

Sep 2019

To: **M/s** _____

Subj: **MINUTES OF PRE-BID MEETING AND ADDENDUM # 1**
Consultancy Services for Extension of Academic Block (Teaching Labs,
Faculty Sitting, Spaces etc) and Student / Visiting Faculty Hostels at
NUTECH, Islamabad

The Minutes of Pre-bid Meeting held on 19th September 2019 alongwith Addendum # 1 for the subject project are enclosed herewith for your information and necessary action, please.

Encl. as above

Deputy Assistant Director (Contracts)
For Director PMO
(Muhammad Ummad Saddozai)

MINUTES OF PRE-BID MEETING HELD ON 19th September, 2019

Design and Engineering Consultancy Services for Extension of Academic Block (Teaching Labs, Faculty Sitting Spaces etc), and Student / Visiting Faculty Hostels at National University of Technology (NUTECH), Islamabad

A Pre-bid Meeting was held in Project Management Office, National University of Technology, Islamabad at 1100 hours on 19th September, 2019 to discuss the Request For Proposals (RFP) issued to HEC pre-qualified consultants and to clarify the points, if any, raised by them. The following attended the Meeting:

- **National University of Technology**
 - i. Mr. Amjad Saeed Acting Director PMO
 - ii. Dr. Hassan Farooq HoD Civil, NUTECH
 - iii. Mr. Muhammad Irfan Arshad Dy Dir (Monitoring)
 - iv. Mr. Rizwan Ali Asst Dir Maintenance (E/M)
 - v. Mr. Muhammad Ummad Saddozai Dy Asst Dir (Contracts)
 - vi. Ms. Ramsha Akram Dy Asst Dir (Architecture)

- **Bidders**
 - i. Mr. Salman Shahid Chief Engr. (M/s NESPAK)
 - ii. Mr. Nasir Bin Afsar Architect (M/s Naqvi & Siddique Archts.)

2. Acting Director (PMO) welcomed the participants of the Pre-bid meeting and asked the bidders to come forward with their queries. Every point raised in the meeting by Firms was replied and clarified at the spot. It was clarified in meeting that all the queries raised or received in writing will be replied through Minutes of Pre-Bid Meeting.

Sr. #	Points Raised by Bidders	Decisions taken by NUTECH
1.	Provision of detail / types of Lab, their Area and numbers.	Detail of labs is attached at Annex-A .
2.	Provide Area detail for Faculty Department.	<p>Area of One Department</p> <ul style="list-style-type: none"> • 1x Professor – 1(200 – 225) = 200-225 sft • 3x Associate Professor – 3(160 – 180) = 480-540 sft • 6x Assistant Professor – 6(80 – 100) = 480-600 sft • 10x Lecturer – 10(55 – 65) = 550-650 sft • 5x Department Staff – 5(45 – 55) = 225-275 sft • 1x Discussion Room – 1(180 – 200) = 180-200 sft <p>TOTAL AREA for 1x DEPARTMENT = <u>2114 – 2490 sft</u></p>
3.	Hostels for male & Female are combined or separate?	There must be separate wings for both males & females hostels.
4.	What is the Capacity of Hostel Rooms	Consultant should design 3 – 4 students' capacity room for male wing and 2 – 3 for female wing.
5.	Provide Plan of already built foundation showing columns placement of Students Hostel?	Layout of already built foundation showing location of columns is placed at Annex-B . Furthermore, this layout is not for the purpose of detailed design. Consultant must conform/verify the location and layout of foundation before providing detailed design.

6.	With reference to para 3(d), CVs of which personnel are required?	CVs of personnel being utilized for this specific project are to be submitted with technical proposal.
7.	Approval of Design from CDA is either Consultant's responsibility or Employer's?	Consultant will be responsible for design approval from all local authorities/departments. However, client will pay the applicable fees.
8.	Is TA/DA applicable?	TA/DA will not be applicable in this contract.
9.	The total covered area mentioned in the Page # 1 is 159,463 Sft, whereas, the covered areas given in 'Annex-E' is 102,000 Sft, please clarify?	102,000 sft is usable area of building whereas 159,463 sft is total area available.
10.	Please clarify the para 5(d) i.e. "prevailing accommodation scale to be met"?	Para 5(d) be deleted and replaced with the following: "Standard accommodation scale to be met as per local approving authorities / departments".
11.	Who will be responsible for Soil Investigation?	Consultant will be wholly responsible for soil investigation.
12.	Who will carry out the Topographical Survey and Environmental Studies?	Consultant will be responsible for both Topographical Survey and Environmental Studies.
13.	Who will carry out the process of 3 rd party vetting?	Consultant will be responsible for 3 rd party vetting. However client will pay the applicable fees.
14.	Does Building waste treatment in para 4(a) means septic tank only?	No, Building Waste Treatment Plant is required, beside septic tanks.
15.	Please clarify that faculty need separate or combined toilet facility/block?	Separate toilet blocks are required for faculty members.
16.	Do lifts have to be provided in Students Hostel?	No, Lift are not required to be provided in students' hostel.
17.	With reference to para 13(a), please clarify, whether the Consultants have to submit the conceptual plans, Architectural Rendering (3D) for all buildings or any one of all?	Conceptual Plan for all buildings (i.e. Academic Blocks, Students and Visiting Faculty Hostel), whereas, Architectural Rendering 3D for Academic Blocks only are required to be submitted with Technical Proposal.
18.	With reference to para 21, whether remuneration is exclusive of GST or not?	Quoted amount must include all applicable taxes i.e. GST, Income Tax etc.

