



PRE-BID MEETING MINUTES

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

IFB No. GSD (Proc. II)/IBSD-ACS Maintenance Services / 65689 /2023

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **December 20, 2023, 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 prospective firms attended the meeting.
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. Furthermore, the following guidelines may please be noted for submission of Bidding Documents:
 - a. The firms must submit the complete and comprehensive response 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 firms must retain with them soft copy of technical proposal to be shared with us, if required during evaluation stage.
 - d. The response prepared as per the instructions contained in the Bidding Documents, Pre-bid Meeting Minutes, and subsequent clarifications thereof must be submitted on or before **January 02, 2024, at 11:00 AM (PST)** at the following address;

Sr. Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5477
Email: gsd.proc2@sbp.org.pk
 - e. No request for extension in the submission deadline of bids would be entertained.
 - f. All submitted bids will be opened on **January 02, 2024, 2023, at 11:30 AM (PST)** at Learning Resource Centre, 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.



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- h. The submission of two different bids by the same firm would result in rejection of the both bids.
 - i. For submission of Bidding Documents/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:
6. 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.	Bid Security will require to be submitted with technical proposal?	As given in BDS Clause 14.1, Bid Security of Rs. 100,000/- 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.
2.	Does the scope of services also covers spare parts?	10% of the stated items are to be maintained at SBP BSC site and are covered in the scope of services. This is one-time inventory for the entire contractual period. However, if these spares are consumed during the contract period or otherwise, the same will be property of SBP BSC. Further, additional spares if required will be purchased by the Bank subject to prior approval, and cost will be borne by the Bank.
3.	Does the Service Provider has to maintain 10% of the inventory on annual basis or this 10% is required for whole contract period?	10 % inventory is required to be maintained for the whole contract period.
4.	Along with door alignment, will the maintenance of door closer machine will also be responsibility of Service Provider?	Door alignment will be part of the scope. However, in case of any fault/issue in door closer machine, service provider will just have to inform SBPBSC. Removal of defect/repair of the faulty part will be responsibility of the Bank and not covered in scope of this procurement. If the defect is due to closer, then payment will be made as per contract.
5.	During course of contract, any software upgrades in control panels/devices are included in scope?	Yes, all the upgrades during the course of contract will be responsibility of Service Provider.
6.	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 is scheduled on 27-12-2023 at 11:00 a.m. Interest bidders are requested to visit the site as per schedule. Bidders are required to share details of visiting personnel via return email to facilitate entry into Bank's premises.
7.	In case, any parts become obsolete or discontinued by the IDTech, what would be the recommended mechanism to manage this issue?	Letter of OEM would be required for obsolete/discontinued parts, and alternate recommendations of OEM would be mutually agreed.
8.	Regarding Minimum Eligibility/Qualification Criteria (c), will the bidders be required to submit the documentary evidence for qualification and experience of their resources along with CVs?	Documentary proof of qualifications and relevant experience is required. CV format given at Annexure-B may be used for the purpose.



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Annexure B

DETAILED CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERT

1. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

2. **Name of Staff** [*Insert full name*]: _____

3. **CNIC No** (if Pakistani): _____ **or Passport No:** _____

4. **Education:**

<i>Degree/Certification, (if any)</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

5. **Employment Record** [*Starting with present position, list in reverse order every employment held in the relevant areas*]

<i>Employer</i>	<i>Position</i>	<i>Role Description</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

6. **Relevant Experience:**

<i>Assignment Title</i>	<i>Client Name</i>	<i>Brief Scope of Assignment</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>



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7. Undertaking:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____