



PRE-BID MEETING MINUTES

Procurement of Maintenance Services for UVIs and CCTV Systems Installed at Different Locations of SBP/SBP BSC at Karachi

ITB No. GSD (Proc. II)/IBSD-CCTV Maintenance Services /217084/2025

1. A Pre-Bid meeting for the captioned procurement was arranged by GSD on **March 04, 2025, 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 following prospective firms attended the meeting.
 - i. M/s Mansha Brothers
 - ii. M/s Resco (Pvt.) Ltd.
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 bids:
 - 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 **March 14, 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 **March 14, 2025, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Bid Security of Rs. 120,000/- 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. **March 14, 2025, at 11:00 AM (PST)**. In case of non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.

Sr. Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Tel: (021) 3311-5420/5963/5478
Email: gsd.proc2@sbp.org.pk



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- g. In case of submission of Bid Security via courier, an email may be sent at 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 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.	What is the principle location of services?	State Bank of Pakistan, I.I. Chundrigarh Road Karachi. However, the service provider will also provide the maintenance services at other locations mentioned at Appendix A of Bidding Documents (Description of the Services, Performance Specifications & Terms of Reference) of the Bidding document.
2.	What will be the working hours for resources?	Timings are given at point 14 of the Appendix A of Bidding Documents (Description of the Services, Performance Specifications & Terms of Reference)
3.	Will SBP bear the transportation cost for daily site-visits by the staff?	No additional cost, except the cost quoted by the service provider in price schedule (Form II of Section V), will be made to the service provider for execution of services. The service provider while quoting the cost must incorporate all the associated expenses and incidental charges.
4.	Please specify brand of cameras installed on given locations?	Mainly two brands of CCTV are available i.e. Dahua and Hikvision.
5.	Please explain the parts' repair/replacement mechanism.	<p>Whenever any fault is reported to the Service Provider, it shall be the responsibility of service provider to arrange requisite repairs, service, maintenance, replacement of parts on priority basis during normal working and extended hours including holidays.</p> <p>In case of replacement, the cost of parts will be borne by the Bank. However, service provider must obtain prior approval from the Bank before replacing the parts.</p>
6.	When 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 scheduled on 06-03-2025 at 11:00 a.m.
7.	Will compliance to statutory/labor laws be mandatory under this contract?	It is the responsibility of the service provider to must comply with all applicable laws and provide evidence to relevant statutory authorities. However, the client may also seek relevant documentary evidence at any stage during the currency of the contract, if required.
8.	If required, can we provide temporary replacement of a technically qualified resource?	Yes, but equally technically qualified and experienced resource should be provided.
