



PRE-BID MEETING MINUTES

Procurement of Maintenance Services for Access Control System Installed at Different Locations of SBP/ SBP BSC at Karachi

ITB No. GSD (Proc. II)/IBSD-ACS Maintenance Services/134883/2024

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **October 15, 2024, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Internal Bank Security Department and representatives of following prospective firms attended the meeting.
 - i. M/s Mass International Pvt. Ltd.
 - ii. M/s Expert Tech Solutions
3. The meeting commenced with a welcome note followed by brief introduction of the participants. At the outset, all participants were briefed about the purpose of the meeting that was to provide an overview of the bidding process, explain the scope, and clarify relevant queries of the participants. Further, it was conveyed that any unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries and relevant responses by the Bank's representatives are given in **Annexure A**.
5. An addendum to the Bidding documents is given in **Annexure B**.
6. Furthermore, the following guidelines may please be noted for submission of bids:
 - a. The firms, who are registered with the PPRA's E-PADS, must submit the complete and comprehensive bids as per the requirements outlined in the Bidding Documents. Non-compliance in this regard shall result in rejection of the Bid.
 - b. The firms may write seeking any clarification or modification of the Bidding Documents no later than seven (07) days before the deadline of submission of bid. The response would be provided as soon as possible.
 - c. The electronic bids prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted through E-PADS on or before **October 28, 2024, at 11:00 AM (PST)**.
 - d. No request for extension in the submission deadline of bids would be entertained.
 - e. All submitted bids will be opened on **October 28, 2024, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Bid Security of Rs. 100,000/- is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the following address and the same must reach before Bid submission deadline i.e. **October 28, 2024, at 11:00 AM (PST)**. In case of non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.

Sr. Joint Director

Procurement Division-II

General Services Department

4th Floor, BSC House, State Bank of Pakistan

I.I. Chundrigar Road, Karachi

Tel: (021) 3311-5420/5963

Email: gsd.proc2@sbp.org.pk



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- g. In case of submission of Bid Security via courier, an email may be sent at gsd.proc2@sbp.org.pk to enable timely coordination and collection of the document before the submission deadline. Bid Security received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.
 - h. The submission of two different bids by the same firm would result in rejection of the both bids.
 - i. For submission of Bid Security (in person) /attending the technical bid opening session, the representative of participating firm shall keep his/her original CNIC and proof of vaccination for entry in the premises of the State Bank of Pakistan (SBP). Furthermore, the following details of the said representative(s) may also be shared in advance for necessary entry arrangements.
 - Name
 - CNIC#
 - Vaccination Status (Yes/No)
 - Mobile#
 - Arrival Date & Time:
7. After a detailed briefing, the participants were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remains related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.



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Annexure A

Sr.	Queries	Responses
1.	There is difference in payment mechanism mentioned in Appendix A and SCC of the Bidding documents. It is requested to kindly consider the payment procedure as per monthly basis instead of quarterly basis. Please confirm.	The payment schedule given in the Special Conditions of Contract (SCC) of the bidding documents (Page 49/63) may be considered. The actual text is reproduced for information: <i>Payments will be made upon submission of invoice after confirmation of satisfactory services by Concerned Designated Client's Official on monthly basis. Furthermore, payments will be made to the service provider against the total number of functional machines/equipment only.</i>
2.	Will SBP bear the cost of staff deployment on Saturday, Sunday and public holidays in emergent requirements?	No, this will be covered in the scope of contract and Bank will not make additional payment against such requirements.
3.	Please explain the minimum qualification for resident engineer, as you have indicated the requirement of two OEM certified Technicians.	Resident Engineer must have bachelor qualification in the discipline of Electronics or Computer Science. Further, the two technicians should be OEM (IDTECK) certified.
4.	Please describe the OEM online training for 10 x IBSD/Bank staff. Either you want from local vender (from the firm) or online through OEM (IDTeck Engineer)? Please confirm.	Entry Level OEM Online training to be conducted by the OEM trainer for the Bank's staff (10 personnel) on biannual basis.
5.	When will Bank allow for on-site survey?	An on-site survey to facilitate bidders to ascertain overall arrangement and condition of the equipment at site scheduled on 17-10-2024 at 11:00 a.m.
6.	After pre-bid survey, in case faulty spare parts/equipment are detected, who will be responsible for their repair/replacement? Will SBP provide infrastructure improvement and/or defect recovery before signing the contract?	The bidder will be responsible to make all the equipment functional at its own cost after signing of the contract. This cost must be included as part of the price schedule given at Page 33/63 of the Bidding document. Additionally, it's the responsibility of the prospective bidder to work out the faulty equipment during the site survey scheduled on October 17, 2024.
7.	Who will bear the replacement cost of parts during currency of the contract?	Replacement cost of parts will be borne by the Bank. However, service provider must obtain prior approval from the Bank before replacing the parts.



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Annexure B

(Addendum to Bidding Documents)

The bidders are required to consider the below updated text which is added to/replaced with the referred section as follows;

Reference	Parameter (h) of the Minimum Eligibility/Qualification Criteria	Means of Verification
ITB Clause 2.7 & 3.2 of the Bid Data Sheet and Section IV: Minimum Eligibility/Qualification Criteria (Page 17&30/63 of the Bidding Documents)	The bidder must provide an undertaking that it has never been blacklisted or debarred by any organization, nor in litigation with any client and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper (As per Form-V of Section III – duly filled in and signed).
Reference	Existing Text	Updated Text
Payment Mechanism given in Appendix A of the Contract (Page 54/63 of the Bidding Documents)	The vendor will be paid on quarterly basis against duly approved invoices by the security Officer / Fire & Safety officer or any other authorized officer of the IBSD department. Payment will be made against functional machines only and non-rendered services will be deducted accordingly from payment.	Payments will be made upon submission of invoice/s, after confirmation of satisfactory services by Concerned Designated Client's Official/s on monthly basis. Furthermore, payments of routine services will be made to the service provider against the total number of functional machines only.

The rest of the Bidding Documents' terms & conditions/templates shall remain unchanged.