



## PRE-BID MEETING MINUTES

### **Procurement of Maintenance Services for Access Control and Vehicle Entry Exist Control System Installed at SBP BSC Karachi**

*ITB No. GSD (Proc. II)/IBSD- ACS & VCS Maintenance Services/399144/2026*

1. A Pre-bid meeting for the captioned procurement was arranged by GSD on **April 23, 2026, 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 Secure Tech (Pvt) Ltd.
  - ii. M/s Mass International (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 **May 05, 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 **May 05, 2026, at 11:30 AM (PST)** through E-PADS.
  - f. Scanned copy of Bid Security of Rs. 216,000/- 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. **May 05, 2026, 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.

**Joint Director**  
Procurement Division-II  
General Services Department  
3<sup>rd</sup> Floor, BSC House, State Bank of Pakistan  
I.I. Chundrigar Road, Karachi  
Tel: (021) 3311-5306/8304  
Email: [gsd.proc2@sbp.org.pk](mailto: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](mailto: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.	Who will maintain the Backup parts of IDTECK ACS system?	As per Appendix A (Description of the Services, Performance Specifications & Terms of Reference) and point (xi) of bidding document "Maintaining 10% of inventory stock of the above-stated listed items at his warehouse to address the emergency faults" will be maintained by the firm/company in their inventory.
2.	Will the Backup parts be checked after or before award of contract?	The Backup parts will be verified after the award of contract.
3.	How many shifts and how many staff will be required?	As per Appendix A (Description of the Services, Performance Specifications & Terms of Reference) and point (vii) "Providing one qualified resident engineer during banking hours from 0900 am to 1730 Pm on daily basis except Saturday, Sunday and Public holidays. In addition to one resident engineer, two experienced technicians would be required to be deployed in eight-hour shift at Bank on daily basis except Saturday, Sunday and Public holidays. In case of emergent requirements, the staff may be deployed on Saturday, Sunday and public holidays till rectification of defect".
4.	Will the servers for parking barrier and ACS be same or separate? Are there any clients attached to server? And what is the status?	No, servers for parking barrier and ACS are separate. Access Control System has one client and one server. Both the systems are operational.
5.	Is boom barrier the part of the parking barrier?	Yes, boom barrier is part of parking system.
6.	Is there any client attached to parking system server?	No, there is no client attached to parking system server.
7.	Is there any anti bypass system?	Yes, there is anti bypass system.
8.	What would be the qualification of resident engineer?	The engineer must be electronics/computer engineer.
9.	Entry Level OEM Online training to be conducted by the OEM trainer or can be a local trainer?	Entry Level OEM Online training to be conducted by the OEM trainer every 06 months to the IBSD/Bank staff (10 personnel).
10.	Should we submit scanned copy of original submitted technical bid physically?	No, the technical bid should be submitted through EPADs only.
11.	Can we submit the performance guarantee in form of Payment Order also or just performance guarantee?	Yes, performance guarantee can be submitted in the form of Payment Order also.



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Sr.	Queries	Responses
12.	Will operational services be charged at the rate of 0.05 % of the contracted amount on daily basis?	It is 0.05%
13.	Are online OEM trainings acceptable?	Yes, online OEM training is acceptable.
14.	If an issue is delayed due to IT response, then who will be responsible for the delay?	If the delay is actually from IT's part then it will be accommodated accordingly otherwise the firm will be charged with operational amount.
15.	If any cables or IT related tools/hardware are required, then who will arrange the same?	10% inventory will be maintained by the company and same can be verified by IBSD.

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