



P E D O

PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION
GOVERNMENT OF KHYBER PAKHTUNKHWA

PEDO House, Plot No. 38, Sector B-2, Phase 5 Hayatabad, Peshawar



Dated: 24-11-2020

MINUTES OF THE MEETING

Agenda: **HIRING OF THE CONSULTANTS OF SOLARIZATION OF MOSQUES & WORSHIP PLACES IN MERGED AREAS. ADP No. 615/ 195175 (2020-2021).**

List of PEDO Members:

1. Engr. Khurram Shahzad Durrani, Project Director (Solar) (Chairman)
2. Engr. Asfand Yar Khan, Assistant Director (Electrical)
3. Engr. Nouman Dad, Assistant Director (Electrical)

List of Representatives from Consultancy Firms:

1. Rizwan Khattak, DM- Technical, OMS (Pvt) Ltd.
2. Saleem Barg, CEO, Barg Engineering
3. Junaid Khan, CEO, Ultimate Engineering

The Meeting regarding the subject agenda was chaired by the Project Director (Solar) PEDO. The chaired welcome the Participants and present a detail brief of the Project and the Eligibility criteria of consultant. The following points were discussed:

| SR# | FIRM NAME | QUERIES | RESPONSE BY DEPARTMENT |
|-----|---|--|--|
| 1 | OMS Consultant & Barg Engineering Consultants | <p>It is requested to increase the time period of 01 months in TORs for conducting preparatory feasibility site surveys, vetting Design</p> <p>OR</p> <p>To club the time period in in to 03 months each in 2 phases</p> | <p>As per approved time lines the following changes are approved:</p> <p>03 Months:</p> <p>Inception report, vetting of design, Preparation, vetting of Tender documents, preparation of evaluation reports, contract agreements, LOA's, Award of contract.</p> <p>03 Months:</p> <p>survey of sites, Approval of contractor equipment, supervising the equipment testing, pursuing the Timely delivery of contractor goods, preparation of TS if any and any other task assigned by client.</p> <p>15.5 Months</p> <p>Supervision for contractor works, arranging and attending progress review meeting, submitting progress reports, supervision of site testing, commissioning and handing over of complete system to community, recommendation on contractors IPCs and quality assurance measures to client, preparation of PC-IV, conducting visits and facilitation of external audits etc</p> <p>12 Months</p> <p>(conducting periodic visits for DLP, insuring smooth running/ operation of installed systems, co-ordination with stake holders, submitting reports and processing of retentions, any other task assigned by client)</p> |



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| | | |
|----|---|---|
| 2 | Consultant will train the community as mentioned in TOR 4.9 of TOR. However, it is mentioned that training after DLP. Kindly explain? | The clause is amended and should be read as “Consultant will arrange training sessions at local level to train the end users or a local committee for Operation & Maintenance of the Solar Power Plants during and after installation works at site. Also during DLP” |
| 3 | The basic education where required is MS.c is to be replace with BS.c whereas, MS.c should be given additional marks | Agreed |
| 4 | The project Engineers should be reduce to three instead of Four | Agreed |
| 5 | Total number of masjid/ worship places are not mentioned. Kindly mentioned the number. | The total units are 600. District wise allocation will be share along list at later stages. |
| 6 | Clarification regarding “ Vetting Design” word, if client has already prepared the design and float tender then why shall consultant conduct preparatory initial site survey and fi there are some changes in design then shall consultant is allowed to change the design? | Vetting design means the consultant will go through the design in PC-I and will verify the design as per load requirements. |
| 7 | Clarification regarding “submission of Pre- Supply inspection report”? | The consultant will submit reports of contractor equipment supplies from warehouse to sites as per specification. |
| 9 | Request for removal of penalty clause. | Not Agreed |
| 10 | Request for revision of payment terms. | The following changes are incorporated in payment terms on various requests received |

APPENDIX-H

Payment Terms.

A. DESIGN/BIDDING PHASE:

| Sr. No | Activity description | |
|--------|--|-----|
| 1. | 1. On approval of Inception Report 2. Vetting of design/ layout (single line) drawing, 3. Submission of Bidding Documents (if any) 4. Approval of Bidding Documents (if any) 5. Submission of Evaluation Reports of Contractor | 5 % |
| | 6. Approval of Evaluation Report of Contractor 7. Submission of Contract Agreement and work orders 8. Approval of contract Agreements and work orders 9. LOA/Signing of Contract with Contractor | 5 % |



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B. Product Approvals /Survey:

| Sr. No | Activity description | |
|--------|---------------------------------|-----|
| 1. | 1. Contractor Product Approvals | 5 % |
| | 2. Site Surveys | 5 % |

C. SUPERVISION & DLP PHASE:

80 % Payment will be made as per details given below:

- 10 % on completion of 10 % of contractor work.
- 10 % on completion of 20 % of contractor work.
- 10 % on completion of 30 % of contractor work.
- 10 % on completion of 50 % of contractor work.
- 10 % on completion of 60 % of contractor work.
- 10 % on completion of 70 % of contractor work.
- 10 % on completion of 80 % of contractor work.
- 10 % on completion of 100 % of contractor work.

The consultant will submit 10% insurance guarantee/ CDR on receipt of final payment which will be released after successful completion of 01 year DLP and submission of PC-IV.

Note:

1. The scope of services may increase/decrease as per Government instructions. The contract cost will be proportionally adjusted accordingly as per provision of the contract.
2. Each invoice of consultant during the supervision phase shall be accompanied by the following documents:

- Progress Report (site feasibility, Site Pictures, updated physical and financial status)
- Quality assurance certificate of installed equipment
- Handing taking certificates/Affidavit (if any)
- Any other Document deemed by client.
- All documents duly verified by site Engineers and Project Manager/ Team Leader of consultant.



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- In Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment the following time line must be in corporate.

06 Months Procurement Phase.

| | |
|-----------|---|
| 03 months | Inception report, Vetting of design, Preparation of Tender documents, preparation of evaluation reports, contract agreements, LOA's , Award of contract). |
| 03 Months | survey of sites, Approval of contractor equipment, supervising the equipment testing, pursuing the Timely delivery of contractor goods, preparation of TS and any other task assigned by client |

15.5 Months Supervision Phase.

Supervision for contractor works, arranging and attending progress review meeting, submitting progress reports, conducting site testing, commissioning and handing over of complete system to community, recommendation on contractors IPCs and quality assurance measures to client, preparation of PC-IV, conducting visits and facilitation of external audits etc and other task assigned by the client.

12 Months DLP Phase.

conducting monthly visits for DLP, insuring smooth running/ operation of installed systems, co-ordination with stake holders, submitting reports and processing of retentions, any other task assigned by client

The meeting ended with Vote of thanks.