



## PRE-BID MEETING MINUTES

### **Procurement of Security & Search Services for SBP BSC, Head Office, Karachi (Package 1)**

ITB No. GSD (Proc. II)/Security & Search Services/7708/2023

1. A Pre-Bid meeting for the captioned procurement was held on **February 17, 2023 at 10:15 AM (PKT)** via Zoom Cloud Meeting Application.
2. The representatives of the General Services Department (GSD-SBP BSC), Internal Bank Security Department (IBSD) and prospective bidders (service providers) participated in 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 specific services data/scope of services, and clarify relevant queries of the participants. Further, it was conveyed that the queries of the participants would be sequentially discussed and unanswered questions (if any) would be addressed in the meeting minutes.
4. All queries/comments of the participants and relevant responses by the Bank's representatives are given in **Annexure A**.
5. Furthermore, the following guidelines may please be noted for the submission of Bids;
  - a. The bidders must submit the complete and comprehensive Bid per the requirements outlined in the Bidding Documents. Non-compliance shall result in the rejection of the Bid.
  - b. All components of costs must be incorporated in the Price Schedule considering the scope of services.
  - c. The Bidder/Service Provider must comply with all Labor and other applicable laws, including but not limited to the following:
    - i. Payment of at-least minimum wages/salaries/ remuneration as notified by the respective Government/Authorities/Departments etc.,
    - ii. Ensure EOBI and Social Security registration of its resources and regular payment of contributions,
    - iii. Payment Gratuity,
    - iv. Group Life and Medical Insurance,
    - v. Casual, medical and maternity, or any other leaves as per applicable laws,
    - vi. Any other requirement as applicable under the relevant law
  - 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 (if any) thereof must be submitted on or before **March 01, 2023, at 11:00 AM (PKT)** at the given address;

#### **Joint Director**

Procurement Division-II  
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I.I. Chundrigar Road, Karachi  
Tel: (021) 3311-5420/5477/5478/5963  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- f. All Bids will be opened on **March 01, 2023, at 11:30 AM (PKT)** at the Heritage Meeting Room, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

- g. In case of submission of Bid via courier, an email may be sent to [gsd.proc2@sbp.org.pk](mailto: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 the Bid or attending the Bid opening session, the bidder's representative shall keep his/her original CNIC for entry into the premises of the State Bank of Pakistan (SBP). Furthermore, the given details of the representative(s) may also be shared in advance for necessary entry arrangements.

|                                       |  |
|---------------------------------------|--|
| <b>Name</b>                           |  |
| <b>CNIC#</b>                          |  |
| <b>Organization &amp; Designation</b> |  |
| <b>Cell No:</b>                       |  |
| <b>Date &amp; Time:</b>               |  |
| <b>Purpose of Visit:</b>              |  |
| <b>Vehicle Registration No:</b>       |  |

- 6. After a detailed briefing, the participants were requested to confirm whether all of their queries had been adequately addressed and that no ambiguity remained related to Bidding Documents. Upon acknowledgment, the meeting concluded with a vote of thanks.

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**ANNEXURE A**

| #  | Queries/Comments   | Responses   |
|----|--|---|
| 1. | What would be the amount of Bid Security?  | A Bid Security of <b>Rs. 350,000/- (Rupees Three Hundred Fifty Thousand Only)</b> in favor of SBP BSC (FTN#9022604-6) shall be enclosed along with the Technical Proposal in the shape of Pay Order/ Demand Draft /Call Deposit/Bank Guarantee.   |
| 2. | Since the Invitation to Bid (ITB) published in the print media dated mentioned four procurement in the form of packages, can we submit bids for more than one package? | <b>Yes</b> , interested bidders are welcome to participate in multiple procurement packages. However, a separate bid must be submitted against each package as evaluation would be carried out independently/ separately.   |
| 3. | What is the number of service points?  | The number of service points has been specified against each service category in <i>Specific Requirements from Service Provider Section VI (Part 1) – Specific Services Data/ Scope of Services</i> of the Bidding Documents.   |
| 4. | Should the medical insurance also cover the family (spouse & children or parents)?   | <p><b>Yes</b>, the Group Medical Insurance must be comprehensive and cover at least three members of the resource family besides the resource him/herself.</p> <p>Further, insurance coverage must be obtained from a reputable insurance company to ensure hassle-free claim processing and related facilitation.</p> <p>The Bank (SBP BSC) may ask the Service Provider to submit the insurance-related documents at the contract execution stage; however, related costs must be forecasted and included in the Financial Proposal.</p>  |
| 5. | In case of an increase in the minimum wage, would SBP BSC also pay the differential gratuity amount?   | <p>As per the price schedule, the bidder must foresee and quote all applicable costs, as no claim of additional payments shall be entertained.</p> <p>However, Clause 5.2 of GCC provides for adjustments in the contract price only in case of any change in the applicable law after the execution of the Contract. It is clarified that price adjustments shall only apply to the extent of minimum wage. Any other resource that doesn't fall under the abovementioned category will not be entertained.</p> <p>Moreover, the service provider shall <b>not</b> be reimbursed any additional amount regarding the service charges/ fee, insurance premium, or supervisory/ administrative costs such as uniforms, service &amp; medical cards, trainings, appreciation rewards, meal/ travel allowances, weapons, ammunition, security equipment etc. All these costs must be carefully forecasted and made part of the Financial Proposal.</p> <p>Similarly, concerning gratuity, the end of service or retirement benefits, it is to be noted that the same</p> |

