



## Meeting Minutes

(Pre-bid meeting for the procurement of "Hotel Service to Conduct Orientation/Training/Meetings as per Package # 1 & 2)

Date & Time : Monday, 28 August 2023, 3 PM  
Place : Virtual Meeting Through Microsoft Teams  
Participants : As listed below

SN	Name of Participants	Organization
1.	Mr. Ashish Dahal	Hotel Gautam
2.	Mr. Abhayan Karki	Quick 24 Riverside Hotel
3.	Ms. Manisha Acharya	Big Hotel
4.	Mr. Ramesh Rokaya	Hotel Sita Sharan
5.	Mr. Dilip Dahal	Hotel Eastern Star
6.	.....	Hotel Welcome
7.	.....	Namaskar Regency
8.	Mr. Dal Bahadur Limbu	Helvetas Nepal
9.	Ms. Kopila Dahal	SaMi/Helvetas Nepal
10.	Ms. Hasana Maharjan	SaMi/Helvetas Nepal
11.	Ms. Lalita Kayastha	SaMi/Helvetas Nepal

## Agendas

- Sharing the objectives of pre-proposal meeting
- BID document Presentation/ Discussion
- Clarification on the queries.

Details of the queries from the potential bidders received during pre-bid meeting and responses from SaMi/ Helvetas Nepal:

S.N.	Queries	Raised By	Response
1.	Can Hotel from Amlekhgunj participate in the bidding process?	Mr. Abhayan Karki	Yes
2.	Do we need to write identification number in the envelop?	Mr. Ashish Dahal	As per section-2 (16.2)
3.	Will the physical verification be done on the basis of photographs submitted?	Mr. Ashish Dahal	As per section-6 (6.3) Photographs of physical infrastructure proposal and Section 8. Specification and quality assurance.
4.	Clarification on Least Cost Selection method	Mr. Ashish Dahal	It is applicable after successful assurance of mandatory documents.
5.	Can we write a remark on the specification & quality assurance section?	Mr. Ashish Dahal	Yes, without violating the original specification mentioned therein.
6.	Is authorization letter required?	Mr. Ashish Dahal	Yes
7.	Is contract agreement valid for 15 <sup>th</sup> July 2024?	Mr. Ashish Dahal	Yes, subject to condition applied.