

Date: 03.03.2021

**NOTIFICATION**

**Tender Ref No. RECPDCL/TECH/2020-21/3572 DATED: 02.03.2021**

With reference to the above-mentioned tender, it is to inform that the pre-bid meeting shall be held as per the schedule mentioned in the tender document, through video conferencing using below link:

To join the video meeting, click this link: <https://meet.google.com/tvc-gxsn-wkz>

Otherwise, to join by phone, dial +1 262-546-6207 and enter this PIN: 741 329 810#

To view more phone numbers, click this link: <https://tel.meet/tvc-gxsn-wkz?hs=5>

In order to identify the name of participant and name of the company and to save time during the pre-bid meeting, interested bidders/participants are requested to enter the name of participant and name of the company in the **Chat Box** at the time of joining, and if there are more participants from the same company, one participant can write the name of all the participants at the time of joining.

Further, interested bidders/participants are also requested to follow the Quick General Instructions mentioned below & Video Conference Etiquettes, enclosed at **Annexure-A**.

**Quick General Instructions:**

- Be-Ready for Video Conferencing 10-15 minutes before time.
- Speak one after another for avoiding confusion.
- Participant keep mic on "mute" before/after your speaking.
- Ensure your microphone is in "unmute" mode before speaking.
- While joining, please don't click on Present button
- Avoid any background noise to prevent echo.
- Do not move around.

## **Annexure-A: Video Conference Etiquettes**

- Arrive 15 minutes before the Video Conference to organize material for the meeting.
- Individuals should make sure that they set up the Video Conference in a closed place.
- Ensure appropriate audio levels in all the meeting rooms.
- Ensure you can be heard. Speak clearly and towards the microphone.
- Always remember that the video will not be transferred instantaneously. There will be a slight delay, so you must give the people on the other end more time to respond than you would if they were with you.
- Minimize the background noise. Ideally, there should not be any background noise.
- Ensure your microphone is in unmute mode before speaking.
- Video Conference is a much-disciplined environment, so follow the basic conference rules like speak one after another for avoiding confusion. **Always let the on-screen speaker finish before you start talking.**
- **Do not move around.** Video Conference uses compression and the quality will be much better if everyone sits still. No pacing or heavy gesturing.
- Avoid coughing into the microphone, excessive shuffling of papers, side conversations, finger- or pen-tapping.
- Avoid using your mobile from a public place to join a conference as this may bring unwanted external noise.
- When not actively participating mute your microphone to cut background noise.
- Keep the microphone away from your speakers to avoid echo and enable the echo cancellation in your End Point.
- Look at the Video Conference camera when talking to other sites. They will get the impression that you are talking to them.
- Avoid direct lights in front of camera and glass tables in the meeting room to control reflection.