UNIVERSITY OF RASUL, MANDI BAHAUDDIN

MINUTES OF MEETING:

CONSULTANT SELECTION COMMITTEE PRE BID MEETING (2ND PHASE),

HELD ON OCTOBER 17, 2025

In pursuance of this office letter No. UOR/RSL/PD/2025/458 Dated: 16-10-2025 subject meeting was held online as per schedule.

Following members attended the meeting.

Name		Designation
Prof. Dr. Faisal Mehmood Mirza (Online)	*Dean, Social Sciences, UOR*	Convener Nominee
Mr. Tahir Mehmood (Online)	*Assistant Chief Consultancy (P&D)*	Member
Mr. Muhammad Jamshaid Akhtar	*Registrar, UoR*	Member
Prof. Dr. Mirza Muhammad Ashfaq (Online)	*Director, P&D, UoR*	Member
Engr. Meraj ul Islam	*Project Director, UoR*	Member / Secretary

At the outset of the meeting, the Secretary of the committee briefed the participants that after shortlisting of consultants RFP was uploaded to eligible bidders and was invited for pre-bid meeting on 16-10-2025, as per schedule. In pre bid meeting G3 Engineering Consultants (Pvt.) Ltd. filed his queries through electronically and while M. Saleem ARE appeared in person on behalf of AZ Engineering Associates and handed over his queries (Copy Attached).

AGENDA ITEM NO. 1: Respond to the Queries of Both Consultants.

1. Bid Security (Data Sheet Clauses 12.4, 12.5, 12.6 & 30.1): The RFP requires submission of a bid security amounting to Rs. 1.244 million, which corresponds to 4% of the consultancy fee (Rs. 31.110 million). However, as per PPRA Rules, bid security from consultants may range between 2% to 5%. In most similar assignments, clients generally require 2% bid security. We therefore request that the bid security requirement be waived off, or if deemed necessary, it may kindly be reduced to 2% in line with standard practice.

Respond: Worthy Vice Chancellor opinioned that 4 % bid security is not a big amount for consultant, which is refundable as per bidding documents. After discussion the committee arrived at the decision that bid security main be maintained 4 %.

2. Performance Security (Clause 12.7 & 12.8): The RFP stipulates submission of a 5% performance security within 07 days of issuance of the Letter of Intent. We request that this requirement may kindly be waived off, as the consultants will be paid only after completion of one month's work and submission of invoices with no advance payment involved.

Respond: After brief discussion the committee was not agreed with the proposal and decided to maintain 5% performance security within 07 days of the issuance of LOI.

3. Retention Money (Section 7 – Terms of Reference, Clause 7(iii)): As per the RFP, 10% of the amount will be deducted as retention money from each invoice. We request

reconsideration of this clause, as such a high deduction in addition to statutory deductions such as 16% Punjab Sales Tax (PRA) and withholding taxes, significantly impacts the consultant's cash flow during project implementation. It is therefore proposed that the retention money be reduced to 5% to maintain financial sustainability and ensure smooth and uninterrupted execution of services.

Respond: During the discussion Assistant Chief Consultancy argued that same practice may be adopted as for civil works, considering the arguments of Assistant Chief Consultancy decide to maintain 10 % amount deduction as retention money.

The quarries raised by representative of AZ Engineering were discussed with his representative during pre-bid meeting, most of the points were resolved during discussion. However, following points needs clarification from committee:

1. Increase of staffing

Respond: Not agreed with proposal.

2. Government of the Punjab standard contract of FIDIC contract.

Respond: Standard Contract agreement for consultancy services of PPRA Punjab will be adopted.

3. Para 7 (ii) of TOR ~ mode of payment, is it possible that Project Director is declared pay master instead of Executive Engineer, Provincial Building Division, M.B.Din

Respond: As per approved PC-I, XEN Building Division M.B. Din will be the paymaster.

4. Para 7 (iii) of TOR ~ mode of payment, 5% security deducted from each IPCs of the consultant may kindly be released on substantial completion of the project(s) and the balance 5% at end of contract liability period.

Respond: As per standard practice 10 % retention money is liable to payment after completion of contract liability period.

Decision:

After exhaustive deliberation it was decided that already uploaded will be remained same.

The meeting ended with the vote of thanks.

PROJECT DIRECTOR
MEMBER/SECRETARY