

NEGOTIATION MINUTES / RECORD

Negotiation ID:	NEG-2026-00234	Date:	January 22, 2026
Bid Reference:	BID-2026-00891	Venue:	Project Office, Navi Mumbai

PARTICIPANTS:

Buyer Team: Mr. Rajesh Gupta, Ms. Priya Desai

Vendor Team: Mr. Amit Sharma (Bright Lights India), Mr. Vikram Singh (Technical Lead)

DISCUSSION POINTS & OUTCOMES:

Item	Discussion	Outcome
Price	Initial bid: Rs. 1,21,54,000 5% reduction requested	3% discount agreed Revised: Rs. 1,18,94,000
Delivery	45 days proposed	Approved Penalty: 0.5% per week delay
Warranty	5 years proposed	Approved Annual maintenance at 5% cost
Payment	Standard terms proposed	15% advance agreed 70% on delivery, 15% on installation

FINAL AGREED TERMS:

- Revised Value:** Rs. 1,18,26,500 (Including GST)
- Total Savings:** Rs. 3,27,500 (2.7% reduction)
- Status:** Agreement Reached - Contract to be issued
- Next Steps:** Formal contract signing within 7 days

Approved By:

Buyer: _____ Date: _____

Vendor: _____ Date: _____