No. 8 & 9	NIT	Extension in dates	The revised dates will be as follows: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Items</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Tender Publish</td> <td>06/05/2025 11.00 IST</td> </tr> <tr> <td>3.</td> <td>RFP Document Download Start / End Date & Time</td> <td>Start Date: 07/05/2025 11.05 IST End Date: 23/05/2025 18:00 IST</td> </tr> <tr> <td>5.</td> <td>Last date of submission of Pre-Bid Queries</td> <td>12/05/2025 18.00 IST</td> </tr> <tr> <td>6.</td> <td>Pre-Bid Meeting</td> <td>Pre-Bid Meeting on 13/05/2025 15:00 IST</td> </tr> <tr> <td>7.</td> <td>Last date of Bid Submission</td> <td>23/05/2025 18:00 IST</td> </tr> <tr> <td>8.</td> <td>Pre-qualification Opening</td> <td>26/05/2025 12:00 IST</td> </tr> <tr> <td>10.</td> <td>Financial Bid Opening</td> <td>Will be declared after Pre-qualification scrutiny.</td> </tr> </tbody> </table>	S. No.	Items	Description	1.	Tender Publish	06/05/2025 11.00 IST	3.	RFP Document Download Start / End Date & Time	Start Date: 07/05/2025 11.05 IST End Date: 23/05/2025 18:00 IST	5.	Last date of submission of Pre-Bid Queries	12/05/2025 18.00 IST	6.	Pre-Bid Meeting	Pre-Bid Meeting on 13/05/2025 15:00 IST	7.	Last date of Bid Submission	23/05/2025 18:00 IST	8.	Pre-qualification Opening	26/05/2025 12:00 IST	10.	Financial Bid Opening	Will be declared after Pre-qualification scrutiny.
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