

PRE BID MEETING MINUTE

Pre bid meeting is held on June 12, 2015 at 14:00 hours (Nepal Standard time) in the office of SNRTP-CPCU, Nepal Administrative Staff College, Jawalakhel, Lalitpur, Nepal in the presence of bidder's representatives for the bids submitted for the procurement of Photocopy Machine (B&W and Colour), Scanner, Fax Machine, Normal Laser Printer and Colour Laser Printer Under Contract ID No.: SNRTP-CPCU-G-NCB-05-070-71 as per the notice published on May 26, 2015 in the Annapurna Post National Daily Newspaper:

ON BEHALF OF CPCU				
Name of Staff	Office	Designation	Signature	
Mr. Ashok K. Jha	SNRTP-CPCU	Deputy Program Coordinator		
Mr. Prakash Bhattarai	SNRTP-CPCU	Under Secretary (Account)		
Mr. Gorakh B. Shahi	SNRTP-CPCU	Account Officer		
Ms. Niha Rajbhandari	SNRTP-CPCU	AFA		
REPRESENTATIVES FROM OTHER OFFICES:				
Shakti Prasad Shrestha		Procurement Expert		
ON BEHALF OF BIDDERS				
Name of Firm	Nationality	Representative's Name / Designation	Contact No. / Email ID	Signature
Max International	Nepali	-	-	-
The Waves Group Trading Pvt. Ltd.	Nepali	-	-	-
Shrestha Amrit Traders Pvt. Ltd.	Nepali	Kabindra Pokhrel Assistant Manager	9841684628 kabindra.pokhrel@shrestha.com.np	
International Electronics Concern Pvt. Ltd.	Nepali	Arun Mishra Marketing Executive	9841969502 mishra.arun@iec.com.np	
Global Link Technology Pvt. Ltd.	Nepali	-	-	-

Minutes:

1. Mr. Ashok K. Jha, Deputy Program Coordinator welcomed all participants of the meeting.
2. Mr. Jha requested to the bidder to go through the bidding document for the submission of the responsive bid.
3. The bidder raised query on the technical specification. It is agreed that they will request for clarification in writing by coming Sunday i.e. 14th June, 2015.
4. Mr. Ashok Jha clarified on the submission of the responsive bid.
5. The meeting minutes any other addendum notice and or clarification will be circulated by email to those bidders who have purchased the bidding documents and posted at the website www.bolpatra.gov.np and www.snrtp.gov.np.
6. Finally, the meeting was formally closed by Mr. AK Jha, Deputy Program Coordinator by giving thanks to all the attendees.