**TEMPLATE FOR PRE-BID MEETING MINUTES OR PRE-PROPOSAL CONFERENCE**

Minutes of pre-bid meeting/pre-proposal conference held on ……………. *[insert date]*

Description of Goods/Work/Services: ……………………….

Bid No. ICB/NCB: ……………………….

Names of those Present:

From Employer/Purchaser

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Officials** | **Designations** | **Remarks** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  |  |  |

From Prospective Bidders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Bidder** | **Bidder’s Representative Name** | **Designations** | **Remarks** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

**Opening Remarks**

[*Brief of the introductory remarks made by Employer/Purchaser*]

**Table 1.**

[*All queries relating to same clause should be clubbed*]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Clause No. of ITB/GCC/SCC/ Forms | Gist of the Query | Response | Reference to Sl. No. of Addendum [Table 2] wherever applicable | Remarks |
|  |  |  |  |  |  |

**Table 2.**

Draft Addendum

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Clause No. ITB/GCC/ SCC/Forms | As existing | As amended | Reference to Sl. No. of Response [Table 1] wherever applicable | Remarks |
|  |  |  |  |  |  |