



## PRE-BID MEETING MINUTES

### **Procurement of Floor Management Services for SBP BSC North Offices**

#### **GSU-FLOOR/PROC-RWP-North Cluster/298006/2025**

1. A Pre-Bid meeting for the captioned procurement was held on **August 15, 2025 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representative(s) of the General Services Unit (SBP BSC Rawalpindi) and prospective bidders/service providers participated in the meeting.
3. The meeting commenced with a welcome note. 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.
4. All queries/comments of the participant(s) and relevant responses by the Bank's representatives are given in **Annexure A**.
5. 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 (30 days' salary after completion of one year service with service provider),
  - 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
6. The service provider must ensure that all of its resources are in proper uniform and have service provider's employment card during the execution of services.
7. The payment to the service provider may be linked with compliance of all regulatory requirements
8. An addendum to the Bidding Documents is given in **Annexure B**.
9. Pre-Bid Meeting Minutes and addendum to Bidding documents and subsequent clarification(s), if any, will be part of contract.
10. 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 **August 29, 2025, at 11:00 AM (PKT)** via EPADs.
11. All Bids will be opened via EPAD's on **August 29, 2025 at 11:30 AM (PKT)** at General Services Unit, 2<sup>nd</sup> Floor, State Bank of Pakistan, Banking Services Corporation (Bank), The Mall Road , Rawalpindi.

12. For attending the Bid opening session, the bidder's representative shall keep his/her original CNIC for entry into the premises of the SBP BSC Rawalpindi. Furthermore, the given details of the representative(s) may also be shared via email at [GSU-Helpdesk-Rwp@sbp.org.pk](mailto:GSU-Helpdesk-Rwp@sbp.org.pk) 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 (if any):</b>	

13. 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.	Is the bidder who is only registered for ESSI in KPK and not in Punjab eligible to apply provided that in case of award of contract the bidder will register for ESSI in all relevant jurisdictions and is the bidder who is registered with FBR and KPK Revenue Authority but not registered in Punjab Revenue Authority eligible to apply? Provided that, in case of award of contract, the bidder will register with the authority	The participating bidders are declared technically compliant only in case they are fulfilling the requirements outlined in the bidding documents. In case of participation in bidding process with non-fulfilment of such requirements, participating bidders will be declared non-compliant by the evaluation committee upon technical evaluation.
2.	Will Services Sales Tax (PST) be deducted on the " <u>gross amount</u> " as per the existing practice?	For evaluation purposes, the bidders are required to apply applicable taxes on the gross invoice amount. However, actual applicable tax mechanism will be applied at the time of payment.
3.	Kindly clarify about the supervisory requirements mentioned in bidding documents. It is included in services points?	Bidders should include in their cost all relevant expenses including Supervisory cost as part of service charges/administrative cost.
4.	If bid security instrument is prepared before bid opening date but not delivered before bid opening then it is requested to kindly confirm if it necessary to deliver bid security before bid opening date or any margin period is allowed?	Bid security must be submitted in original on or before bid submission deadline. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.
5.	In the financial form II, description of services, Pesh Imam has not been mentioned.	Include cost for all the service point details mentioned in specific requirements from service provider which includes pesh imam services.

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## ANNEXURE B

Addendum# 01

All participating bidders are advised to consider the revised text of the Bidding Documents as follows;

Reference	Initial Text				Revised Text			
Volume II- Price Schedule (Page 3/3)	#	Description of Services	Total Monthly Charges	Applicable Sales Tax/s (Indirect )	#	Description of Services	Total Monthly Charges	Applicable Sales Tax/s (Indirect )
			A	B			A	B
			C=12*(A+B)				C=12*(A+B)	
	1.	Floor Support Services		Punjab 16%	1.	Floor Support Services		Punjab 16%
	2.	Care taking/Attendant Services		KPK 15% ICT 16%	2.	Care taking/Attendant Services		KPK 15% ICT 16%
	3.	Reception Services		AJK 16%	3.	Reception Services		AJK 16%
	4.				4.	Pesh Imam Services		
	Total				Total			

The rest of the Clauses and Terms & Conditions of the Bidding Documents shall remain intact.

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