

## Minutes of Pre-Bid Meeting for the Supply and Installation of IT Equipment (Wi-Fi Blanket Coverage of RWU)

The Pre-Bid meeting for the supply and installation of IT equipment (Wi-Fi blanket coverage of RWU), was held on **Friday, January 19, 2024**, in the Webinar Room, Rawalpindi Women University. The meeting was chaired by the Dr. Shahzad Hussain, Assistant Professor/ Chairperson of Central Purchase Committee. Following officers attended the meeting;

1. Ms. Neelam Shahzadi, Deputy Registrar, RWU
2. Mr. Naveed Ashraf, Additional Treasurer, RWU
3. Ms. Sumaira Sadaf, Deputy Controller, Rawalpindi Women University
4. Dr. Raza Ullah, Asstt. Prof. in Sociology, RWU
5. Mr. Al Murtza Turabi, Additional Director (P&S), RWU
6. Mr. Yasir Mumtaz, Database Administrator, RWU
7. Mr. Muhammad Haseeb, Deputy Director IT, QAU

The meeting started with the name of ALLAH and a recitation of a few verses from the Holy Quran. The chairperson of the meeting welcomed all committee members and the vendors who participated from various IT companies. In the meeting, vendors were asked to raise questions/ queries in case of any ambiguity in the tender documents. Vendors have raised different questions that were answered in the meeting to clarify their technical concepts. Upon the queries of vendors, some decisions have been taken by the Central Purchase Committee and Technical Committee that are mentioned below:

Sr.	Query/ Reservation	Decision
1	<i>A vendor has requested the provision of detailed maps of each building block and the open area along with the dimensions of each room.</i>	As no Architect is available at the University, so all vendors are advised to bring their own Architect for the survey of the University, ITS Department shall provide full support during the survey to each vendor and shall also provide the available maps and diagrams of the University for their Support.
2	<i>One of the vendors has requested to extend the tender opening date (i.e. 31-01-2024).</i>	The same vendor has already conducted a detailed survey of the University for the same tender that has been canceled due to some technical reasons. As the scope of the work is similar, the committee has decided not to extend the tender opening date because there is no change in the scope of work and a detailed survey has already been conducted by the same vendor.
3	<i>The vendors have requested to announce specific days for survey.</i>	The experts of ITS department are available for any kind of support/ Survey till 30 <sup>th</sup> of January, 2024. The vendors may come any working day till the said date for survey or any other help.

Raza Ullah  
23-1-24

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