

Minutes of Pre-bid meeting
Runway resurfacing and extension in Bumthang Domestic Airport
Virtual meeting, 17th November 2021, 10 AM

A pre-bid meeting (virtual) was held on 17th November 2021 for the runway resurfacing and extension project in Bumthang Domestic Airport. The following attendees participated in the meeting.

Client:

- Tashi Gyeltshen, Offtg. Chief of ADD
- Jamyang T Dorji, Executive Engineer (Host)
- Sangay Tenzin, Engineer
- Pelden Lhamo, Executive Engineer

Consultant:

- Mr. Ramesh Srinivasan, Airport Advisor
- Mr. Karma Lhagyel, Resident Engineer
- Mr. S Aboobacker, Team Leader/ Pavement Engineer
- Mr. Siddique, Material Engineer

Contractors:

- Mr. Shacha Gyeltshen, Rinson Construction Co Pvt Ltd
- Ms. Kinley Dema, Rigzar Construction Pvt Ltd
- Mr. Mindu Tshering, Mindu Construction Pvt Ltd
- Mr. Tashi Tshering, Penjor Construction Co Pvt Ltd

The following were discussed in the meeting

1. Welcome note by host
The host welcomed all the meeting attendees. All attendees introduced themselves.
2. Presentation on the project by consultant
The design consultant made a presentation on the basic information of the project and the tender document.
3. Q and A session
In the Q and A session, the following questions were raised:
 - During the introduction, the consultant stressed on the completion of bituminous works in the months of April and May whereas the milestone plan states that the bituminous works shall happen in June.

The resident engineer from the consultant responded that the bituminous works have to be targeted in the months of April and May. The updated milestone plan shall be shared in corrigendum and uploaded on the department's website www.doat.gov.bt

- Postponement of start date of the project
Mr. Shacha Gyeltshen from Rinson Construction Co Pvt Ltd mentioned the difficulty in deploying resources in the winter months so postponement of the project start date was requested. Mr. Tashi Tshering from Penjor Construction Pvt Ltd also stated the same request. The resident engineer responded that the works to be executed during the winter months are material accumulation and river training works and earth work. These works are mechanized and the river training works needs to be executed in the winter months when the river level is low.
- Postponement of submission of the tender document
Mr. Shacha Gyeltshen requested for the postponement of submission of the tender document to which the client responded that the tender is live for 30 days and cannot be postponed further because the project has to be completed within June 2022.
- Material advance for locally collected materials that does not have invoices
Mr. Shacha Gyeltshen mentioned that although contractors collect materials from the locality for the project, there are no invoices for these materials and without the invoices, it was inquired if the client will be able to pay material advance for the materials that are accumulated at site. The consultant team leader responded that the procuring agency will be obligated to follow the procurement norms of Bhutan. Further the client clarified that as long as the materials accumulated at site fulfills quality checks as per the tender document, the materials accumulated at site can be eligible for payment of material advance.
- Project manager with experience in airport work
Mr. Shacha Gyeltshen mentioned that the manpower requirement includes requirement of project manager with experience in airport work which is difficult for contractors employ because the market has limited people with experience in airport work. The team leader responded that the requirement of one personnel with the experience in airport work is mainly because this project is going to be executed in an operational runway so there is the need of one personnel who is well acquainted with airport operations and construction in airport where runways are operational. This requirement is mainly to ensure safety and smooth operation of the airport. The client also mentioned that although Bhutanese market has

limited persons with experience in airport works, the contractor can hire manpower from the regional market. The client also mentioned that the department will fully assist and facilitate with the import of international manpower for the project.

- Submission of letter of commitment for equipment

Mr. Mindu Tshering inquired that if the submission of document for equipment can be fulfilled with commitment letter from the manufacturing company in the region. The client responded that an official letter of commitment from the manufacturing company, along with performa invoice shall suffice the requirement during tender evaluation. Further Mr. Shacha also sought the clarification if the same can be done for hiring of equipment. The client responded that official letter of commitment from the hiring agency shall suffice. However it was stressed that all equipment must be in proper running condition.

- Unconditional line of credit

Mr. Shacha informed that the bid document states the requirement of an unconditional line of credit whereas Banks do not issue unconditional line of credit. The client agreed to issue a corrigendum to remove the requirement of unconditional line of credit.

- Site visit

Mr. Shacha inquired if a group site visit can be arranged. The client responded that the contractors are encouraged to visit the site before submission of the bid. The focal person for site visit shall be the Airport Manager, DoAT, Mr. Jamyang Sherab. (17472838)

4. Comments from consultant

The consultants reminded the contractors to kindly visit the site and explore the availability of materials and bid likewise. The quality shall not be compromised. It was also reminded that all equipment must have back up technicians to ensure timely maintenance of the equipment. It was also mentioned that a Plant engineer is a crucial manpower as progress is impossible in absence of a properly functioning bitumen plant. Contractors were also reminded that the bituminous works must be completed during the favourable weather in April and May so contractors were asked to plan likewise.

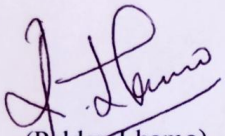
5. Closing note by host

In the closing remarks, the Offtg Chief of ADD informed the meeting attendees that Bhutan is currently undergoing unprecedented times with the pandemic. The RGoB has made a huge investment for the development of Bumthang Domestic Airport considering


the crucial need of the resurfacing and extension work. Therefore we as the implementing agency, contractor and consultant, we must give in our best to ensure the best product of this investment.

Without further remarks, the meeting ended at 12 noon.

Prepared by:



(Pelden Lhamo)
Executive Engineer



(Tashi Gyeltshen)
Offtg, Chief of ADD/ Chairman