



WOMEN UNIVERSITY,
SWABI

OFFICE
OF
DIRECTOR
PLANNING & DEVELOPMENT

Date: 05 /03/2024

Minutes of the Meeting

Agenda: Hiring of Consultancy Services

Venue: Committee Room, Women University Swabi (WUS)

Date and Time: 04/03/2024 at 02:00 P.M

A Pre-Bid Meeting was held on 04/03/2024 at 02:00 P.M in the Committee Room, Women University Swabi (Kotha Campus) chaired by Director P&D WUS being convener of the Committee constituted vide No. WUS/REG/2024/206 dated. 28/02/2024. The purpose of the meeting was to discuss hiring of consultancy services for Detailed Design and Detailed Construction Supervision Comprising Notice Inviting Tender (NIT)/Request for Proposal (RFP), bidding documents and Terms of Reference (ToRs) with the interested consultancy firms for the project titled “**Strengthening of Women University Swabi (New Campus)**” (List of Participants is enclosed).

Discussion: -

The meeting was started with recitation of few verses from the Holy Quran, the Convener of the Committee welcomed all the participants especially the consultancy firms for sparing their precious time and apprised about agenda of the meeting. He further stated that the purpose of the meeting was to discuss and finalize any queries from the consultants regarding, NIT/RFP, ToRs and any other rule/regulation/clause pertaining to hiring of consultancy services.

The Deputy Director Works Women University Swabi briefed the participants in detail that the bidding documents for hiring of consultancy services has been prepared as per Pakistan Engineering Council (PEC) standard Bidding Documents with permissible modifications according to the scope of the project. The following agenda points were discussed in detail and decision/recommendations had been made in the meeting:

Agenda Item No. 01: Form-12 Financial Proposal Form

Discussion: -

The consultant raised the observation about the clause-iv & v at page No. 36 that:

- a. The payment may not be linked with the financial progress of the work.
- b. The consultant may be entitled for payment to be made to him due to extension in time of the project.

However, during the discussion the Deputy Director works informed the participants that the above-mentioned procedure had been adopted as PEC guidelines/bidding documents and it would remain intact.

Women University, Swabi, 23430, Khyber Pakhtunkhwa, PAKISTAN

Phone +92-312-2886888, URL: www.wus.edu.pk

Email: adpnd@wus.edu.pk

Decision/Recommendation: -

The Committee recommended/decided that clause-iv & v at page No. 36 of the RFP will remain intact.

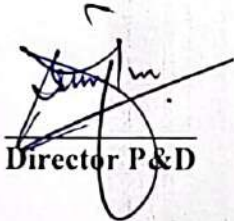
Agenda Item No. 02: Sub-Clause 3.1.10 of Clause 3.1 Detailed Design Stage.

Discussion: -

The consultant also raised the observation that payment for vetting of designs from the Specialized Governmental/Semi-Governmental Organizations/HEC (sub-clause 3.1.10 of clause 3.1 at page No. 39 of ToR) would be borne by the Employer. However, it was clarified by the University that it was the scope of work and the Employer would not be responsible for any extra payment to be made other than the contract cost of the consultancy services.

Decision/Recommendation: -

The Committee recommended/decided that Sub-Clause-3.1.10 of clause 3.1 which will remain intact and the Employer would not be responsible for any extra payment to be made other than the contract cost of the consultancy services.


Director P&D


Registrar/Nominee of the Registrar


Treasurer/Nominee of the Treasurer


Deputy Director Works


Assistant Director P&D