

Design, Supply, Installation, Testing & Commissioning of 108 kWp Adamjee Roof Mounted Grid Tied Utility Interactive Photo Voltaic Solar Power System at IBA Main Campus

MINUTES OF MEETING

Subject: IBA City Campus 108.0kWp Solar System Pre-Bid Meeting

Meeting No. :

01

Client: IBA-KHI

Dated: April 24, 2025

Time: 11 30 Hrs.

Venue: IBA Main Campus-Karachi.

Participants:

IBA's Representatives

- Nasim ul Haque (Senior Manager Projects)
- Hassan Ilyas (Assistant Electrical Engineer)

Institute of Business Administration, Karachi				
Site Visitors' Attendance Sheet				
Thursday, 24 April 2025				
Tender Title: Design, Supply, Installation, Testing & Commissioning of 108 kWp Adamjee Roof Mounted Grid Tied Utility Interactive Photo Voltaic Solar Power System at IBA Main Campus				Tender # CW/31/24-25
S. #	Company Name	Representative Name	Contact Number	Signature
1	Creative Electronics	M. J. Bani	0321-2421531	
2	Reagan Reacem Energy Pvt	Mubashir Asif	0333-2074193	
3	Zaid Enterprises	Junaid Tehseen	0314-2065127	
4	SBS	Hanaza Hussain	0300-5940232	
5	DSG Energy	Ali Asghar	0321-532352	
6	Beyond Green Solar Solutions	Adnan	0300-7887802	
7	SOGO Solar Solution	Ansab Noman	0370-0076463	
8	A.C.T	Kaleem + Umair	0306-0592020	
9	Cosmos Enterprises	Adnan + Usman	0333-1023415	
10	C.T.I	Amir Khan	0341-9874974	
11	Nizam Energy	Zeeshaan Akhter	0300-2024654	
12	Ideal Power Solutions	Usman Bin Jamal	0332-3078358	
13	Telecom Foundation	Muhammad Haseeb	9923352645168	
14	Iceberg Industries	Ahmed Hussain	03153732690	
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Deliberations:

1. Design of Roof Structure

- The Adamjee building roof structure will be elevated.
- Material to be used: MS Iron, as specified in the Bill of Quantities (BOQ).

2. Solar Structure Footing & Testing Requirements

- Contractor to include footing cost in their proposal.
- If chemical anchoring with high-tensile steel threaded rods is used, random pull tests for 5% of the installed anchors are mandatory.
- If alternative methods are used, all related footing testing costs fall under the contractor's scope.
- Any waterproofing damage must be repaired immediately on-site.

3. Reinforcement Safety During Anchoring

- Contractors must adopt methodologies that avoid damage to the existing roof slab reinforcement during chemical anchoring.

4. Mobilization Advance Guarantee

- A bank guarantee is required for mobilization advance.
- Insurance guarantees will **not** be accepted.

5. Mandatory Requirements Compliance

- All mandatory documentation and information must be provided.
- Failure to comply will lead to disqualification of the bid.

6. Copper Link Upgrades

- Financial proposals must include any required upgrades for copper links for Solar AC cable connections.

7. Project Timeline

- The project timeline begins from the date of receiving the LOA (Letter of Award) by the contractor.

8. Payment Terms

- Running bill payments will be processed within 30 working days following verification from the project department.

9. Bid Submission Deadline

- Final date: **April 30th, 2025**
- Time: **9:00 A.M to 3:00 P.M**
- Bids submitted after 3:00 P.M will **not** be accepted.

10. Bid Submission Format

- Bids must be submitted both on **EPAD** and as a **hard copy** at **IBA Main Campus**.

11. Operation & Maintenance

- O&M period will commence upon submission of commissioning documents.

12. Working Hours

- Standard working hours: **8:00 A.M to 5:30 P.M**, Monday to Friday.
- Due to academic activities, contractor teams may work **after 6:00 P.M until morning**.

13. Site Visit Protocol (During Holidays)

- Bidders wishing to visit the site on holidays must **email in advance** to:
 - **nmalik@iba.edu.pk**
 - **hilyas@iba.edu.pk**

Minutes Recorded By:

Hassan Ilyas

IBA Representative