

**Construction of Recreational Area at IBA Aman Tower Ground Floor**  
**IBA City Campus Karachi**  
**Tender # CW/39/24-25**

**MINUTES OF PRE-BID MEETING**

**Subject:** Site Visit

**Client:** IBA-KHI

**Dated:** May 29, 2025

**Time:** 1200 Hrs.

**Venue:** Board Room First Floor HBL Academic Block, City Campus.

**Participants:**

| IBA's Representatives   |   |
|---|---|
| Muhammad Nasimulhaque Malik (MNM)<br>Senior Manager Contracts   | Muhammad Rameez (MR)<br>Senior Manager Projects |
| Muhammad Hatif Masood Siddiqui (MH)<br>Assistant Engineer Civil | Hassan Ilyas (HI)                               |
| Ali Hassan (AH)<br>Site Engr.                                   |   |

| S.No. | NAME OF FIRMS                          |
|-------|--|
| 1     | Electroline Engineers                  |
| 2     | Fix Corporation                        |
| 3     | Mishkat Engineering                    |
| 4     | Subhan Builders                        |
| 5     | Eastern Trading                        |
| 6     | IIW Industrial Engineers & Contractors |
| 7     | BS Constructors                        |
| 8     | The Expert                             |
| 9     | Mukhtar Enterprises                    |
| 10    | Saify Iron                             |

| DELIBERATIONS   |
|---|
| <ol style="list-style-type: none"><li>1. Fair face solid block shall be used at the backside and fair face hollow block masonry shall be used for cafeterias.</li><li>2. Maintain no damage for existing floor area and other structures, additionally ensure safety measurements of labor and staff at site (i.e. general PPEs, safety helmet etc.).</li><li>3. Safety barrication of site premises shall be the responsibility of a contractor.</li><li>4. Cafeteria slab and passage corridor is of composite structure and all the details already mentioned in drawings.</li><li>5. Installation/Erection should be of approved vendor and the certificate is to be submitted to the projects department prior to the execution.</li><li>6. Scaling of MS girders/columns shall be carried out manually. Sandblasting is not required. Ensure that the material used is of good quality and not excessively rusty. Two coats of red oxide primer shall be applied, and the quoted rate must be</li></ol> |

inclusive of this treatment.

7. If the bid amount is less than 20% of the engineers estimate, rate analysis shall be required to counter the quoted rates to projects department.
8. Contractors may avail 75% of the secured advanced against the material delivered at site, along with the detail clarification of it and required documents as mentioned in contract.
9. Contractor shall claim mobilization advanced, 10 % of bid cost against the bank guarantee as mentioned in bidding documents.
10. Shop Drawings is to be submitted before erection of the elements at site.
11. Sandwich panel roof framing plan will be given at later stage.
12. If the contractor intends to work till late hours or on holiday, they shall inform to IBA's Projects department 1 day prior for security arrangements.
13. Metered electricity connection shall be provided by IBA maintenance department.
14. Water arrangements for site usage shall be a responsibility of a contractor.
15. Payments/IPC's procedure shall be required 1 month at least for processing when submitted to procurement department, after verification of measurements at site by IBA's project representative.
16. If there is a contradiction in architecture and structural drawings, structural drawings are to be followed.
17. Quantities of light fixtures, switches, power socket and data may vary as per site/ end user requirements.
18. AISC standard shall be followed for the Payment/weightage of MS Structure as per BOQ.

Minutes Recorded By:

Ali Hassan

IBA Representative