



SOPs
for representatives of the firms
to attend the Tender Committee Meeting held on 12.05.2020

Due to precautionary and preventive measures against the spread of COVID-19, visitors are not allowed to enter HEC Premises. A Tender Committee meeting has been scheduled for 12.05.2020 to open the bids. The vendors participated in these Tenders are therefore advised to attend the session through video link (with the help of concerned office of HEC). However, if any firm has difficulty to connect through video link, a representative of the firm may attend the session at HEC Auditorium Hall under following SOPs:

- 1) The firms interested to join Tender Committee session on 12.05.2020 through video link, may contact to the concerned section of HEC to provide accessibility link.
- 2) The Concerned Sections may collect Tender Document from representatives at HEC in Gate up to 11:00 a.m. on 12.05.2020.
- 3) If a representative of the firm intends to attend the session at HEC Auditorium Hall, the firms shall provide the information about representative to the concerned section in written form (via e-mail or letter). Only one person of a firm will be allowed to participate in the meeting.
- 4) The representatives of the vendors will be allowed to enter in HEC at 11:25 a.m. and sit in Auditorium with proper social distancing. In this regard, Services Division will arrange Masks and sanitizers for the participants of the meeting.
- 5) Security Guards will be deputed in Auditorium Hall and on the way to the Auditorium building for guidance and security measures.
- 6) The Concerned Section will mark the attendance of the representatives and get signature on attendance sheet in Auditorium Hall.
- 7) The representative who violate these SOPs, shall not be allowed to attend the session.
- 8) After attending session, the representatives shall leave HEC premises immediately. In this regard, Security Guards will guide them accordingly.

HEC Tender Committee