**FORMAT FOR MINUTES OF PRE-PROPOSAL CONFERENCE**

Minutes of Pre-proposal conference held on …………….[*date*]

Description of Consultancy : ……………………….

RFP No. : ……………………….

Names of those Present:

From Client

1.

2.

3.

From Consultants

1.

2.

3.

**Opening Remarks**

[*Brief of the introductory remarks made by Client*]

**Table 1.**

[*All queries relating to same clause should be clubbed without identifying source of inquiry*]

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

**Table 2.**

Draft Addendum

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Clause No. of ITC/GCC/ SCC/Forms | As existing | As amended | Reference to Sl. No. of Pre-proposal minutes [Table 1] wherever applicable | Remarks |
|  |  |  |  |  |  |