

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune – 411008.

Sub: Minutes of the Pre-bid meeting for procurement of “Fog Dispersion Spectrometer

Date & Time : 14th July 2026 at 1100 hrs

Venue : IITM, Pune

A Pre-bid meeting relating to the procurement of “Fog Dispersion Spectrometer” held on 14th July, 2026 at 1100 hrs at IITM, Pune.

The following officials from the Institute attended the meeting.

In response to our GTE GeM bid No. GEM/2026/B/7562056 dated 08/07/2026, a representative of the following prospective bidder was attended the meeting.

- i) Smt. Charlene D Souza Representative of M/s Amil Limited
- ii) Shri Padmanabh Mitragotri Representative of M/s Amil Limited

At the outset, the Indenting Officer welcomed all the Members and the representatives of the Prospective Bidder and briefed in general the scope of the supply, installation and Commissioning of Fog Dispersion Spectrometer. The GTE bid and scope of work/requirement has been briefed to the prospective bidder.

The queries raised during Pre-bid Conference and received through e-mails were clarified to the Prospective Bidders present and replied thereto as detailed in **Annexure-I**.

The queries were addressed by suitable replies and it was informed that the corrections / additions / clarifications given, as discussed during the Pre-bid Conference would be hosted on the website of IITM as well as GeM portal and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in bid documents.

The meeting ended with a vote of thanks to the Chair.

1. Queries raised by M/s Amil Limited.

	Raised Queries	Clarification /Reply IITM
1	As per Schedule II, SCC Method and Conditions of Payment Part B (a) – please share a copy of GCC Clause 2.15 / documents required for release of 80% payment.	Document required for release of payment are Delivery Challan / Proof of Delivery / e-way bill / Invoice. Please refer clause no. 12 (B) of General Terms and Conditions (Page No. 33) instead of GCC Clause No. 2.15.
2	Annexure B — Manufacturer's Authorization Form (MAF). Can Aimil submit existing authorization letter from OEM? Share GCC Clause 2.20 (Warranty Clause).	Bidder should provide guarantee / warranty as per the General Terms and Conditions of GeM. Revised Manufacturing Authorization Form (MAF) attached. MAF document to be submitted should be bid specific.
3	As Aimil will be quoting in INR on behalf of the foreign OEM, import and supply till IITM will be in Aimil's scope; hence there will be no foreign currency component in the bid. Bid currency will be INR.	Buyer can quote in foreign or Indian currency as desired. Please refer to the Price Schedule.
4	Indemnity Form to be on Rs. 500 Stamp Paper post PO receipt. Please confirm requirement for contract agreement — whether stamp paper is needed or not.	The supplier should submit an Indemnity Bond and Contract Agreement on Rs.500/- non-judicial stamp paper
5	Chapter 6: Price Schedule — GeM portal allows only a single, all-inclusive price to be uploaded. Please confirm where the price schedule needs to be uploaded.	Bidder can quote an all-inclusive price as per the GeM portal. If required, the bidder needs to submit the price bifurcation in pdf format separately.
6	Past Performance — Annexure D. Can service report of installation be submitted as proof of performance, or is a letter from the client mandatory? Do PO prices need to be blanked out?	The bidder shall submit a certificate from the user/client (preferably past five years) indicating the successful operation of the Fog Dispersion Spectrometer (FDS). Please refer the Sr. No. 6 of page No. 4 of the Bid document.