

**Minutes of Pre Bid Meeting for Responding to Queries Raised by  
the Prospective Consultancy Firms' under PSDP Funded Project titled**

**"Strengthening of the Women University of AJ&K Bagh"**

A Request for Proposal (RFP) was floated through print and electronic media for hiring of Consultants for designing and construction supervision of civil works approved in HEC funded project "Strengthening of the Women University of AJ&K Bagh". In pursuance to the invitation of bid advertised in the NEWS papers regarding RFP, a pre-bid meeting was held on January 10, 2022 at Conference Room of the WUAJ&K Bagh. The meeting was chaired by the Treasurer, WUAJ&K Bagh. Representatives of Prospective consulting firm M/s NESPAK participated in the meeting and raised their queries regarding the clarification of RFP. Similarly two Firms M/S ASSOCIATED CONSULTING ENGINEERS ACE LIMITED & M/S ES Consultant PVT. Ltd. raised their queries to seek clarifications about few clauses of the floated RFP documents. All the questions raised by the consulting firms either in the meeting or through emails have been incorporated below along with response to the queries.

The following members of the Consultant Selection Committee (CSC) were present in the meeting:-

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|----------------------------------|------------------|
| • Dr. Tahira Batool              | Convener         |
| Treasurer, WUAJ&K Bagh           |                  |
| • Mr. Zaheer Hussain Gardazi     | Member           |
| DG @ LG&RDD, GoAJ&K              |                  |
| • Mr. Waseem Ahmed               | Member           |
| Director Works, UPR/WUAJ&K       |                  |
| • Dr. Shoaib Amjad               | Member           |
| Director P&D, WUAJ&K Bagh        |                  |
| • Mr. Muhammad Zaheer            | Member/Secretary |
| Deputy Director P&D, WUAJ&K Bagh |                  |

Following representative of the Firms were present in the meeting:-

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|-------------------------|--------------------------|
| • Mr. Salman,           | Representative of NESPAK |
| • Mr. Jahanzaib Hassan, | Representative of NESPAK |
| • Mr. Zafrullah         | Representative of NESPAK |

2. The meeting commenced with recitation of verses from the Holy Quran. The Chair welcomed all the committee members.

3. Secretary Committee briefed the purpose of the meeting. He briefed that the two Consultants have sent their queries through email for seeking clarifications.

The forum deliberated all the queries submitted by consultancy firms either through email or in person and decisions were made as follows;

**Item No. 01: Quarries raised by M/S NESPAK and Clarifications:**

Sr. No.	Observation	Decision
01	Refer Section 1 (Page 7). Section 3.3 (b) mentioned that Consultant estimate of the total no. of man-months required.	Section 3.3 (b) be considered as omitted, since the number of man-months has been described in the document on Page No. 44
02	Refer Section1 (Page 13). Sub-Section 6.3 mentioned that financial proposal of the Technically three top ranking Consultants shall be opened. If more than 03 Firms get more than 70% points then what procedure will be adopted?	The Financial Proposal of all those firms will be opened who will get 70% or more scores in Technical evaluation.
03	Refer Section 2 (1.6) viii page- 17 Will project Management Office (PMO) and Site Office be established separately?	No. The selected firm would be required to establish an office at Bagh which would mainly be coordinating all its activities (Coordination with Client/Contractor etc.). As soon as the Designs are approved this office would be required to be established immediately with minimum following staff <ul style="list-style-type: none"><li>• Resident Engineer</li><li>• Site Inspector(s)</li><li>• Quantity Surveyor</li><li>• Electrical Inspector</li><li>• Any other Key staff who would be required for Execution (approved in the Tech Proposal)</li></ul>



04	Refer Section 2, 3.2(ii) Page 18  Proposed staff should be permanent? If yes, how it would be ascertained that proposed staff is permanent?	Proposed key staff should be Permanent with the bidding Firm, at least for last 06 months of the bids submission date. Documentary evidences, like Salary slips joining reports/ Contract agreement should be attached.
05	Refer TOR Page 48  Preparation of modified drawings without additional charges if required by the client prepared by the Consultant.  Will Consultant prepare modified drawings without additional charges?	The Sentence is to be considered as omitted.
06	Refer TOR Page 48  Preparation and submission of master plan of project with allied accommodation along with preliminary outlines of utilities plans.  Will Master Plan again be prepared, if already finalized?	The firm is not required to prepare any Master Plan. However, any acceptable suggestions on approved Master Plan may be considered by the client for any improvement / amendment without any cost
07	Refer TOR Page 48  Preparation of Environmental Impact Assessment Report.  Does the consultant have to prepare the EIA report?	Only EMP report will be submitted by the Consultant for each individual Infrastructure, instead of EIA for the whole site.

