

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

**Sub: Minutes of the Pre-bid meeting for Supply and Installation of New IP Phones – Qty 50 Nos. and Migration of existing Cisco IP Phone (Qty – 70 Nos.)**

**Date & Time : 03<sup>rd</sup> Oct, 2019 at 1100 hrs**  
**Venue : IITM, Pune**

A Pre-bid meeting relating to the “Supply and Installation of New IP Phones – Qty 50 Nos. and Migration of existing Cisco IP Phone (Qty – 70 Nos.)” held on 3<sup>rd</sup> Oct, 2019 at 1100 hrs at IITM, Pune.

In response to our Tender enquiry No. PS/128/07/2019 dated 23/09/2019, a representative of the following prospective bidders attended the meeting.

- i) M/s Datacom Products (I) Pvt. Ltd., Pune
- ii) M/s Phoenix Enterprises, Pune

At the outset, the Member Convener welcomed all the Members and the representative of the Prospective Bidder and briefed in general the scope of the supply and Installation of New IP Phones – Qty 50 Nos. and Migration of existing Cisco IP Phone (Qty – 70 Nos.). The procedure of submission of tender on e-procurement site viz. ewizard has also briefed to the prospective bidder.

The Committee noted that no queries related to tender has been received by the Institute. Also the representative of the prospective bidder did not raise any query. Hence, the tender specifications, terms and conditions remain unchanged.

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