

PROCUREMENT OF SECURITY & SEARCH SERVICES FOR SBP-BSC HEAD OFFICE

ITB No. GSD (Proc. II)/S&S-HOK/363850/2025

1. A Pre-Bid meeting for the captioned procurement was held on **January 16, 2026, at 11:00 AM** via Zoom Cloud Meeting Application.
2. The representatives of General Services Department (GSD-SBP BSC), Internal Bank Security Department (IBSD) and representatives of following prospective firms attended the meeting:
 - i. M/s Strategic Guards and Security Solutions
 - ii. M/s Safety and Security Services Pvt Ltd
 - iii. M/s Systems and Guards Security Services Pvt Ltd
 - iv. M/s Askari Guards Limited
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 **January 26, 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 **January 26, 2026, at 11:30 AM (PST)** through E-PADS.
 - f. Scanned copy of Bid Security is to be submitted through E-PADS along with technical proposal as per following detail:

Package #	Procurement Title	Bid Security (Rs.)
Package 1	Security & Search Services for SBP BSC, Head Office, Karachi	Rs. 450,000/-
Package 2	Search Services for SBP BSC North Cluster Offices (Rawalpindi, Islamabad, Peshawar, D.I. Khan, Muzaffarabad)	Rs. 45,000/-
Package 3	Search Services for SBP BSC Central Cluster Offices (Lahore, Sialkot, Faisalabad, Gujranwala, Multan, Bahawalpur)	Rs. 55,000/-
Package 4	Search Services for SBP BSC South Cluster Offices (Karachi-I.I. Chundrigar Road, North Nizamabad, Hyderabad, Sukkur, Quetta)	Rs. 45,000/-

- g. Bid Security in Original is to be dispatched to the following address and the same must reach before Bid submission deadline i.e. **January 26, 2026, 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
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I. Chundrigar Road, Karachi
Telephone No: (021) 3313-5306 / 3313-8305
Email: gsd.proc2@sbp.org.pk

- h. 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.
 - i. The submission of two different bids by the same firm against one package would result in rejection of the both bids.
 - j. 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.	Whether the cost is to be quoted by applying tax on service charges portion only or otherwise?	<p>For evaluation purposes, the bidders are required to apply 10% SST on the gross amount and follow the price schedule given in the bidding documents to quote the amount.</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><th></th><th></th><th>A</th><th>B=Ax10%</th><th>C=12*(A+B)</th></tr><tr><td>1.</td><td>ABC</td><td>100</td><td>10</td><td></td></tr></table> <p><i>*Monthly charges must include Service Fee and all other reimbursable/ non-reimbursable expenses.</i></p> <p><i>The payment shall be made on monthly-basis as per actual utilization of services during given period.</i></p>	#	Description of Services	Total Monthly Charges*	Applicable SST	Annual Charges (Inclusive of SST)			A	B=Ax10%	C=12*(A+B)	1.	ABC	100	10	
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		A	B=Ax10%	C=12*(A+B)													
1.	ABC	100	10														
2.	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.															
3.	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 “Proposed Methodology/ Program Of Performing The Services” in Schedule-E to Bid given in bidding documents.															
4.	Can a bidder participate in more than on packages?	Yes , interested bidders are welcome to participate in multiple procurement packages. However, a separate bid must be submitted against each package as evaluation would be carried out independently/ separately. However, a bidder cannot submit two different bids against single package.															
5.	What will be the duration of the contract?	Contract will be initially one year and further extendible to two more years on same terms and conditions.															
6.	What will be the requirement regarding armed security services?	At armed security locations, service provider shall provide services trained by armed forces i.e. Army, Navy or Air Force.															
7.	What will be the requirement of supervisory services? Is it included in the service locations given in the Schedule-E to bid or otherwise?	Supervisory locations have not been included in Schedule-E to bid. Bidder must depute supervisory services as per the requirement and in case deputed supervisory services are insufficient to manage the services, SBPBSC may ask to depute additional supervisory services with no additional cost to the bank. Among other things, the cost of the supervisory services must also be included in the price schedule.															
8.	Will the undertaking under Form-IV of Section-III be submitted on stamp paper?	Yes, the undertaking must be submitted on stamp paper.															
9.	Will the search point only have female resources and what the minimum requirement in this regard?	Yes , female resource shall be deployed at all search points. Further, all such resources must be able to operate hand-held metal detectors, and baggage-scanning machines, conduct physical searches of visitors’ bags, etc.															
<p>Note: Bidding Document with revised timings has been uploaded on PPRA, EPADs and SBP website. Moreover, revised timings shall be as below:</p> <ul style="list-style-type: none">For Security Services (08 hours)For Search Services (Monday to Thursday: 9:00 AM to 5:30 PM (8.5 hours) & Friday: 9:00 AM to 6:00 PM (9 hours))																	
