

**Procurement of General Support Services for SBP BSC, Head Office, Karachi.**

**ITB No. GSD (Proc. II)/GSS-HOK/328284/2025**

1. A Pre-Bid meeting for the captioned procurement was held on **October 27, 2025, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC) and representatives of M/s Catcos Pvt Ltd 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 participants 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, 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 **November 07, 2025, 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 **November 07, 2025, at 11:30 AM (PST)** through E-PADS.
  - f. Scanned copy of Bid Security of **Rs. 700,000/-** 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. **November 07, 2025, at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.

**Joint Director**

Procurement Division-II  
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Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

- g. In case of submission of Bid Security via courier, an email may be sent at [gsd.proc2@sbp.org.pk](mailto: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 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#
    - 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

| #  | Queries/Comments                                                                                                                                                                  | Responses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|------------------------|----------------|-----------------------------------|--|--|---|---------|------------|----|-----|-----|----|--|
| 1. | What would be the amount of Bid Security?                                                                                                                                         | Scanned copy of Bid Security of <b>Rs. 700,000/-</b> in favor of SBP BSC (FTN#9022604-6) is to be submitted through E-PADS along with technical proposal and Bid Security in Original is to be dispatched to the address given in ITB and the same must reach before Bid submission deadline i.e. <b>November 07, 2025, at 11:00 AM (PST)</b> . Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 2. | What is the number of service points?                                                                                                                                             | Since we require services, therefore number of service points have not been mentioned. However, total number of service locations have been provided in <b>“Proposed Methodology/ Program Of Performing The Services”</b> in <b>“Schedule-E to Bid”</b> in the bidding documents. Continuous and uninterrupted services will be required on each location simultaneously.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 3. | Would working tariff code (9829.0000) for labor and manpower supply Services, as specified in the Sindh Sales Tax on Services Act, 2011, would apply for the subject procurement? | <p><b>Yes.</b> Fifteen Percent (15%) Sindh Sales Tax (SST), as specified in the mentioned tariff code, will be applicable.</p> <p>However, for evaluation purposes, the bidders are required to apply 15% SST on the gross amount and follow the price schedule given in the bidding documents.</p> <table><tr><th>#</th><th>Description of Services</th><th>Total Monthly Charges*</th><th>Applicable SST</th><th>Annual Charges (Inclusive of SST)</th></tr><tr><td></td><td></td><td>A</td><td>B=A×15%</td><td>C=12*(A+B)</td></tr><tr><td>1.</td><td>ABC</td><td>100</td><td>15</td><td></td></tr></table> <p><i>*Monthly charges must include Service Fee and all other reimbursable/ non-reimbursable expenses.</i></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>The payment shall be made by applying 15% SST against the service fee only in compliance with the existing instructions of the SRB/ Court Order(s), i.e. 6% WHT and 15% SST.</li><li>The payment shall be made on monthly-basis as per actual utilization of services during given period.</li></ul> | #              | Description of Services           | Total Monthly Charges* | Applicable SST | Annual Charges (Inclusive of SST) |  |  | A | B=A×15% | C=12*(A+B) | 1. | ABC | 100 | 15 |  |
| #  | Description of Services                                                                                                                                                           | Total Monthly Charges*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Applicable SST | Annual Charges (Inclusive of SST) |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
|    |                                                                                                                                                                                   | A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | B=A×15%        | C=12*(A+B)                        |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 1. | ABC                                                                                                                                                                               | 100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15             |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 4. | Is there any requirement for a uniform? Can you please specify the exact pairs of uniforms/shoes?                                                                                 | <p><b>Yes,</b> the service provider must ensure that all of its resources are in proper uniform during the execution of services.</p> <p>Further, given the administrative nature of the question, the bidders/service providers may utilize their independent professional expertise in identifying the need according to the scope of services and relevant costs for three (03) years of the Contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 5. | How will SBP BSC ensure that the compliance of all applicable laws is being done by the service provider?                                                                         | Compliance will be ensured as per the provisions available in the contract. In case of any violation, the Bank reserves the right to take punitive measures against the service provider.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |
| 6. | Will Bidder be required to submit deputation plan for execution of services?                                                                                                      | Service provider is required to ensure uninterrupted quality services at all the service locations defined in the Bidding documents against each category and have to submit <b>“Proposed Methodology/ Program Of Performing The Services”</b> in <b>Schedule-E to Bid</b> given in bidding documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                                   |                        |                |                                   |  |  |   |         |            |    |     |     |    |  |

| #  | Queries/Comments                                                                                                                                                           | Responses                                                                                                                                                                                                                                                                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Does Service provider require to conduct criminal verification and police verification of the resources to be deputed at various service locations of SBP BSC Head Office? | As per GCC 5.5 of bidding documents "Before the commencement of the Contract, Client will provide access of Service Provider and Service Provider's employee(s) (after verification and clearance by the police or other investigation agency as per Client's Security Protocol), to all concerned parts of the buildings/ Premises where Services are to be provided under the Contract." |
| 8. | What would be the principle site for execution of services?                                                                                                                | Principle site for execution of service will be I.I. Chundrigar Road, Karachi.                                                                                                                                                                                                                                                                                                             |

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