



# GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

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No. FD/1-1/Procurement/ Pre-Bid

Dated: 04.11.2022

## PRE-BID MEETING MINUTES

PROCUREMENT OF FURNITURE, IT EQUIPMENT, PLANT & MACHINERY,  
STATIONARY, MISC ITEMS & PRINTING FOR FINANCE DEPARTMENT 2022-23

Meeting Date: 04.11.2022 (11:00AM) & (02:00PM)  
Venue: Committee Room Finance Department  
Chaired By: Additional Secretary Admin (Chairman Committee)  
Participants: As per attendance sheet attached

### Welcome note:

The meeting started by a welcome note from chair and followed by recitation of Holy Quran. After recitation from Holy Quran, introductory session was held by the participants.

### Brief intro of BSDs:

Additional Secretary Admin, Finance Department shared brief introduction of the bid solicitation documents for procurement of different items for Finance Department, Khyber Pakhtunkhwa. The purpose of this meeting is to incorporate the suggestion & comments from prospective bidders and the changes so made are supplemented and amended, the chair said.

The following firms attended the meeting:

S.No	Name of Firm	Applied for
1.	M/S Computer Data Solution	IT Equipment
2.	M/S Quick Business solution	IT Equipment
3.	M/S Micro System	IT Equipment
4.	M/S Paragon Office Solution	IT Equipment
5.	M/S EGS Pvt Limited.	IT Equipment
6.	M/s Panasonic Office Product	Plant & Machinery
7.	M/S Aya Corporation	UPS
8.	M/S Rana Traders	Furniture
9.	M/S Siddique Traders	Furniture
10.	M/S Insaf Stationers	Stationary, Misc items & Printing
11.	M/S Zeeva Enterprises	Stationary, Misc items & Printing
12.	M/S Taqwa Enterprises	Stationary, Misc items & Printing
13.	M/S NICE Traders	Stationary, Misc items & Printing

The following queries have been raised by the firms.

S. No	Queries	Replies
1.	Rana & Siddique Trades asked about the revolving chair specification and its impact on price.	As mentioned in the BSDs, the contract will be awarded to best evaluated bid, hence, all the factors including quality of material, price & specification will kept in consideration before awarding the contract. Moreover, the technically qualified bidder will be asked for sample.
2.	Representative of Siddique Traders asked about the Word "Solid state wood" in Cabinet Rack	It was replied that the main structure should of solid state wood, however, UV glass or equivalent may be used in the inner structure of cabinet rack.
3.	Representative of Panasonic Office Product suggested that the size "56" inches may be replaced with 16" inches as a typing mistake.	Suggestion noted and the size of ceiling Fan may considered 16" inches instead of 56" inches.



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4.	Representative of Micro System suggested that in laptop specification the word Pro or Professional may be incorporated since this version of Window is safe as compare to built in version “Home” and the word Media may be replaced with digital License.	The technical expert AD IT Finance Department replied that the built-in version of Window i.e. Home” in laptop as well as Desktop Computer will suffice the need of our department. Moreover, it will augment the cost of per unit, therefore, the suggestion was turn down. Besides, the word “Media after Window 11 in laptop, Desktop & at S.No. 10 & 11 may be replaced with Digital License instead of Media or DVD.
5	Representative of Firms for IT Equipment requested to generalize the lumens and lamp life in Multimedia Projector.	After discussion with technical expert AD IT Finance Department, the Lumens & Lamp life in Multimedia Projector has been replace with lumens 4000 and lamp life 2000 instead of 41000 & 3000 respectively.
6.	Anti Virus Activation Period and Numbers of Users.	The activation period as stated in BSDs in One Year and Number of users will be 20. However, Media kit may be replaced with digital License.
7.	CDR for Stationary, Misc items & Printing.	It was replied that as clearly mentioned in the BSDs, CDR will PKR. 400000/- for whole bid or if any bidder apply for one Package. However, in case the bidder is applying for more than one package, he will submit separate Financial proposal for each bid.

In the last the chair apprised the forum that minute of the pre-bid meeting will be circulated amongst the supplier who attended the meeting and will be uploaded on the website of procuring entity and KPPRA.

After ending the meeting the participants were reminded that the opening date for bid will be 11.11.2022 as mentioned in the Bid solicitation Documents. The opening will be held in same venue mentioned in the BSDs. There being no issue, the meeting ended with the vote of thanks.

This is issued with the approval of Chairman Procuring Committee.