

Minutes of Pre-Bid Meeting

Date: 13 May 2025

Time: 5:00 PM

Venue: NCBS Bleb

Attendees:

- Mr Prasanta K Baruah
- Mr Manish Bharti
- M/s Lakshmi Priya

Agenda: Discussion on Resource Requirements and Deployment Conditions

Meeting Summary:

1. Requirement Overview:

- A brief overview of the resource requirements was shared during the meeting.

2. Work Environment:

- The nature of the work environment was discussed, highlighting the on-campus deployment setup.

3. Resource Deployment:

- It was conveyed that currently, 3 candidates are deployed on campus to carry out the required work.

4. Contract Terms:

- The contract will follow a 1+1 year structure, subject to satisfactory performance after the first year.

5. Candidate Review:

- Before the final deployment of any resource, NCBS reserves the right to qualify the service engineers.

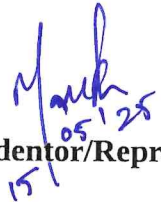
6. Leave & Backup Policy:


- If any deployed resource plans to take a long leave, prior intimation is mandatory.
- The contractor must ensure that a suitable backup candidate is provided in such cases.

7. Additional Requirements:

- Some requirements related to app development for websites were also briefly discussed.

Prepared by: Manish Bharti


Indentor/Representative


Purchase Representative