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|    |   | <p>cannot be addressed by the Bank as services are being procured; however, the individuals/resources will be employed by the service provider.</p> <p>Therefore, the service provider has to ensure the statutory payments under the applicable laws, even in case of changes in the wage rate.</p> <p>Notably, a reference may also be made to Clause 3.7 of GCC (Independent Service Provider Status) and Clause 3.8 of GCC (Compliance with all the Regulatory Requirements).</p>  |
| 6. | <p>Since the overtime pay rate is double that of the standard service rate, is there any possibility of revising the formula for the additional services?</p> | <p>Considering the service-based model, the Bank shall only reimburse the additional services per the formula given in the Bidding Documents. However, the service provider must ensure compliance with applicable labor laws.</p>   |
| 7. | <p>How much would Withholding and Sales Tax be deducted at payment?</p>   | <p>The Client shall deduct the withholding tax considering the status of the service provider (company, AOP/ partnership) and 20% of the applicable sales tax of the respective jurisdiction for active sales tax filers.</p>  |
| 8. | <p>Is there any requirement for a uniform?</p>  | <p><b>Yes</b>, the service provider must ensure that all of its resources are in proper uniform. The preferred combination is as follows;</p> <ul style="list-style-type: none"> <li>• <u>For Male Security Points:</u> Paint and shirt (blue and made of Cotton or any other mutually agreed) with DMS boot tucked in.</li> <li>• <u>For Female Security Points:</u> Safari shirt with Trousers (color combination will be intimated later) tucked in DMS boots.</li> <li>• <u>For female Search Points:</u> Shalwar Qameez (Blue color or any other mutually agreed)</li> </ul>  |
| 9. | <p>How will the Client ensure that existing or future contractual requirements are being/will be met by the service provider?</p>                             | <p>At the end of the Contract, the Bank will sign a Contract Closure Certificate with the existing/new service provider to ensure all contractual obligations have been satisfactorily met and no claim of whatsoever nature is outstanding at either party's end.</p> <p>Further, the Bank may obtain documentary evidence from the service provider to authenticate and ensure that all contractual requirements, such as transfer of salaries to resources before the 5<sup>th</sup> of every month, payment of gratuity, provision of health/life insurance, etc., are being fully complied by the service provider. In case of any violation, the Bank reserves the right to take punitive measures against the service provider.</p> |

**ANNEXURE A**

| #   | Queries/Comments   | Responses  |
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| 10. | What is the tentative date of contract execution?  | <p>The tentative date for the completion of procurement, followed by contract signing and execution, is <b>July 01, 2023</b>.</p> <p>The initial duration of the Contract shall be one year, further extendable to two more years on a yearly basis and on the same rates, terms and conditions (subject to Clause 5.2 or any other Clause of this Contract) for a period suitable to SBP BSC to call new tenders and award of a new contract.</p> |
| 11. | Although there will be separate financial bids for each package but in case of technical Bid ( which remains the same for all packages ) , will it suffice to have only one Technical Bid for all the packages or it will be prepared separately for each package? | The bidder is required to submit at least one Bid (containing one Technical Proposal and one Financial Proposal) for each package separately.  |
| 12. | Will the Client provide sufficient space for security equipment/ weapon/ ammunition placement/ storage?  | The service provider would provide a dedicated space inside the Client's premises to store mentioned items.  |
| 13. | Will the Client obtain a breakup of the financial proposals?   | <b>Yes</b> , Since participating Bidders are required to ensure compliance with relevant laws, the Client may ask any or all of the Bidders whose Financial Proposal will be opened for a detailed breakup to ascertain the economic viability.  |
| 14. | What are the preferred shift timings for 24x7 services?  | The preferred shift timings shall be conveyed to the successful bidder.  |
| 15. | What should be the maximum age limit of an armed security guard?   | All male guards must be ex-armed forces personnel i.e. from Army, Navy or Air Force. The maximum age limit should be as per the approved limit by PBA under <a href="#">Guidelines for Enlistment of Security Agencies</a> .   |
| 16. | Will the search point only have female resources and what the minimum requirement in this regard?  | <b>Yes</b> , female resource shall be deployed at all search points. Further, all such resources must be able to operate hand-held metal detectors, and baggage-scanning machines, conduct physical searches of visitors' bags, etc.   |
| 17. | What is the minimum requirement for Female Security Guards?  | Female security guards should be trained enough to perform the guard services, including proficiency in self-defense and weapon handling. Expertise in Taekwondo and other martial arts would be preferred.  |
| 18. | The bank guarantee submission time should be given at least 20 days.   | The successful service provider will be given reasonable time to fulfill the contractual formalities, including submission of the Performance Securities (Bank Guarantees).  |

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| #   | Queries/Comments  | Responses  |
|-----|---|--|
| 19. | Is it necessary to provide backup services in case of interruption? | <b>Yes</b> , In case of a gap/discontinuation of service for more than one (1) hour or poor/unsatisfactory service at any service point, the service provider would provide replacement/backup service within two (2) hours or as mutually agreed between the parties to ensure uninterrupted services.                            |
| 20. | Will the Client assess the deputed resources?                       | The Security Department of the Bank shall review the deployment plan of the service provider and accordingly guide/advise regarding the execution of the services. The Client reserves the right to suggest changes in the proposed plan considering the circumstances and evolving requirements.                                  |
| 21. | Can we change the format of the Price Schedule?                     | The bidders are required to follow the template of the Price Schedule given in the Bidding Documents.  |
| 22. | Is there any requirement for a supervisor?                          | <b>Yes</b> , the service provider must depute supervisor(s) as mentioned in the <i>Specific Requirements from Service Provider Section VI (Part 1) – Specific Services Data/ Scope of Services</i> of the Bidding Documents. Among other things, the cost of the supervisory services must also be included in the price schedule. |

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