**Minutes of Meeting**

3/12/24

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| Meeting Description | Pre-Bid Meeting |
| Mode | Virtual through MS Teams |
| Project | Hiring of Third-Party Logistics (3PL) Services provider for Transportation, Distribution and emergency relocation of Anti-Retroviral (ARV) drugs, diagnostics kits and other commodities under “National Aids Control Program” (NACP) in India |
| Present | DP World- Mr. Sanjay Rai & Mr. Shashwata Mohapatra  CEVA Logistics- Mr. Shrey Goel, Pranay Meshram & Amol  DTDC- Mr. Girish Dua  TCI- Mr. Vinay Kr. Shukla  **Plan India:**  Ankur Agrawal  Teena Kunwar  Hemant Dhingra |
| Time | 3 PM to 4 PM |

Following points were discussed and agreed upon:

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| **Sl#** | **Subject** | **Discussion Point** | **Responsibility** | **Target** |
| 1 | Introduction | A round of introduction was conducted | N/A | N/A |
| 2 | RFP Overview | Teena & Hemant took the team through all XI sections of RFP which included Project Overview, Key timelines of the RFP, Overview of Scope of work and other related terms and conditions | Teena | Closed |
| 3 | Query/Clarification | At the end of meeting, team was asked if there was any query left, all organization representative confirmed that they were clear about the RFP terms & conditions and there was no further query.  Also, it was clarified that if still there is a technical query, the same can be sent at [Procurement@planindia.org](mailto:Procurement@planindia.org)  Last date of raising query : 17th December 2024 | N/A | Closed |

Meeting link: [Microsoft Teams meeting-20241203\_150359-Meeting Recording.mp4](https://planinternational-my.sharepoint.com/:v:/g/personal/hemant_dhingra_planindia_org/EY5aVrJCNH9ItqvpE0Ud6VoBLQTF1tRM4XmeiOOMZl_4HQ?e=Pf0qd0)