

**Procurement Of General Support Services For Central Cluster Offices.**

**ITB No. GSU (Proc)/ GSS SBP BSC Central / 395870 /2026**

1. A Pre-Bid meeting for the captioned procurement was held on **April 08, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of General Services Unit, Lahore (GSU-LHR) and representatives of following firms attended the meeting:
  - a. Hafiz Traders
  - b. Mansha Brothers
  - c. Whats Traders
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 will 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 **April 23, 2026, 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 **April 23, 2026, at 11:30 AM (PST)** through E-PADS.
  - f. Scanned copy of Bid Security of **Rs. 500,000/-** 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. **April 23, 2026, at 11:00 AM (PST)**. Non-receipt of original Bid Security before the Bid submission deadline will lead to rejection of Bid.

**Deputy Chief Manager**  
General Services Unit  
5<sup>th</sup> Floor, SBP-BSC House,  
Shahra-e-Quaid-e-Azam Lahore  
Telephone No: (042) 9902-2291 / 9902-2282  
Email: [LHR-GSU@sbp.org.pk](mailto:LHR-GSU@sbp.org.pk)

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

\*\*\*\*\*

**ANNEXURE-A**

#	Queries/Comments	Responses													
1.	What would be the amount of Bid Security?	Scanned copy of Bid Security of <b>Rs. 500,000/-</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>April 23, 2026, 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 Punjab Sales Tax on Services apply for the subject procurement?	<p><b>Yes.</b> Sixteen Percent (16%) Punjab Sales Tax (PST) will be applicable.</p> <p>However, for evaluation purposes, the bidders are required to apply 16% PST on the gross amount and follow the price schedule given in the bidding documents.</p> <table border="1" data-bbox="657 943 1433 1144"> <thead> <tr> <th rowspan="2">#</th> <th rowspan="2">Description of Services</th> <th>Total Monthly Charges*</th> <th>Applicable SST</th> <th>Annual Charges (Inclusive of SST)</th> </tr> <tr> <th>A</th> <th>B=Ax16%</th> <th>C=12*(A+B)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>ABC</td> <td>100</td> <td>16</td> <td></td> </tr> </tbody> </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 16% PST against the service fee only in compliance with the existing instructions / Court Order(s), i.e. 6% WHT and 16% PST.</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=Ax16%	C=12*(A+B)	1.	ABC	100	16	
#	Description of Services	Total Monthly Charges*			Applicable SST	Annual Charges (Inclusive of SST)									
		A	B=Ax16%	C=12*(A+B)											
1.	ABC	100	16												
4.	Is there any requirement for a uniform? Can you please specify the exact pairs of uniforms/shoes?	<b>Yes</b> , the service provider must ensure that all of its resources are in proper uniform during the execution of services.													
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.													
7.	Does Service provider require to pay contribution to EOBI, Social Security etc.?	As per GCC 3.1.2 (f) of bidding documents “The service provider shall promptly pay directly to the appropriate authorities all applicable EOBI, Social Security contributions including any other levy /contribution / fee, etc. payable to the Government under labour / other laws and taxes claimed in respect of the Services and in respect of the Personnel’s income and agrees to indemnify the Client and hold the Client													

#	Queries/Comments	Responses
		safe and harmless against any and all claims or demands in respect of the tax and contribution payment liability of the Service Provider or the Personnel for or on account of any other payment made to or earned by them in respect of the service.”

\*\*\*\*\*