Interior Fit-Out Work for OSA Office at IBA Main Campus

Tender # CW/16/26-27

MINUTES OF PRE-BID MEETING

Subject: Site Visit

Client: IBA-KHI

Dated: Nov 12, 2026

Time: 15 00 Hrs.

Venue: Student Affairs Building**,** IBA Main Campus -Karachi.

Participants:

IBA's Representatives	
Mr. Muhammad Rameez Senior Manager (Projects)	Mr. Hassan Ilyas Assistant Electrical Engineer
Mr. M. Hatif Masood Assist. Engr. Civil	Mr. Kashif Naeem Project Engineer
Mr. Khurram Anis Site Supervisor	

S.No.	**NAME OF FIRMS**
1	Eastern Trading Corporation
2	Khan Traders
3	ACBMS
4	MG Constructions
5	Glaxy Enterprises
6	Al Dost Engineering
7	Al Jalil
8	M/S Al Inaya Enterprises
9	Cambridge Engineering
10	Creative Contractors
11	Airah Engineering
12	Teknix Engineering

Minutes of Meeting

1. The contractor shall strictly adhere to the specified brands and approved material specifications. All rates and prices must be quoted accordingly, clearly identifying the proposed brands.
2. Carpet tile flooring shall be installed over the existing tile floor, subject to proper surface preparation and installation requirements.
3. The existing toilet facilities shall remain unchanged. No modifications to the existing toilet layout or fixtures are envisaged.
4. Reference to Section- G, Item # 2:

i. Table: width of 4'-0", the top shall be finished in washed terrazzo.
ii. Chair/Bench: Block masonry bench with Marble/Wash terrazzo finish.

5. The contractor shall be fully responsible for protecting all existing finishes, fixtures and installations during the execution works like existing floor finishes., air-conditioning diffusers, doors and windows, glass panels and other glazed surfaces etc.
6. Partitions shall be constructed using **HDF boards** as mentioned in BOQ and specifications.
7. A glass door shall be provided, complete with a suitable floor-hinge mechanism (Brand: New Star) and all necessary accessories.
8. The false ceiling item is included with a smooth paint finish, ensuring a neat and uniform appearance.
9. Access panels will be comprised of clip system.
10. The Fluke Test report must be submitted and approved upon completion of the relevant works.
11. All site activities and working hours shall be scheduled after 5:00 PM to avoid disruption to regular office operations.

Minutes Recorded By:

M. Hatif Masood

IBA Representative