

Upgradation & Modernization of Teaching Spaces (Class/Seminar Rooms) at IBA Main Campus

Tender # CW/26/25-26

MINUTES OF PRE-BID MEETING

Subject: Site Visit

Client: IBA-KHI

Dated: May 7, 2026

Time: 12 00 Hrs.

Venue: IBA Main Campus -Karachi.

Participants:

IBA's Representatives	
Mr. Shahab Uddin Khan Assistant Registrar – Campus Management	Mr. Kazi Muhammad Mazharuddin Campus Manager (Main Campus)
Mr. Muhammad Rameez Senior Manager (Projects)	Ms. Sameen Principal Architect – M/s Lakeer designs
Mr. Hassan Ilyas Assistant Electrical Engineer	Mr. Tahir Naeem Assistant Manager Operations & Maintenance
Mr. Muhammad Kamran Khan Manager IT (Network)	Mr. Shariq Ahmed Junior Engr. Civil
Mr. Syed Faraz Ahmed Executive – Maintenance Engineer	

S.No.	NAME OF FIRMS
1	American Commercial Building
2	Eastern Trading Corporation
3	New Age Fire
4	Equator Engineering Services
5	Zia Construction Associates
6	Mukhtar Enterprises
7	SAK Contractors
8	NH Constructor
9	MG Construction

Minutes of Meeting

1. The project timeline is strictly limited to 60 days, with no provision for extension of time.
2. All noisy activities shall be carried out after 5:00 PM or after mutual consultation with the designated point of contact from the Projects Department. The class schedule will be shared accordingly for planning such activities.
3. The contractor may carry out renovation activities throughout the night, if required. Accordingly, sufficient labour and supervisory staff shall be deployed to ensure timely completion of the classroom upgradation works within the stipulated project duration.
4. Upgradation works for all three (3) classrooms, and three (3) seminar rooms shall be executed simultaneously at all six locations.
5. Dismantling works include removal of existing steps, boards, wall paneling, false ceilings, fire alarms, smoke detectors, HVAC diffusers, electrical fixtures, air conditioners, and other items as specified in the BoQ.
6. All materials shall be procured and installed strictly in accordance with the approved drawings, specifications, and approved manufacturers list provided.
7. The specified carpet tile series is available in the market; therefore, the contractor shall place the order immediately upon award of the contract.
8. Acoustic panels shall be installed over MDF backing without any visible offsets at columns and beams.
9. Existing classroom stepping in the AMAN CED Building shall be dismantled.
10. Access panels and diffusers in the Aman CED and Tabba Academic Blocks shall be reinstated at the existing locations. In the seminar room of the Adamjee Academic Block, the contractor's scope shall include disconnection of the HVAC system from the existing ceiling lights and reconnection of HVAC diffusers through flexible ducts/pipes.
11. In the Aman CED and Adamjee Academic Blocks, green chalkboards shall slide horizontally (left and right), while green chalkboards shall slide vertically (up and down) in Tabba Academic Block. A minimum provisional gap of one (1) inch shall be maintained between sliding boards.
12. In the seminar room of the Tabba Academic Block, inclined walls shall be dismantled and the door shall be reinstalled in alignment with the wall.
13. Items marked as "Rate Only" shall not be included in the total BoQ amount.
14. Network speakers shall be mounted on the false ceiling.

15. Network cables and HDMI conduits shall be concealed above the false ceiling as specified in the BoQ and connected to the respective building IT rooms.
16. Item No. 11 of Section-H (Data & Voice Communication) shall be considered null and void. No rate shall be quoted for this item, and it shall not be included in the total BoQ amount.
17. Camera points shall be provided on the side opposite to the screen.
18. Child labour is strictly prohibited on IBA premises. All labourers shall remain on-site under proper supervision at all locations.
19. The contractor shall submit Manufacturer Authorization Fulfilment (MAF) letters for UTP procurement from the distributors/suppliers (preferably corning Pakistan) to IBA.
20. The contractor shall be fully responsible for rectifying any damage caused to utility lines during execution of the project.
21. Provision of water, electricity, and other utilities required for execution of the work shall be the contractor's responsibility.
22. As per Karachi University Dispatch No. 840 dated 10/07/2024, contractors are required to pay Rs. 1,000 to Karachi University prior to vehicle entry into KU premises. Furthermore, only the Kaneez Fatima Gate shall be used for material delivery.

Minutes Recorded By:

Shariq Ahmed

IBA Representative