



COMSATS University, Park Road, Tarlai Islamabad Procurement Office-
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MINUTES OF PRE-BID MEETING HELD ON 15th May 2025

"Tender project "Event Management Program (Industrial Connect (CIC) Career Expo for Spring 2025)

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired/ convened by Syed Uzair Alvi, Incharge CDC along with Mr. Habib Ullah, APO, Assistant Program office Officer, Procurement Office.

Commencement of meeting:

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

- a) M/s Attique foods
- b) M/s Medo Marketing
- c) M/s Big Image Exp
- d) M/s The Caterers
- e) M/s Kitchen Incorporation
- f) M/s Naveed Caterers

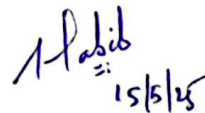
Proceeding:

A brief on tender project was delivered to meeting participant bidders. The following points were discussed and required 100% compliance:

- Successful bidder will provide the layout plan/Floor plan for the event on the next day i.e. 24/05/2025
- Airconditioning starting time at 7:30 AM. And maintaining cooling temperature in the event should be the responsibility of the successful bidder. Furthermore, Load of Air conditioners will be on generators, so it is advised to bring adequate no of generators to support 45 4ton Ac cabinets.
- As discussed in the meeting, 45 fans are required and may be added in the BoQ.
- The covered area of Marquee in serial no.2 is 22,000 instead of 24,000.
- The student stalls should be ready by 03:30PM and companies' shell stalls should be ready by 06:30PM on 26-05-2025

Meeting Closure:

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


15/5/25
Habib Ullah
APO (Procurement)

Distribution:

1. All members of CPC (via email)
2. In charge CDC
3. Master File