



MINUTES OF PRE-BID MEETING HELD ON April 25, 2024

**Tender project "Tender # 490 Event Management for COMSATS
Industrial Connect (CIC) Spring 2024"**

A pre-bid meeting as subjected above was held in presence of interested/potential bidders. The meeting session was chaired/ convened by Mr. Uzair Alvi, CDC along with In-charge Procurement and his team.

Commencement of meeting;

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

- a) M/s Attiq Foods
- b) M/s HRK Events
- c) M/s Badar Expo solutions
- d) M/s Naveed Caterers & event management
- e) M/s JM Enterprise
- f) M/s The Caterers

Proceeding;

A brief on the tender project was delivered in the meeting to all participant bidders wherein following points were discussed and required 100% compliance:

- The size of stall will be 10ft x 10ft and height will be 8ft, size of prima facia will be 10ft x 2ft.
- The stalls, tablecloths and chairs should be neat and tidy.
- 50 pedestal fans, 100 tables and 200 chairs with electricity connections at each table will be required.
- 250 ML cold drink tin will be provided with food preferably should be from Gourmet cola or Cola Next or any other reputable local brand.
- Food should be hygienic, fresh and of good taste. Disposable spoon and food container should be of acceptable quality.

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
DR-Procurement

Distribution:

1. Convener CPC
2. All members of CPC
3. In-charge CDC
4. Master File