



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

**MINUTES OF PRE-BID MEETING HELD ON November 8, 2024**

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

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired **Professor Dr. Shams-ul-Islam, Convener of food committee convocation along with** following concerned members as detail below.

- Mr. Sajid Rasool, Additional Treasurer, Accounts
- Mr. Anayat ur Rehman, Deputy Controller Exam
- Mr. Wajid Kamran, DR, Procurement Office
- Mr. Habib Ullah, APO, Procurement Office
- 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 Naveed Caterers | b). M/S HRK         |
| c). M/S Tandoori       | d). M/S Usman Foods |

**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.

- ✓ Peas pulao is replaced with chicken biryani in the morning session.
- ✓ The number of persons will be confirmed on 13<sup>th</sup> November 2024 after the deadline of the registration of the students.
- ✓ Guidelines for event management company provided by the CDA are attached at "Annex A", All companies must follow the SOP. In case of non-compliance, Penalty will be imposed to selected vendor as decided by the In-charge Campus.
- ✓ For lunch and dinner sitting arrangement meeting has been recalled on November 11, 2024 (Monday) at 04:00 PM, at G-8 Room, FB-1, Islamabad Campus.

**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.



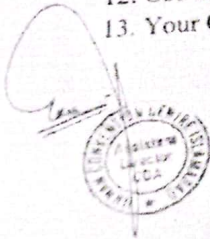
**Wajid Kamran  
In-charge Procurement**

**Distribution:**

1. Convener ICPC
2. In-Charge Service Section
3. Master File

## GUIDE LINE FOR EVENT MANAGEMENT COMPANY

1. Event Management Company execute the entire event as per Islamabad Food Authorities.
2. The Event Management Company should be well reputed / be registered with all relevant bodies having name on Active Tax Pair List (ATPL)
3. Work order issued to the applicant must be received in Jinnah Convention Centre Islamabad Administration before the event.
4. The equipment of the Event Management Company should be in good working condition.
5. All safety measures must be observed as per CDA and ICT by laws.
6. Event Management Company should there working methodology 24 Hours prior to the event.
7. Event Management Company is bound to make good the Jinnah Convention Centre premises after the function/ event.
8. No additional system is allowed to install or hooked up with the already installed system which interfere the function of existing system. In case user want to install an independent system without disturbing the existing system they have to furnish technical detail at the time of request for consideration / prior permission of CDA.
9. Interior Decoration and preparation required for the occasion will be carried out in such a way that it will not damage / disturb the existing fitting, fixtures and finishing of the building. Furniture / all fixed tables will not remove without prior permission. After the function, the said temporary arrangements/ decoration will be removed by the user.
10. User will arrange drinking water, eatables and other useable material if any at their own expenses and take high care of cleanliness and hygienic condition of the premises. . There should not be intoxication the eatables.
11. Arrangements of necessary toilet items will be your responsibility.
12. Use of building will be restricted for the booking area only.
13. Your Cooperation in this regard in highly appreciated.



  
**CARETAKER**  
Jinnah Convention Centre  
Islamabad

