

GUIDELINES FOR BIDDER TO JOIN IN PRE BID MEETING

Sub: Participating in Pre Bid Discussion on “Procurement and Delivery of Imported Coal at Plant Jetty (CDP) for 2x660 MW Maitree STPP at Rampal” through video conferencing on online platform of **Microsoft Teams Meeting**.

1. As per the provisions of Clause 2.13 of ITB, Section-II of the Bidding Document, BIFPCL will hold a Pre-Bid Meeting to discuss / clarify the bidders, queries/ arising out of or in relation to the Bidding Documents. In this regard, the queries of the bidders submitted prior to the scheduled Pre Bid Meeting or during the Pre-Bid Meeting will be clarified by way of issuance of Clarifications to the Bidding Document separately. If any Amendments to the bidding document that may be necessary as a result of the outcome of the Pre- Bid Meeting shall be issued by BIFPCL as per Clause 2.14 of ITB(Section-II). Query form for the bidder is Attached at **Annexure-I. Discussion during meeting shall not become part of bidding document unless otherwise issued in the form of Amendment.**
2. Only Administrator & Moderator will speak until and unless they allow the other participants to speak out. All the participants may keep their speaker in mute condition till the moderator allows a participant to speak. On request of Administrator & Moderator- the representative of Bidders unmute the mic and speak. After raising the query, the representative of the bidder must mute the mic. Administrator & Moderator may also allow other BIFPCL officials to speak if such requirement arises. Bidders must raise their queries through chat box only. The same shall be taken for discussion sequentially.
3. Bidder May submit their queries through email in coalsourcing@bifpcl.com prior to the Pre- Bid Meeting scheduled on 12.04.2021 at 11AM (BST). so that the same shall be heard / discussed during the pre-bid meeting. The queries raised by the bidders prior to Pre-Bid Meeting will be first discussed, subsequently bidders who will raise the queries during the pre-bid discussion through the **Chat Box** will be considered for the discussion. While taking the queries on chat box, bidders may be requested to explain the query to BIFPCL.
4. Participant will enter company name followed by first name before joining the meeting. eg. Vinod Kotiya from BIFPCL will enter "BIFPCL-Vinod" to join the meeting. Participants not following this shall be removed from meeting.
5. After receipt of email for meeting link from BIFPCL, bidders are required to check whether they are able to join the meeting link and use help Manual available at Annexure-II attached herewith. For any issue please contact our IT help desk.

No participant will share the screen or presentation unless asked by moderator.
6. If found necessary, IT moderator may mute any participants. Participants not following protocols or creating disturbance in meeting shall be removed.

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7. Participant should ensure good internet connectivity during the meeting with local/company IT support.
8. BIFPCL IT Coordinator contact number will be provided for any help other than local/company level IT issues.
9. Max participant support is limited therefore only one or two members from each organization should join. More members can join sitting together in small conference room using one laptop or web conferencing equipment. Bidders are requested to kindly confirm their participation in advance accordingly the link will be sent.

Incase more than 100 participants are joining then participants will be removed for such organization whose more than two members have already joined to make room for participants of other organization.

10. Bidders are requested to use only one or two representative from their organisation to join as per the email provided to BIFPCL. Bidders are requested not to forward the link to any other email without permission of BIFPCL.
11. All the participants are requested to join the online platform at least 5-10 minute in advance so as schedule shall be maintained. The meeting timing is in Bangladesh Standard Time(BST).
12. A Demo is also attached at **Annexure-II** for bidders for ready reference to '*How to Join the Microsoft Teams Meeting*'.

IT Help Desk:

Md Tanvir (+8801678582865) / Ms Rokeya (+8801678582874)/ Vinod Kotiya(+8801678582832)

BIDDER'S QUERY FORM

Tender Name	Procurement and Delivery of Imported Coal at Plant Jetty (CDP) for 2x660 MW Maitree STPP at Rampal Upazila, Bagerhat District, Khulna Division, Bangladesh
Name of the Company and Address	
Name and designation of representative attending	
Mobile No.	
E-mail ID	

Sl. No.	Sub-Section Ref of Bidding Document	Clause Ref.	Query

(Representative's Signature)

Name:

BIFPCL

How to Join Microsoft Team Meeting

Last updated: 23 April 2020

1. Check your email for Meeting Invitation

Please check your email on Google Chrome Browser. Click the link on the bottom of the email that says Join Microsoft Teams Meeting as shown:

