



PRE-BID MEETING MINUTES

Procurement of Cash in Transit (CIT) Services for Transportation of Claim/Defective/Prize Winning/ Forged Prize Bonds and Claim/Defective Banknotes
ITB No. GSD (Proc.) / CMD-CIT Services /49971 /2023

1. A Pre-Bid meeting for the captioned procurement was held on **September 25, 2023, at 11:00 am** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC) and representatives of M/s Wackenhut Pakistan attended the meeting.
3. The meeting commenced with a welcome note. At the outset, all participants were briefed about the purpose of the meeting, which was to provide an overview of the bidding process, explain the scope and description of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries submitted by the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries of the pre-qualified bidders and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for submission of Bidding Documents:
 - a. The bidders must submit the complete and comprehensive Bid per the requirements outlined in the Bidding Documents. Non-compliance shall result in rejection of the Bid.
 - b. All applicable price Schedules, separately for each year, should be filled in terms of all required parameters.
 - c. It shall be the responsibility of the service provider to uphold all applicable health, safety and environmental standards.
 - d. The bidders may seek related clarification or modification of the Bidding Documents no later than seven (07) days before the deadline for submission of bids.
 - e. The bids prepared as per the instructions contained in the Bidding Documents, Pre-Bid Meeting, and subsequent clarifications thereof must be submitted on or before **October 06, 2023, at 11:00 am** at the following address;

Senior Joint Director

Procurement Division-II

General Services Department

4th Floor, BSC House, State Bank of Pakistan

I.I. Chundrigar Road, Karachi

Telephone No: (021) 3311-5420 / 3311-5477

Email: gsd.proc2@sbp.org.pk

- f. Bids will be opened on **October 06, 2023, at 11:30 am** at the Learning Resource Centre/Heritage Meeting Room at State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
- g. In case of submission of Bidding Documents via courier, an email may be sent at gsd.proc2@sbp.org.pk to enable timely coordination and collection of the documents before the submission deadline. Responses received after the prescribed deadline via courier or otherwise shall not be entertained and returned unopened.

h. For submission of Bidding Documents/attending the Bid opening session, the representative of participating firm shall keep his/her original CNIC for entry into the premises of the State Bank of Pakistan (SBP). Furthermore, the said representative(s) details may also be shared in advance for necessary entry arrangements.

- Name & CNIC#
- Mobile#
- Arrival Date & Time

6. After a detailed briefing, the participating bidder was requested to confirm whether all of its queries had been adequately addressed and that no ambiguity remains related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

ANNEXURE A

Sr.	Queries	Responses
1.	What will be the duration of the contract?	Duration of the contract is three years and bidders have to submit separate price schedules for all three years as per the format available in Bidding Documents. Evaluation will be done collectively on the basis of rates quoted for all three years.
2.	What will be the amount of Bid security?	Bid Security of Rs. 236,000 must accompany the bid (technical proposal) in favor of SBP BSC (FTN# 9022604-6). Bid security can be submitted in the form of Pay Order / Bank Draft/ Call Deposit/Bank Guarantee drawn in favor of SBP BSC along with Technical Bid/Proposal in sealed envelope. Bid/s found deficient or without bid security will be rejected.