

**Roof Water Treatment at Library Building and Ghani Tayyab Building
at IBA Main Campus**

Tender # CW/12/25-26

MINUTES OF PRE-BID MEETING

Subject: Site Visit

Client: IBA-KHI

Dated: October 10, 2025

Time: 11 00 Hrs

Venue: IBA Main Campus -Karachi.

Participants:

IBA's Representatives
Muhammad Nasimulhaque Malik (MNM) Manager Contracts (Projects)
Muhammad Rameez (MR) Senior Manager (Projects)
Shariq Ahmed (SH) Junior Engr. Civil

S.No.	NAME OF FIRMS
1	M/S FF Enterprises
2	Brick & Wire (Pvt.) Limited
3	Roof Grip (Pvt.) Limited
4	M/S Encon
5	Clarion Tech International (Pvt.) Limited
6	NS Engineering & Services
7	Electroline Engineers
8	New Age Fire
9	Kamear
10	CDS
11	MG Construction

Minutes of Meeting

1. The roofs of both buildings are built-up; therefore, the use of a **Hilti machine** or similar equipment for dismantling is strictly prohibited.
2. Bidders shall include the cost of scaffolding and material shifting in their quoted rates, as both buildings have no stair access.
3. The primer applied over the surface must conform to **ASTM D-41** standard specifications.
4. All waterproofing works shall be carried out by an approved applicator of the specified brand. The contractor is required to submit a certificate of authorization on the manufacturer's/company letterhead at the time of bidding.
5. A retention amount of **five percent (5%)** shall be released after successful completion of at least one rainy season or one year, whichever occurs earlier as mentioned in the contract.
6. The contractor shall perform the following on-site waterproofing tests at their own cost. No separate payment shall be made for these tests:
 - a. Water Ponding Test – 48 hours duration
 - b. Adhesion Test
7. The total length of grooves where the membrane shall be inserted is approximately 1,500 running feet (rft).
8. **Hy-grip, Roofgripe and Bituflex** are approved brand for the membrane.
9. All noisy or vibration-generating activities shall be scheduled after **5:00 pm** to minimize disturbance during working hours.
10. The contractor shall cordon off the scaffolding area to ensure safety of passersby and site personnel.
11. All debris generated from the works shall be disposed of outside **Karachi University (KU)** premises at the contractor's responsibility and cost.
12. Aluminium-based solvent paint shall be applied at the joints of membrane sheets and end corners to prevent water ingress.
13. The provision of water, electricity, and other utilities required for execution of the works shall be the responsibility of the contractor.
14. As per Karachi University Dispatch No. 840 dated 10/07/2024, contractors must deposit Rs. 1,000 with Karachi University before any dumper enters the premises. Material delivery shall only be made through Kaneez Fatima Gate.
15. Payment to the contractor shall be made as per the terms and conditions specified in the bidding documents.

Minutes Recorded By:

Shariq Ahmed

IBA Representative