



PRE-BID MEETING MINUTES

Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation **IFB No. GSD (Proc.) / CMD-Transportation & Allied Services / 49972 /2023**

1. A Pre-Bid meeting for the captioned procurement was held on **September 22, 2023, at 11:00 am** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC), Currency Management Department (CMD-SBP BSC) and representatives of the following firms attended the meeting.
 - a. M/s Muhammad Shahid Elahi (Currency Contractor)
 - b. M/s ILS International Shipping & Logistics Ltd.
 - c. M/s Shafi & Co.
 - d. Al-Mubin Transporters
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. Bidders are required to submit separate sealed bid (both technical & financial) for each office. Any bid having technical or financial proposals for multiple offices will be rejected. Evaluation will be done, separately for each office, collectively on the basis of rates quoted for all three years.
 - c. The service provider shall be responsible for ensuring compliance with prevailing labor laws, including payment of minimum wages, health insurance, etc., as declared by the provincial or Federal Governments.
 - d. It shall be the responsibility of the service provider to uphold all applicable health, safety and environmental standards.
 - e. 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.
 - f. 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 05, 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

- g. Bids will be opened on **October 05, 2023, at 11:30 am** at the Learning Resource Centre/Heritage Meeting Room at State Bank of Pakistan, I.I. Chundrigar Road, Karachi.
 - h. 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.
 - i. 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 for a given office.
2.	Is there any provision of Fuel adjustment in the Bidding Document?	To avoid the operational issues arising due to change in fuel prices, separate price schedules for each year have been added in the bidding documents. No provision of any fuel adjustment at later stage is available in the Bidding Document/contract therefore bidders are required to quote the rates considering all the associated costs of services including inflation factor for all three years.
3.	Keeping in view the cost factor, can the 20 ft containers/trucks be replaced with Flatbed trucks in the price schedule?	The provision of trucks/containers as per defined weights have been added in the document considering the business requirements. Bidders have to submit their bid as per the specifications given in the bidding documents.
4.	<p>For the loading/ unloading of currency boxes, the Bank is requested to define the upper limit for boxes to be handled by an individual worker/laborer.</p> <p>Practically, three persons are required to initiate the loading/unloading of the process. Moreover, ideally, one person can handle up to 30 boxes.</p>	In the price schedule, the per-day rates of labor have been sought. Further, the respective service provider shall be timely intimated by the concerned Field Office about the reasonable strength of laborers/workers required for carrying out a particular task considering its scope.
5.	What would be the payment mechanism under the contract? and what would be the payment processing time by SBP BSC?	The payment and invoice processing shall be done on monthly basis. As per the provision available in the contract, payment will be made by the Client within thirty (30) days after the receipt of the services/ deliverable(s) and the cover invoice for the related lump-sum payment.
6.	Overnight stay of trucks is also commonplace for late arriving remittances and cost rent to contractors thus a rate should be defined for the same.	<p>During routine practice, remittances normally reach their destinations at night and are unloaded the next day; therefore, having rates for such overnight payments is not feasible. However, if trucks provided by the service provider need to be parked idly at the dispatching SBP BSC Office for 08 hours or more, the service provider shall be entitled to Rs. 1,000 for every hour beyond the initial 08 hours.</p> <p>Furthermore, if the Truck and container remain parked at the railway station for 6 hours or more, demurrage charges per hour shall be paid as per quoted rates for the respective office by the successful bidder.</p>
7.	What would be the regular timings and days of business where routine	Regular business timings are from 8:30AM to 6:00 PM. However, routine business days will be

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	services rate will be applicable? Will Saturdays and Sundays will be considered normal working days.	communicated by the concerned office at contract execution stage keeping in view the requirements of given office.