

**Minutes of Meeting (MOM)**

**For Pre Bid Meeting with Sellers for GeM Bid No. GEM/2024/B/5587181 dated.08.11.2024**  
**(Hiring of Training Partner for 1Laks Food Handlers Training)**

Dated.26.11.2024.

Venue : ERO, Kolkata Office.

1. A bid was floated in GeM with number GEM/2024/B/5587181 dated.08.11.2024 for hiring of Training Partner for 1Laks Food Handlers Training at Eastern Region and North Eastern Region. As per the conditions of the Bid, a prebid meeting was scheduled for the clarifications of the bidders of GeM on 26.11.2024 at 16:00 hrs. The details of the Prebid as per GeM bid is as under:

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
26-11-2024 16:00:00	Food Safety and Standards Authority of India Eastern Regional Office 5th Floor, Webel STP II, DN 53 Block Salt Lake, Sector 5, Kolkata, West Bengal - 700091 Near TCS Gitobitan

2. On the day of the pre-bid meeting, only one bidder, M/s. Shree Analytical Testing & Research Laboratory, attended the meeting for clarification. The queries raised and the meeting discussions are as follows:

Sr. No.	Seller Name & Representative Name	Query Raised	Clarifications Given by Team of ERO, Kolkata
1	M/s. Shree Analytical Testing & Research Labrotory  Name of Representative : Shri Sourav Banejee  M/s. Shree Analytical Testing & Research Labrotory  Name of Representative : Shri	As per Sr.No.1.3(a) of RFP documents EMD submission is mandatory to qualify the bid. But "In the GeM Bid documents on GeM, page no.6, if agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclose.  Please clarify :  1. Is this certificate enclosed for MSME is – Udyam Registration, please clear that certificate name. 2. Manual for procurement of Goods & Services – CVC Guidelines dated Jun 2022 – EMD Exemption applicable 3. Clear EMD exemption certificate – MSME Udaym registration, in accordance with	The exmeption of the EMD to MSME's shall be as per GEM terms and conditions and extant rules, as applicable.

*Boei*  
26/11/24

*Dibyanshu Prakash*

*Prag*  
*[Signature]*

*Rahul Baroi*

*Amrita Sen 1*

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	Sourav Banejee	the MSE guidelines and the manual for procurement of Goods and Services – CVC guidlelines dated June 2022 . Furthermore, the same exemption was applied to the SRO- FSSAI Bid GEM/2024/B/5422456, as the EMD exmption was permitted after the pre-bid meeting for this bid.	
2		<ol style="list-style-type: none"><li>1. How all Topics are covered in 5 Slides Only?</li><li>2. How you define that only 5 slide submit in this for 30 marks presentation?</li><li>3. Is this presentation submitted with bid on portal or only hard copy should be provided to be presented at the time evaluation of technical bid.</li><li>4. Withdraw 5 Slide condition for this 30 marks presentation and allowed any no.</li><li>5. Clear that – presentation will be attached with online bid or submit only a hard copy should be provided at the time of evaluation technical bid?</li></ol>	The number of 05 slides are sufficient for presentation and technical evaluations and discussion.
3		<p>'The GeM portal is undergoing a major technical overhaul and unavailable from 18:00 Hrs of 28th November 2024 to 23:59 Hrs of 5th December 2024.We sincerely regret any inconvenience caused and appreciate your understanding and cooperation'</p> <p>It is requested to kindly extent the bid end date, as GeM will be non-functional on end date of bid i.e.29.11.2024.</p>	GeM will Suo moto extend the Bid ending during the portal maintenance period., as per information received from GeM.

*for 26/11/24*  
(Sasi Kanta Bhuyan) Deputy Director  
(Dibyanshu Prakash) Deputy Manager  
(Pratyush Kiran) Admin. Officer  
(Rahul Baroi) Tech. Officer  
(Amrita Sen) Personal Asst.

**Empanelment of training partner for conducting FoSTaC trainings program across States/UTs  
of FSSAI-Eastern Region**

**Pre-Bid Meeting**

Date: 26<sup>th</sup> Nov 2024

Place: Kolkata, ERO

**Attendance Sheet:**

S.No	Name	Agency Name	Mobile number	Signature
1.	SOURAV BANERJEE	Shree Analytical Testing & Research Laboratory	9433377660	Sourav Banerjee
2.	Rahul Baroi, TO	FSSAI	9038931428	Rahul Baroi
3.	SAGI KANTA BHUYAN	FSSAI	8249201527	Sagi
4.	Pratyush Kizay	FSSAI ERO, kol.	9430897097	PK
5.	Dibyanshu Prakash	FSSAI ERO, kol	7800075860	Dibyanshu
6.	Amita Sen	FSSAI ERO, kol.	8274988790	A. Sen