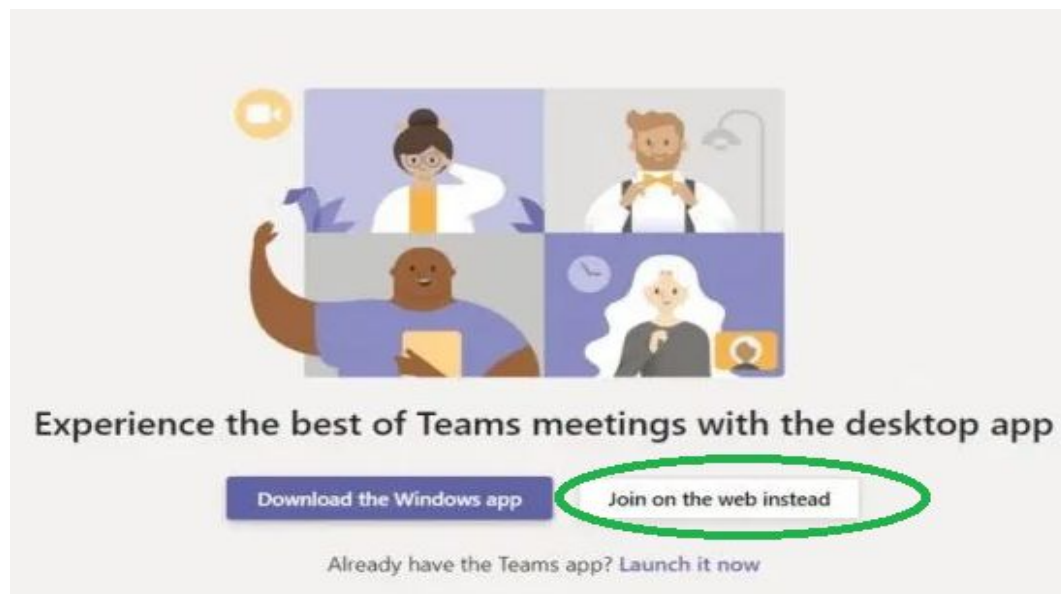
A Review meeting of Maitree STPP between NTPC, BHEL & BIFPCL is scheduled on 24th April requested to be part of this meeting on Microsoft Teams.

Please use a good and reliable internet connection



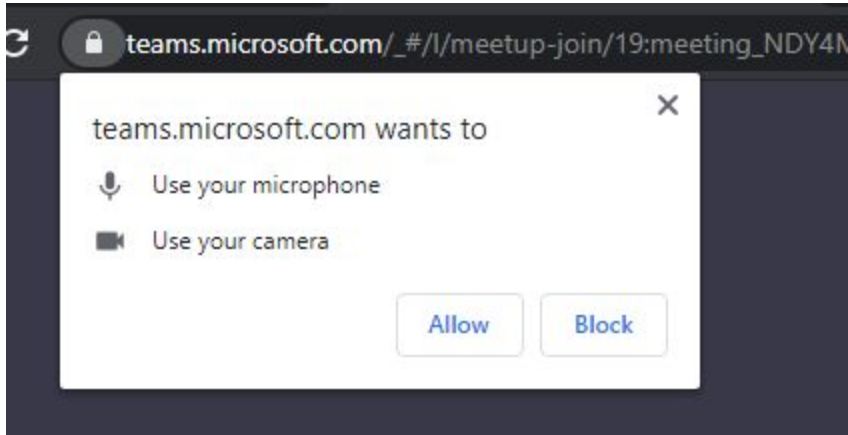
2. Open Teams on the web

Click on Join on the web button as shown.



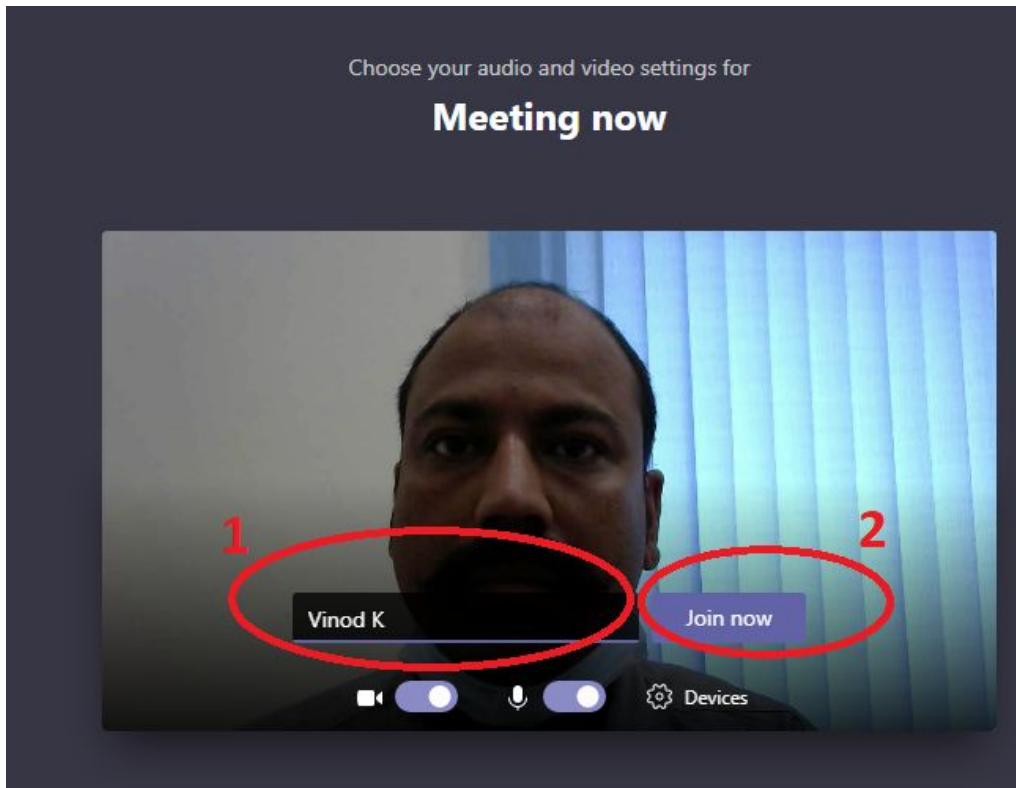
3. Allow MIC & Camera

Click on the Allow button as shown.



4. Get ready for the meeting

Enter your Name and click join now to start the meeting. Wait till organizer allow you to join



○ Prepared By: [IT_BIFPCL](#)