

IMS/HRDC/LHE/

March 21, 2024

**Sub:-Minutes of the pre-bid meeting pertaining to the “Hiring of an Event Management Firm/Company for various trainings in three districts of Khyber Pakhtunkhwa (Peshawar, Nowshera and Haripur) for the HRDC-IMSciences project titled “Improved Access to Services through Analogue & Digital Participation in Local Governance, Health and Education” held at 11:30 AM dated 21-03-2024**

The subject meeting was held at boardroom at HRDC-IMSciences, Peshawar at 11:30 AM on 21-03-2024. The following members of the procurement committee and technical staff attended the meeting.

1. Mr. Waqar Ahmad (Deputy Director & Manager P&D)
2. Mr. Haseeb Ahmad, Manager Administration.
3. Mr. M. Azam Farooq, Coordinator HRDC.
4. Mr. Amir Zaib (Procurement Officer).
5. Mr. Sajid Faheem, Project Lead-EHS, HRDC-IMSciences, Peshawar.

The following firms also attended the pre-bid meeting:

- M/S Rafaqat Babar & Co. Chartered Accountant.
- M/S Strings Technologies.
- M/S Golden Palace.
- M/S Shahi Palace.
- M/S Socio Engineering Consultancy.

The Committee discussed thoroughly the tender document with the interested bidder and after a detailed deliberation changes were decided accordingly to the tender document with mutual consensus.

- It was added to the general terms & conditions, that 10% of the total bid cost would be retained by the Institute as retention money for 6 months.
- In Annexure-II Section-A (tea refreshment) 2 times tea has been replaced with 2 times tea per day.
- In Annexure-II Section-A (tea refreshment) the Mutton Korma has been removed.
- In Annexure-II Section-B (Hall & Multimedia) venues will be decided through mutual consultation with the client in specified three districts.

The meeting ended with vote of thanks by the Deputy Director.



**Procurement Officer**  
**(IMSciences, Peshawar)**