ALLAMA IQBAL OPEN UNIVERSITY

(Directorate of Purchase & Stores)

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F. No. MoM/Pre-Bid/DPS/2025-26/ Islamabad, the 3rd November 2025

Subject: **MINUTES OF PRE-BID MEETING – INVITATION FOR BIDS NOTICE NO. 12/2025-26**

As scheduled in the **Invitation for Bids (IFB) Notice**, a Pre-Bid Meeting was held on **31st October 2025** at 1100 Hours at Room No. 104, Academic Complex, Allama Iqbal Open University, Main Campus, Sector H-8, Islamabad in respect of following procurement activity:

Activity Ref. No.	Description
12/2025-26	Operation & Maintenance of Heating Ventilation & Air Conditioning (HVAC) Plant and Supply of Allied Parts/ Accessories

2. The meeting was attended by the officials of AIOU & representatives of Service Provider (s) who chose to attend. The list of participants is attached at **Annex-I**.

Proceedings of Meeting:

3. The Deputy Director, Directorate of Purchase & Stores explained the requirements and terms & conditions which had duly been made public in the Bidding Document. The prospective Service Provider(s), who asked for clarification(s) through **e-PADS** since the publication of Bidding Document till the due date/ time of pre-bid meeting, as well as those who sought clarifications while attending the pre-bid meeting physically, were discussed and addressed by AIOU's Team accordingly. The queries and their replies, are juxtaposed hereunder:

S/No	Query/ Question	Remarks/ Reply
(1)	Referring Section-IV viz Scope of Services/ Requirement of bidding document, Clause-6 requires the Service Provider to deploy sufficient staff on account of Operation & Maintenance of HVAC. In this case, will it be necessary for the Service Provider to pay their staff the minimum Wage as per instructions of the Government of Pakistan.	The University shall pay the successful Service Provider only for the "services, parts & repair work" that are outlined in the bidding document. The salaries of the staff employed by the Service Provider shall be their sole responsibility.
(2)	With reference to **"List of Allied Parts/ Accessories"** mentioned under Section-IV viz Scope of Services/ Requirement of bidding document, it is highlighted that there are various types available in the market. What would be the preference of the University with regards to part's quality?	The University requires genuine/ original parts only; therefore, the prospective Service Providers are advice to offer their bid(s) accordingly.
(3)	On page from 56 to 61 regarding the **Material List**, we can understand that some items that the rate is required per each item. However, in some other places	The items mentioned in Section-IV viz Scope of Services/ Requirement of bidding document under heading **"List of Allied Parts/ Accessories"**, are worked out based on

	there are **more than one items mentioned in the "Items' Description" column.** Please clarify whether the rate should be quoted per each item or for the combined quantity mentioned.	requirement arises from time to time. The prospective Service Providers are requested to quote the rates according to the description of each item, mentioned in the bidding document.
(4)	Referring to bidding document, on Page 61 under the **Services** section, Item No. 10 states **"Repairing of 41TR Semi-Hermetic Compressor."** We would like to clarify this point, as the scope of "repairing" can vary depending on the fault types.	- same as above -

General Discussions

4. In addition to above, the criteria related to **responsiveness** and **eligibility**, duly mentioned in the Bidding Document, were reiterated briefly as follows:

a. **Responsiveness**

(i) Duly Notarized Power of Attorney authorizing the signatory of the Service Provider to submit the bid,

(ii) Submission of **Bid** on prescribed **Bid's Submission Form** through **e-PADS**, as per the format provided in the bidding document, printed on **letterhead of the Service Provider**, and duly signed and stamped by the authorized representative of the Service Provider ***[Bids submitted otherwise, shall not be accepted]***,

(iii) Submission of **Price Schedule** on prescribed **Form** through **e-PADS**, as per the format provided in the bidding document, **printed on letterhead of the Service Provider**, and duly signed and stamped by the authorized representative of the Service Provider ***[Bids submitted otherwise, shall not be accepted]***,

(iv) Submission of required **Bid Security** as per **ITSP Clauses 16 & 17** and corresponding details in Bid Data Sheet,

(v) Conformation/ Compliance with Bid Validity Period,

(vi) Conformation/ Compliance with Payment Schedule specified in the Special Conditions of Contract ***[deviations in payment schedule shall not be accepted]***,

(vii) Registration with Income & Sales Tax Departments and proof of an Active Taxpayer of both kind of taxes,

(viii) Valid registration with Pakistan Engineering Council in relevant **PEC Code i.e. ME01 (in case of expired PEC Certification, the participating firm must provide documentary evidence on account of renewal process)**, and

(ix) Affidavit on judicial paper of at least Pak. Rs. 100/- as per the formats, given in the bidding document, about (a) no blacklisting/debarment of the bidder, (b) no conflict of interest,

and (c) surety to comply with bid validity period despite the market inflation and foreign currency exchange rates risks

b. **Eligibility**. To ascertain the eligibility, the Service Provider must carefully read and understand the requirements given in the **Section-III "Bid Data Sheet"** of the bidding document ensuring the submission of following documents:

(i) Submission of audited financial statements for the last **three (03) years** to demonstrate the current soundness of the Service Provider's financial position. As a minimum, the Service Provider's net worth for the last year calculated as the difference between total assets and total liabilities should be positive.

(ii) Experience of successful completion of at-least **two (02)** contracts rendering similar satisfactory services during last **five (05)** years to Government Departments/ Public Sector Organizations/ Entities/ Banks or Multi-National Companies,

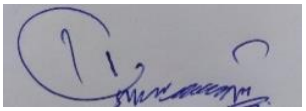
(iii) Documentary evidence establishing that the Service Provider is having services of relevant experienced **technical and support staff** like **HVAC Technicians** etc. A list of relevant technical and support staff must be submitted along-with the bid, and

(iv) Documentary evidence establishing that the Service Provider is **equipped** with relevant tools/ equipment like **Clamp Meter, Gravity Meter, Tester, Digital Multimeter, Screwdriver Set, Plier Set and Blower etc.,** that are required for service & troubleshooting of HVAC System by the technical support staff.

c. The scanned copy of **Bid Security** must be uploaded through **e-PADS** and hardcopy must be submitted physically on the day of opening of bids.

d. The bids prepared in accordance with the above-mentioned responsive and eligibility criteria, must be converted into **"PDF format"** and submitted/ uploaded on the **E-PADS** at the respective Bids' submission Section.

5. The meeting ended with a vote of thanks from both sides.



(Shafqat Ali)
Assistant Director (Purchase)
November 03, 2025

Annex-I

LIST OF PARTICIPANTS

S/No	Names of Representatives	Designation	Organization/ Service provider
1.	Adeel Ayub	Deputy Director, Purchase	AIOU
2.	Shafqat Ali	Assistant Director, Purchase	AIOU
3.	M. Furqan Mushtaq	Assistant Account Officer, Purchase	AIOU
4.	Nauman Ahmad	Assistant Director	AIOU
5.	Hanan Ahmad Solangi	Senior Engineer (Electrical)	AIOU
6.	Irfan	-	M/s FA Power Solutions
7.	Abdullah	-	M/s Ittefaq Enterprises
8.	Syed Bakht	-	M/s Crystal Engineers
9.	Ali Ashraf	-	M/s Greaves AC