



**GOVERNMENT OF KHYBER PAKHTUNKHWA**  
**Capacity Building & Strengthening of Finance Department**  
**Khyber Pakhtunkhwa**

Room No.1 First Floor Directorate of Treasuries & Accounts Building,  
Near Bar Council Khyber Road, Peshawar  
Phone No.091-9212623

**PRE-BID MEETING MINUTES**

**PROCUREMENT OF STATIONARY, OTHER ITEMS & PRINTING WORKS FOR  
FINANCE DEPARTMENT (LOT-V,IV & VI)**

Meeting Date: 05.10.2021 (02:00PM)  
Venue: Office of Additional Secretary Budget Finance Department  
Chaired By: Additional Secretary Budget /PD CB&S  
Participants: As per attendance sheet attached

**Welcome note:**

The meeting started by a welcome note from chair Mr. Safer 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 Budget / Project Director CB&S shared brief introduction of the bid solicitation documents for procurement of different items for Finance Department, Khyber Pakhtunkhwa. The chair apprised the forum that for the first time Finance Department is going to advertised Frame work contract under the Khyber Pakhtunkhwa Public Procurement Regularity Authority, regime. The purpose of this meeting is to incorporate the suggestion & comments from prospective bidders and the changes so made are supplemented and amended.

Assistant Director (A&F) told the forum that bid solicitation documents are prepared, however, comments / suggestions from the prospective bidder will be incorporated if agreed by the committee. The following firms attended the meeting:

- M/S Abdul Razaq Stationers
- M/S Quick Business solution
- M/S Zeeva Enterprises
- M/s Global Traders
- M/s Rana Trader
- M/s Ibrahim & Brothers Enterprises
- M/s Jehanzeb Son Traders
- M/s Durrani Traders
- M/S Insaf Stationary House

The following queries have been raised by the firms.

S. No	Queries	Replies
1.	Calculation of CDR?	As mentioned in the Bid Date Sheet and schedule of requirements, the CDR will be calculated for each lot on the basis of accumulative price of the each lot @ of 2%. The CDR will be released to unsuccessful bidders henceforth, however, for successful bidder the CDR will be released after submission of 10% Performance guarantee.
2.	Sample submission date?	As mention clearly in the Bid Date Sheet and Invitation for bids, the date for sample selection is 13.10.2021 for each lot.
3.	Ball Point is written two times with the addition of best quality?	It was replied that from best quality the procuring entity demand the sample of best quality ball point having specification of Uni-Ball or equivalent.



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4.	Hand sanitizer is written in the BSD as 300 ML while in imported Sanitizer no 300 ML is available so the required measurement may be changed in 500 ML(Mili liters)	This suggestion was incorporated and will be written as 500 ML instead of 300 ML.
5.	Table Set description was asked?	It was replied that only leather made table set is required.
6.	Liters are not mentioned with the required "Baltee"?	It was replied that 30 to 40 liters Baltee is required by the procuring entity.
7.	Led light is requested but no specific watts are mentioned?	It was replied that specifically 30 watts led light is requested by the procuring entity.
8.	Different queries like "Jainamaz Size, Mask & Dustbin were asked?	These queries were replied that local made items are requested by the procuring entity.
9.	Sample for Printing works?	It was replied that for all the printing works sample is available with admin section and as and when the bidder required they may visit and examine the sample for printing works.
10.	Bracket Ampere & Roof Ceiling Size?	It was replied that 25 Ampere Bracket & 2*2 size Roof Ceiling is requested by the procuring entity.

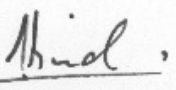
**Conclusion:**

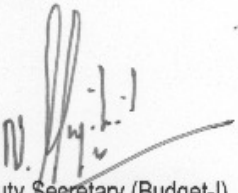
In the last the chair apprised the forum that minute of the pre-bid meeting will be circulated amongst the supplier who attended the meeting and will be uploaded on the website of procuring entity and KPPRA.

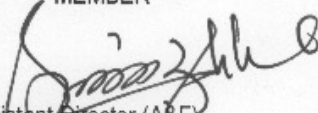
After ending the meeting the participants were reminded that the opening date for bid will be 11.10.2021 at 12:00 PM as mentioned in the Bid solicitation Documents. The opening will in held in same venue mentioned in the BSDs.

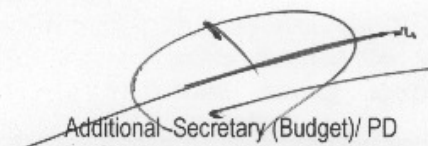
There being no issue, the meeting ended with the vote of thanks.

  
Assistant Director (FMIU)  
Finance Department, Khyber Pakhtunkhwa  
MEMBER

  
Section Officer (ADMN)  
Finance Department, Khyber Pakhtunkhwa  
MEMBER

  
Deputy Secretary (Budget-I)  
Finance Department, Khyber Pakhtunkhwa  
MEMBER

  
Assistant Director (A&F)  
CB&S, FD Khyber Pakhtunkhwa  
MEMBER

  
Additional Secretary (Budget)/ PD  
Finance Department, Khyber Pakhtunkhwa  
CHAIRMAN