

**Minutes of the Pre-Bid Meeting**

**Date & Venue: 15.06.2018 at Conference Room, 01 MAR, New Town, Kolkata-700156**

The following Officials of NKDA and Agencies were present in the Pre-Bid Meeting

**NKDA Official**

1. Administrative Officer, NKDA
2. System Manager, NKDA

**Agencies**

1. Mahiruho Consulting Services Pvt Ltd
2. Albatross Software Services Pvt Ltd.
3. Ancile Technologies Pvt Ltd.

At the onset, Administrative Officer, NKDA welcomed all the Agencies and initiated the discussion.

He briefly discussed the scope of work -- **“Designing, Development and Maintenance of Club Management Software for New Town Business Club”**. After detailed discussions, the following decision has been taken by this Authority.

Clause No.	AS IS	TO BE
<b>5</b>	After successful bid, during first year after the date of installation of application, the applicant will have to customize the application/reports free of cost as per requirements of New Town Business Club.	After successful bid, during first year after the date of installation of application, the applicant will have to customize the application/reports as per SRS free of cost as per requirements of New Town Business Club.
	The bidder must agree to maintain the software with all up-gradations/ modifications for a period of maintenances from the date of installation free of cost. The support will be provided through email, telephone, remote login and visit to Club premises as per demands.	The bidder must agree to maintain the software with all up-gradations/ modifications as per the SRS for a period of maintenances from the date of installation free of cost. The support will be provided through email, telephone, remote login and visit to Club premises as per the situation demands.
	The application should be user friendly and easy to be operated with data security and backup feature to avoid loss of information due to hardware or software failure.	The application should be user friendly and easy to be operated with data security and backup feature to avoid loss of information due to hardware or software failure. The web Application should have the provision for taking Automatic/ Manual backup of database.
	The application will be required to be installed on local machine/ LAN of the Club and can be accessed through outside.	The Web application will be required to be installed on local machine/ LAN of the Club and can be accessed through outside.
<b>22.6</b>	Software including SRS, Source code, Licenses, technical documents, Test plan, Test cases & report, SSL certification, Security Audit report and services obtained for the purpose of this engagement shall be copyright of NKDA. Hard & softcopy of the same to be submitted in each milestone	Software including SRS, Source code, Licenses, technical documents, Test plan, Test cases & report, Security Audit report and services obtained for the purpose of this engagement shall be copyright of NKDA. Hard & softcopy of the same to be submitted in each milestone.

6.3	Resolution Time(Only for Bug Fixing and support ) is Within 2 hours of reporting	6.3.1 In case of any operational problem, selected agency has to provide support within 2 hrs. from the time of reporting through email, phone etc. 6.3.2 In case any bug detected by the Agency after Go-Live in that case selected agency has to communicate Authority within 2 hrs. for solution,
9.3	The quoted rates should include the cost of pesticides and related manpower and transportation charges. No other charges except the quoted rate will be paid.	The quoted rates should include the cost of manpower and transportation charges. No other charges except the quoted rate will be paid. <b>GST is exempted.</b>
9.6	The undersigned reserves the right to terminate the Contract at any point of time during the currency of the Contract without assigning any reason, whatsoever.	The undersigned reserves the right to terminate the contract at any time after giving 15 days written advance notice by either party
17	<ul style="list-style-type: none"> <li>• Bid submission closing date (Online) - 20.06.2018 at 04:00 pm</li> <li>• Bid opening date for Technical Proposals (Online) - 22.06.2018 at 04:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>• Bid submission closing date (Online) - 22.06.2018 at 06:00 pm</li> <li>• Bid opening date for Technical Proposals (Online) - 25.06.2018 at 10:00 am</li> </ul>

The Meeting was successfully ended by the Administrative Officer, NKDA



**Administrative Officer**

New Town Kolkata Development Authority