**Item No. 02: Consultant (ASSOCIATED CONSULTING ENGINEERS ACE LIMITED) queries and Clarifications:**

Sr. No.	Observation	Decision
01	Form F-6 Page No. 46 - Foot Note The Consultant will establish Project Management Office at Bagh Azad Kashmir.  In our view there is no need of any Project Management Office especially when the site office for construction supervision is available. This will add to the cost of consultancy. Please clarify.	As explained above

02	<p>Terms of Reference Article No. 2 Scope of Services: Design Stage (Last Point) Page No. 49</p> <p>Preparation, submission &amp; signing of Contract agreement with the contractor on the prescribed PEG standards format.</p> <p>Signing of Contract Agreement with the Contractor is the responsibility of Employer (Client) and not the Consultant. Please clarify.</p>	<p>Yes, It's the responsibility of the Client. However, documents will be prepared by the Consultant.</p>
03	<p><b>Appendix B Payment Schedule</b></p> <p>List of Deliverables Sr. No. 6 (Page no. 60) Final Bidding Documents (inc Tender Drawings, BOQs etc) (15 copies)</p> <p>Our past experience reveals that 10 nos. copies are sufficient. Please clarify.</p>	<p>As per RFP</p>
04	<p><b>General</b></p> <p>We feel that office space for site office should be provided by the Client through the contractor. This will save the cost of consultancy. However, the consultant will bear running and maintenance expenses including utilities etc. of the site office. Please review and make amendment.</p>	<p>As explained above</p>



**Item No. 03: Consultant (ES Consultant PVT. Ltd.) queries and Clarifications:**

Sr. No.	Observation	Decision
01	<p>RFP Page # 12, Clause 5.2 &amp; 5.3 Technical Proposal, Financial Proposal For Quality &amp; Cost Based Selection</p> <p>5.2, Firms scoring less than seventy (70) percent points shall be rejected and their financial proposal returned un-opened.</p> <p>5.3, The Financial proposals of the three top-ranking qualifying consulting firms on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firm,</p> <p>Query: Please refer to above clauses where as in clause 5.2 consultant who will get score less than 70 percent will not be considered for Financial Evaluation phase. The consultants who will achieve more than 70 percent score in Technical Proposal will be considered for Financial Evaluation. Please Clarify if more than 3 consultants will qualify in the Technical proposal and as per clause 5.3 top 3 will be considered for Financial proposal evaluation. Remaining consultant less than under 3 positions their financial proposals will not be Open. Clarification required</p>	As Explained Above
02	<p>RFP Page # 17 Clause (viii) The consultant will establish project Management Office at Bagh Azad Kashmir.</p> <p>Refer to above clause the consultant will establish office during Resident Supervision phase. Is it mandatory that consultant also establish office during Planning &amp; Design Phase?</p>	As Explained Above
03	<p>RFP Page # 21, Clause 6.1 Time period for this assignment is: Total = 30 Months Design Phase: 04 Months Construction Supervision Phase: 26 Months The planning &amp; design phase have to much scope of work which can't be possible in 04 months</p>	<ul style="list-style-type: none"><li>• Master Plan has already been finalized.</li><li>• Duration of design phase and man-months cannot be extended</li><li>• The Financial Proposal is to be developed keeping</li></ul>

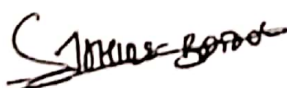


	therefore, it is requested design phase may be extended for 06 months and associated staff man months also may extended accordingly.	inputs of the Firm rather refereeing to the budgeted amount
04	The allocated amount /approximate budget for the assignment not mentioned in the Request for Proposal document. Please share so that consultant can make their financial proposal on good grounds.	
05	Page # 48 Clause Design State Preparation of EIA Report. Does the consultant have to prepared and submit the EIA report or approval and getting NOC from the concerned department also . there responsibility of the consultant.	Only EMP report will be submitted by Consultant instead of EIA.
06	Page # 59, Payment Schedule: The payment schedule not clearly defined that during planning & design phase how much % payment will be paid against each deliverable.	Mode of payment can be mutually agreed at the time of negotiation/signing of Contract agreement (once a firm is selected).

4. The meeting ended with a vote of thanks to and by the chair.

Deputy Director P&D, WUAJ&K Bagh  
Secretary Committee

Confirmed By,

  
The Treasurer, WUAJ&K Bagh  
Convener Committee