4. Firms were advised to read the RFP and visit site area prior to submission of their bids.
5. The meeting concluded with a vote of thanks to and from Chair.

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DEPARTMENT WISE DETAIL OF LABS

<u>Sr.</u>	<u>Nomenclature</u>	<u>Ceiling Height</u>	<u>Area</u>
Civil Engg. Labs			
1.	Transportation	- 15'	1250 Sft
2.	Mechanical	- 15'	1250 Sft
3.	Hydraulic	- 15'	2500 Sft
4.	Structural	- 20'	3000 Sft
Mechanical Engg. Labs			
1.	Thermodynamics Lab	-	2000 Sft
2.	Mechanics of Material	-	2000 Sft
3.	Mechanics of Machines	-	1800 Sft
4.	Control & instrumentation lab	-	1500 Sft
5.	Work shop Technical lab (Well ventilated)	- 20'	2750 Sft
6.	Manufacturing lab (Well ventilated, larger gate)	-	3000 Sft
7.	Internal Combustion Engine (Well ventilated)	- 20'	2750 Sft
Electrical Engg. Labs			
1.	Signals & System lab	-	1200 Sft
2.	Embedded System	-	1200 Sft
3.	Design Project lab	-	1000 Sft
4.	Microwave & Antenna lab	-	1200 Sft
Biomedical Engg. Labs			
1.	Biomedical Engg lab	-	1000 Sft
2.	Genomic lab	-	1000 Sft
3.	Regenerative & Immune Engg lab-	-	800 Sft
4.	Disease Diagnostic lab	-	1000 Sft
5.	Neuro Engg lab	-	800 Sft
6.	Artificial Intelligence lab	-	900 Sft

NOTE: All Labs with 20' clear height requirement must be located in Basement.

ADDENDUM NO. 1

DESIGN AND ENGINEERING CONSULTANCY SERVICES

FOR

Extension of Academic Block (Teaching Labs, Faculty Sitting Spaces Etc), and Student / Visiting Faculty Hostels at National University of Technology (NUTECH), Islamabad

Following amendments have been made in the Request for Proposals (RFP) for subject services under this Addendum No. 1, which shall be read and construed as an integral part of RFP and shall take precedence in case of any conflict(s) / ambiguity(s) amongst this Addendum No. 1 and other provisions of the RFP.

1. PARA 9(i) "CONSULTANCY REQUIREMENT"

Text under Para 9 (i)

"HVAC: Detailed design and layout plans for HVAC works should be prepared alongwith bill of quantities and tender documents / drawings."

must be read as

"HVAC, LAS, SPS & Lifts: Detailed design and layout plans for HVAC, Lifts, Surge Protection System (SPS), Lightning Arrestor System (LAS) should be prepared alongwith bill of quantities and tender documents / drawings."

2. ANNEX – D to RFP "USER REQUIREMENTS"

Following points to be added in ANNEX – D to RFP "User Requirements"

- Trench passing through building for electrical cables
- Electrical room in basement of Academic Block extension and hostels
- Surge Protection System
- Lightning Arrestor System

3. **PARA 22(a) “MODE OF PAYMENT”**

Text under para 22(a) be deleted and replaced with following:

Design Stage

S/No	Payment Schedule for Design		Quoted Cost of Consultancy %age of Contract Sum
(1)	On Approval of Conceptual design by Competent authority and formalization of Agreement with consultant.	-	10
(2)	Submission of detailed design, BOQs, tender documents / drawings, taking off sheets and project & material specifications (in soft and hard copy).	-	20
(3)	External services, detailed drawings and Architectural renderings.	-	10
(4)	Incorporation of first design review comments in civil and structural drawings.	-	5
(5)	Provision of construction drawings i.e. civil, structural, architectural, external services, 3D renderings, electrical, mechanical, Plumbing etc.	-	20
(6)	Submission of planning details, tender documents / drawings for HVAC, Lifts, Surge Protection System, Lightening Arrestor System, & any other E/M works (in soft and hard copy).	-	10
(7)	Submission of Construction drawings for HVAC, Lifts, Surge Protection System, Lightening Arrestor System & any other E/M works after their review.	-	15
(8)	Amount to be retained till Completion stage / project closure.	-	10