



COMSATS University, Park Road, Tarlai Islamabad Procurement Office - Tel:
051-904955122

2nd MINUTES OF PRE-BID MEETING HELD ON November 11, 2024

Tender project "Event Management Program Convocation (Morning and Evening Session)"

A 2nd pre-bid meeting as subjected above was held in the presence of interested/potential bidders. The meeting session was chaired by Mr. Wajid Kamran, DR Admin along with following concerned members as detail below.

- Mr. Anayat ur Rehman, Deputy Controller Exam
- Col @ Nadeem Ahmed Kayani, In-charge Security
- Mr. Muhammad Shafqat, In-charge Services
- Mr. Sooban Mustafa, Assistant Manager, Admin

Commencement of meeting.

The subject meeting was commenced by marking attendance of the representatives of interested firms/bidders as detailed below.

- a) M/S Super Prime Foods
- b) M/S The Caterer
- c) M/S Tandoori

Proceeding:

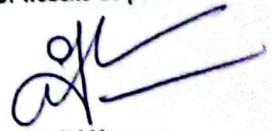
A brief on the tender project was delivered in the meeting to all participant bidders wherein the following points were discussed in detail as below.

- ✓ The number of persons in subject event is 2000 for each session instead of 2600
- ✓ Soft drink next brand only.
- ✓ For lunch and dinner, the sitting arrangement remains the same as per BoQ in the tender document. Furthermore, all bidders are requested to mention the rates of chair and table separately in the bidding document, detail as below for the ease of the calculation.

Sr.	Specification	Quantity	Unit rate	GST	Unit rate with GST	Total Rate Rs.
01	Round Table with tablecloth and table decor.					
02	Chair with covers					

Meeting Closure:

The meeting ended with a vote of thanks Minutes of the pre-bid meeting is hereby uploaded to CUI website as per tender.


Wajid Kamran
In-charge Procurement

Distribution:

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2. In-Charge Service Section
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