Minutes of Meeting

Pre-Bid Meeting of RFP as advertised for `Firms` for
1. **Building Certifications Database and Maintenance System (BEM System)**
2. **Web Interface Development for Energy Efficiency Certification System (Application)**

Date and Time: March 18, 2024, 03:00 PM – 04:00 PM
Venue:

- NCAI Conference Hall, Basement new academic block UET Peshawar

Attendees:

- Ehtisham ur Rehman (WQ Softwares)
- Umair Qureshi (Invtoech Enterprise)
- Bilal Jabbar (BIZ Artz Inc.)
- Shakir Ahamd (E.S. Enterprise)
- Hamza Saleem (Solochoicez pvt. Limited)
- Muhammad Amir (Durrani Soft)
- Prof. Dr. Gul Muhammad Khan (Project Director CISNR, UET Peshawar)
- Sohail Sarwar (Manager CMS UET Peshawar)
- Dr. Naveed Ahmad (Team Lead, CISNR, UET Peshawar)
- Ms. Farkhanda Suleman (ADA, UET Peshawar)
- Mansoor Khan (Project Manager, CISNR, UET Peshawar)

Meeting Proceedings:

1. The request for an extension of the delivery time was addressed.
2. A request was made to liberate the development framework.
3. Queries were raised concerning staff development and training, seeking clarification.
4. Further clarification was requested regarding the roles and responsibilities of mechanical, civil, and electrical consultants.
5. Inquiries were made regarding technical support, seeking clarification on available resources and procedures.
6. The need for clarification on data form standardization was brought up for discussion.
7. Can a firm lead the project in JV/consortium or not?

Decisions Taken during the Current Meeting:

1. It was resolved to extend the delivery time of the system from 60 days to 90 days.
2. The decision was made to lift the restriction on the development framework, granting bidders the flexibility to select any development framework for the system.
3. It was agreed that the firm shall be obligated to furnish the source code, software documentation, and user manuals and train the UET team.
4. Following the successful delivery of the system within the extended timeframe, the firm will participate in 20 training programs to train 700 individuals from partner organizations conducted across Pakistan.
5. Post-delivery of the system, the firm will be obliged to provide complimentary technical support for a duration of 12 months.

6. Additionally, post-delivery, the firm will be obligated to provide complimentary cloud support, including data hosting, load balancing, and security services, for a period of 24 months.
7. The executing firm will ensure to transfer the system to the servers of the partner organizations at the end of the free services period, that is 2 years.
8. It was decided that the firm shall engage its own consultants for the services of electrical, mechanical, and civil engineers. CISNR UET Peshawar will bear no responsibility for providing support during the development phase.
9. Any firm fulfilling the requirements of the RFP can lead the project in JV.

Plan of Action:

- The updated RFP document with recommended changes as highlighted will be shared with all the Pre-Bid participating firms as well as revision to online RFP document on university website.
- Extension in date notice to be shared.

Minutes Submitted by:
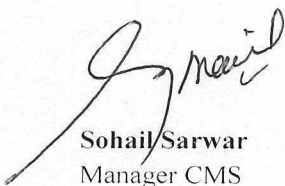Mansoor Khan

Minutes Approved by:

Prof. Dr. Gul Muhammad Khan
Project Director

Witness:

Sohail Sarwar
Manager CMS

Ms. Farkhanda Suleman
ADA Finance