

Record No.
Format No.

Pre-bid Meeting Format

Date:-

Name of the Project: - Mumbai Discom

Name of the Package: - Supply, Installation, Testing & Commissioning of Water Mist System

Sr. No.	Name of the Bidders	Country	Remarks
1			

Points of Discussion:

- (a) Confirmation regarding drawings, Specification, BOQ, etc. along with tender Document provided by procurement group-----**Yes/No**
- (b) Clarity on Scope of Supply-----**Yes/No**
- (c) Clarity on Project description & Schedule-----**Yes/No**
- (d) Clarity on Drawings/Documents Deliverables-----**Yes/No**
- (e) Clarity on Qualifying Requirement-----**Yes/No**
- (f) Schedule date for reply to the queries if any raised by bidders---
- (g) Complete quality process of AEML for said work understood----
- (h) Contact Details- Vendor Representative:-
- (i) Contact Details- AEML Representative:-

Note:- This format will be applicable for all tender (Supply/Services).
Format can be filled on the basis of telephonic conversation.

In-charge(AEML)
Date:

In-charge(Bidder)
Date: