Finishing & Fabrication Works for Cafe Rooftop at IBA Main Campus

Tender # CW/18/26-27

MINUTES OF PRE-BID MEETING

Subject: Site Visit
Client: IBA-KHI
Dated: November 26, 2026
Time: 15:00 Hrs.
Venue: IBA Main Campus – Karachi.

Participants:

IBA's Representatives
Muhammad Rameez (MR) Senior Manager (Projects)
Hassan Illyas Assistant Engineer - Electrical
Kashaf Ali Khan Executive Maintenance Engineer
Kashif Naeem Project Engineer - Civil
Khurram Anis Site Supervisor - Civil

S.#.	**Name of Firms**
1.	M.G. Construction
2.	Swift Property Service
3.	Galaxy Enterprise
4.	Cambridge Engineering
5.	New Indus Construction
6.	Jammy Tech
7.	Saad Enterprises
8.	Khan Traders
9.	Honesty Furnishers

Minutes of Meeting
1. No Item of flooring is included in BOQ. 2. The protection of all existing utilities is in the scope of Contractor during execution. 3. The total time to execute the project is 10 days, all the materials shall be approved and procured at site before performing execution. 4. Working hours are from 5:00 PM, execution in late hours will requiring prior intimation or approval. 5. Water, electricity, etc., are the responsibility of the contractor. 6. IT rates shall include the cost of fluke testing report. 7. Payments to the contractor shall be made as per clause mentioned in the bidding documents. 8. The source of IT (data) wiring will be from the existing IT/switch room located at same floor. 9. No underage labor is allowed. 10. Laying of electrical cables or IT wires in ceiling might require removal and refixing of ceiling where necessary.