



**MILLENNIUM CHALLENGE ACCOUNT NEPAL DEVELOPMENT
BOARD (MCA-Nepal)**

Minutes of Site Visit

**Construction of Lab Building for Asphalt Laboratory and a Falling
Weight Deflectometer (FWD) Storage**

MCA-N/RMP/SH/045

**VENUE: QUALITY RESEARCH AND DEVELOPMENT CENTER,
DEPARTMENT OF ROADS, CHAKUPAT, LALITPUR**

09 July 2021

TABLE OF CONTENTS

I. MEETING	2
II. AGENDA	2
III. MEMBERS PRESENT	2
IV. WELCOME REMARKS/ BRIEF AND SITE VISIT	2
V. QUESTION AND ANSWERS	3
VI. END OF SITE VISIT	3
VII. ANNEXES/ATTACHMENTS	4

I. MEETING

All Participants were requested to attend the Pre-bid Site Visit meeting at Quality Research and Development Center, Department of Roads, Chakupat, Lalitpur at 11:00 AM. At the beginning no bidder's representative arrived. It was noticed that not all the bidders will arrive at the same time, and the meeting team decided to provide site information and project related things to whoever have attended.

II. AGENDA

- Meeting at Quality Research and Development Center, Department of Roads, Chakupat, Lalitpur at 11:00 AM.
- MCA-Nepal Introduction and short briefing on the location where the lab building will be constructed.
- Observations/Queries from Prospective Bidders

III. MEMBERS PRESENT

No.	Name	Organization/Firm
1.	Ashish Bhandari	Procurement Specialist, MCA-Nepal
2.	Prabin Jung Thapa	Road Maintenance Specialist, MCA-Nepal
3.	Ram Regmi	Cardno/Procurement Agent
4.	Shankar Khanal	Engineer, QRDC, DoR
5.	Sudeep Shrestha	Engineer, Representative of Prospective bidder (JBNS)

IV. WELCOME REMARKS/ BRIEF AND SITE VISIT

Mr. Ashish Bhandari, Procurement Specialist welcomed the prospective bidder, Mr. Sudeep Shrestha, Engineer from Jay Bishunu Nirman Sewa. Representative from Quality Research and Development Center, Department of Roads, Mr. Shankar Khanal, Engineer was also present. Mr. Bhandari appreciated Mr. Shrestha's presence in the site visit.

The Procurement Specialist (PS) expressed thanks to the prospective bidder's representative. He emphasized the importance of safety and security during the site visit and obtained the signature on the attendance sheet and got the indemnity form signed. The Procurement Specialist (PS) highlighted the objective and importance of the Site Visit and Pre-Bid conference and important key dates in his presentation.

He also informed the participant that the Bidders must submit all questions and queries in writing to the email address MCANepalPA@cardno.com within the dates and time specified in the RFQ document and that no verbal communications shall be entertained by the Procurement Agent nor the MCA- Nepal office.

Mr. Prabin Jung Thapa, Road Maintenance Specialist, has provided the information related to site to the prospective bidder.

Furthermore, it was requested that the prospective bidder join the pre-bid conference, which is scheduled on 12 July 2021, wherein further clarifications regarding the technical specifications and procurement process can be made.

V. QUESTIONS AND ANSWERS

The bidder's representative was invited to request their queries and concerns. The bidder enquired about the items for dismantling, site layout and about the site clearance, which was clarified by the Technical Team.

VI. END OF SITE VISIT


MCA-Nepal Pre-bid Site visit team members waited up to 12:00 Noon to any other prospective bidder who might attend the meeting. However, no further bidder's representative attended the meeting during the allocated time. The site visited ended at 12:00 Noon and the team returned to the MCA-Nepal office.

Annexes:

Annex A: Attendance Register

Annex B: Photographs of the Site

ANNEXES/ATTACHMENTS

Annex A Attendance Register	 Attendance of Site Visit.pdf
Annex B Photographs of Sites	Attached



Attendance Register

Site Visit: Construction of Lab Building for Asphalt Laboratory and a Falling Weight Deflectometer (FWD) Storage
Procurement Ref#(MCA-N/RMP/SH/045)

Date and Time: 11:00 AM on 9 July 2021 at Quality Research and Development Center, Department of Roads, Chakupat,
Lalitpur, Nepal

No	Name of the Person	Organization and Position held	Email Address	Phone Number	Signature
1.	Sudeep Shrestha	JONS/Engineer	sstrestha.sudeep@gmail.com	9860183963	
2.	Shankar Kharel	DOR, BRDC	shankar.kharel@gmail.com	9851248426	
3.	Prabin Thapa	DOR , MCA-Nepal Road Sp.	Prabin.thapa@mcanp.org	9851210556	
4.					
5.	Ashish Bhandari	MCA-Nepal	ashish.bhandari@mcanp.org	9851082272	
6.	Ram Regmi	Cardno/DA	ram.regmi@cardno.com	9851199744	
7.					
8.					
9.					
10.					
11.					

Annex B

Photographs of the Site

