

**Indian Institute Of Technology Bombay**  
**Centre of Studies in Resources Engineering (CSRE)**

**PRE-BID INSTRUCTIONS**

Dear all,

We have published a tender for Professional Event Management Service (PEMS), following are the relevant instructions and deadlines.

<b>Sr.</b>	<b>Particulars</b>	<b>Dates/deadlines</b>
1.	Last day for the vendors to share their details for <b>in-person visit</b> of the venue on email: <b>sairaj@gmail.com</b> <b>harshal@cse.iitb.ac.in</b> <b>Phone: 022-25764729</b>	<b>03rd November 2025 up to 9:00am IST</b>
2.	In-person site visit	<b>03rd November 2025 from 11:00 am to 1:00 pm IST</b> <b>04th November 2025 from 2:00 pm to 4:00pm IST</b>
3.	Online pre-bid meeting	<b>06th November 2025 at 3:00 pm IST</b>
4.	Last date to get the query/error resolved	<b>07th November 2025 by 1:00 pm IST</b>
5.	Last date to submit the bid	<b>10th November 2025 by 13:00 pm IST</b>

**Note:** Always keep on visiting the following websites for updates

- 1) Conference Page: <https://www.afnlp.org/conferences/ijcnlp2025/>
- 2) MMD Page: <https://www.iitb.ac.in/resources/vendors-tenders>
- 3) All the interested vendors who are attending the in-person site visit shall show the tender document at the Main gate for entry permission.