



PRE-BID MEETING MINUTES

Procurement of General Support Services for SBP BSC North Cluster Offices

GSU-RWP/PROC-FLOOR North/336152/2026/

1. A Pre-Bid meeting for the captioned procurement was held on **June 02, 2026 at 11:00 AM (PKT)** via Zoom Meeting Application.
2. The representative(s) of the General & Engineering 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 of Gratuity as per rules.
 - iv. Medical Insurance as per rules.
 - v. Casual, medical and maternity, or any other leaves as per applicable laws,
 - vi. Any other requirement as applicable under the relevant laws.
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 **June 10, 2026, at 11:00 AM (PKT)** via EPADs.
11. All Bids will be opened via EPAD's on **June 10,2026 at 11:30 AM (PKT)** at General Services Unit, 2nd 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 wajahat.gul@sbp.org.pk in advance for necessary entry arrangements.

Name	
CNIC#	
Organization & Designation	
Cell No:	
Date & Time:	
Purpose of Visit:	
Vehicle Registration No (if any):	

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.

ANNEXURE A

#	Queries/Comments	Responses
1.	What withholding tax and GST rates will apply?	Applicable withholding tax and GST rates will be as per the relevant jurisdiction (e.g., Punjab, Islamabad, KPK, AJK). Existing practices will continue. Withholding tax will apply on service charges of Floor and Fleet Contract, while for IT Maintenance (Package 3), it will apply on gross amount.
2.	Does health insurance cover dependents of third party employees?	Health insurance will cover employees and their dependents as well in accordance with applicable government policy.
3.	Is a reliever required when an employee is on leave?	The contractor must provide a reliever during employee absences. Failure to provide a replacement may result in deductions. Leave management remains the contractor's responsibility.
4.	Can the supervisor also act as a reliever?	The supervisor is primarily responsible for coordination. If suitably skilled, the supervisor may perform technical tasks; however, role-specific requirements must still be met. Supervisor costs (if any) should be included in the contractor's overheads and will not be billed separately.
5.	What is the expected contract commencement date, and how should minimum wage revisions be handled?	The expected commencement date is 1 August 2026 or 1 September 2026. Bids should be submitted based on the current minimum wage. Any future government-mandated wage revisions will be adjusted proportionately in the contract.
6.	Are EOBI, SESSI, gratuity, medical benefits, and annual leave mandatory?	Contractors are required to provide all applicable benefits in accordance with labor laws and government policy.
7.	How should uniform costs be treated?	Uniform costs should be included in the contractor's overheads.
8.	Will sales tax be calculated on the total amount or only on the contractor's profit (Service Charges) while quoting the bid?	For evaluation purposes, the bidders are required to apply applicable taxes on the gross invoice amount, according to applicable rates of each region. However, actual applicable tax mechanism will be applied at the time of payment.
9.	Is there a prescribed format for financial bid calculations?	Bidders should include in their cost all relevant expenses which includes but not limited to Min wage, Social Security, EOBI, Gratuity, Annual leave Cost, overheads cost, Supervisory cost, profits etc. At the initial stage, bidders may submit the total quoted amount on their letterhead as per the Financial Bid Schedule. A detailed breakdown may be requested later and the suggested format will be provided at that stage.
10.	What information should be entered in the "Annexure/Page" column?	Bidders should reference the supporting documents attached with their submission. Document flagging (e.g., A, B, C) may be used for ease of reference.
11.	Have there been any changes in applicable taxes?	Existing tax rules and requirements will remain applicable unless changed/updated by relevant governments.
12.	Must the contractor provide tools and equipment for IT Maintenance staff?	The Service Provider shall bring and maintain all necessary T&E at site which are required for execution of services under the Contract. During pendency of the Contract, if Client finds that the T&E brought by the

ANNEXURE A

#	Queries/Comments	Responses
		Service Provider is not sufficient and as per desired quality, the Service Provider shall immediately replace and/or bring/arrange additional T&E for smooth execution of services without any additional cost. Such T&E shall include but not limited to testing and diagnostic instruments if required.
13.	Are both Group Life Insurance (GLI) and Group Health Insurance (GHI) mandatory?	The Bidder/Service Provider must comply with all Labor and other applicable laws in accordance with applicable government policies and labor laws.
14.	What information should be included in the Proposed Service Management Plan?	The plan should specify the proposed deployment of personnel at each service point or location.

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
BIDDING AND CONTRACT DOCUMENTS PROCUREMENT OF FLOOR MANAGEMENT SERVICES FOR SBP BSC NORTH CLUSTER OFFICES (Page 16)	20. Bid opening schedule (02-Jun-2026 11:30 am)	20. Bid opening schedule (10-Jun-2026 11:30 am)
BIDDING AND CONTRACT DOCUMENTS PROCUREMENT OF FLEET MANAGEMENT SERVICES FOR SBP BSC NORTH CLUSTER OFFICES (Page 17)	20. Bid opening schedule (02-Jun-2026 11:40 am)	20. Bid opening schedule (10-Jun-2026 11:30 am)
BIDDING AND CONTRACT DOCUMENTS PROCUREMENT OF MAINTENANCE SERVICE FOR IT AND SECURITY	20. Bid opening schedule (02-Jun-2026 11:40 am)	20. Bid opening schedule (10-Jun-2026 11:30 am)

ANNEXURE B

EQUIPMENT OF SBP BSC NORTH CLUSTER OFFICES (Page 16)		
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The rest of the Clauses and Terms & Conditions of the Bidding Documents shall remain intact.
