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भारत सरकार, गृह मंत्रालय/Government of India, Ministry of Home Affairs  
महानिदेशालय/Directorate General  
राष्ट्रीय आपदा मोचन बल/National Disaster Response Force  
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जयसिंह रोड/ Jai Singh Road,  
नई दिल्ली / New Delhi  
दिनांक, 12-Sep, 2022

**// ORDER //**

As approved by the Competent Authority, the request to sort out any query /issue by any vendor, the NDRF Officers (IG/DIG (Procurement)) along with the team of their Branch will meet the vendors on every Thursday from 1130 to 1300 hours.

- 01) This meeting will be done with prior appointments only. The request can be sent on email to DIG (Prov/Proc), IG/NDRF or through office phone no of DIG (Prov/Proc), IG/NDRF.
- 02) Vendors not having prior appointments will not be ordinarily entertained for the above scheduled meeting.
- 03) Minutes of the meeting will be minuted every time, if required.
- 04) The meeting will be held either with DG/IG//DIG (Prov/Proc) in their office chamber as per availability of the officers on that day.
- 05) The vendors will be met in connection with issues related to Procurement Process (i.e., Bid/Tender terms & conditions, Technical Specification Clarification and other related issues). Vendors may also raise their grievances or give suggestion to improve the procurement process.
- 06) The same vendors will as far as possible should meet only once in a month unless there are other important issues to be raised by the vendor. Repetition of the meeting with the same vendors may be avoided.
- 07) Concerned DIsG will intimate to DG / IG NDRF for their presence if required to attend the same.
- 08) The meeting will be conducted for smooth functioning of procurement process and transparency, for speedy disposal of issues, so that procurement can be done as per the time line.

04. All the branch in-charges will ensure timely submission of the representation of firms on the issues.



(Bharat Bhusan Vaid)  
Dy. Inspector General (Prov)  
HQ DG NDRF

**Distribution:-**

1. PS to DG NDRF
2. PS to IG, NDRF
3. Prov/Proc/ R&D/NDRR Branches, HQ NDRF
4. Guard file

: For information please.

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: For information and n/a please.