

ICMR – NATIONAL INSTITUTE OF VIROLOGY, PUNE

Minutes of the Pre-Bid meeting held at NIV Pune on 23rd April 2026 at 11.00 am

The following members were present for the meeting:

1. Dr. Sarah Cherian - Scientist 'G', NIV, Pune Chairperson (in person)
2. Dr. Milind Patole, Former Scientist – G, NCCS External Expert (through VC)
3. Mrs. Shibi Jacob, Senior Administrative Officer, NIV, Pune Member (through VC)
4. Mrs. Amruta Bakare – Administrative Officer, NIV, Pune Member (in person)
5. Mr. Satish E Matkar - Administrative Officer, NIV, Pune AO Purchase (in person)

Mrs J V Gadre ACO and Mr. G Harikumar, Officer – C, NCCS (External Expert) could not attend the meeting due to urgent commitments.

The GeM bid for 'Hiring Manpower Outsourcing Services Fixed Remuneration, has been floated on GeM portal vide GeM Bid No. GEM/2026/B/7434411 on 16.04.2026 with end date 07.05.2026. As conveyed in the GeM Bid, the pre-bid meeting was held on 23rd April 2026 at 11.00 am through VC.


A brief presentation was given to the participants by the AO which covered the important points and clarification of buyer's expectations. Total 10 prospective bidders attended the pre-bid meeting out of which few firms had raised queries. The committee was also informed that till the date of pre-bid, no representation was received on the GeM portal about the bid. The issues raised included clarifications on MSME relaxations, retention of present manpower, locations for manpower deployment, QCBS marking method, EMD & minimum floor prices. All the queries raised were instantly cleared by Mrs Amruta Bakare and Mrs Shibi Jacob. There was no point identified in the GEM BID or NIT – ATC document which was not clear or ambiguous. Further no such query was raised which would require to publish corrigendum to the bid. After confirmation from the participants regarding any unattended query, the meeting ended with a vote of thanks.


Amruta Bakare 23/4


Satish Matkar

Approval conveyed through
Shibi Jacob email)


Milind Patole 23/04


Approved 24/4/26


Sarah Cherian 23/4

Director, ICMR NIV