

Minutes of the Pre-Bid Meeting

A pre bid meeting for supply, fabrication and installation of furniture in porta classrooms in front of central library building was held on 25.05.2023. The following points were raised by the agencies.

1. **Warranty Period:** It was explained to the agencies that the warranty period shall be for 10 Yrs. The agency may submit an Undertaking reg. warranty period that the agency shall repair/replace the items against the manufacturing/workmanship defects for 10 Yrs. However, a twelve month defect and liability period is separate from warranty for which 5% of security deposit shall be withheld and the same shall be refunded after expiry of defect & liability period.
2. **Performance Guarantee:** The Agency will submit Performance Guarantee @3% of total work order value in the form of Bank Guarantee and the same shall be refunded after the work completion.
3. **Sample Preparation:** It was resolved that after the pre-qualification of the vendors, Jamia Hamdard will intimate to the pre-qualified vendors for preparing of sample within 10 days from the date of intimation. Jamia will provide specification & pictures of samples. Hence, no time extension is necessary for submitting the bids and the tender will be opened on scheduled date & time i.e. 29.05.2023 at 03:30 PM
4. **Delivery Period:** The revised delivery period is 40 days which shall be reckoned from the 3rd Day of award of work. The agency shall delivered the 80 % of good in 1st delivery within 30 days of award of work and rest 20 % of 2nd delivery within next 10 days
5. **Visitors' Chairs:** Specification of visitors' chairs is mentioned the BOQ attached in the tender documents. The visitor chairs shall be equipped with Polyurethen (PU) foam with density of $55\pm 2\text{kg/m}^3$. It was also resolved that covering material should be either leatherette or fabric or as approved by the Engineer in charge and covering material will not be covered under the warranty.
6. Jamia Hamdard may split the tender and procure each or any items from different agencies as recommended by the constituted committee.

Azhar Ali Khan
Executive Engineer