

**MINUTES OF THE PRE-BID MEETING HELD IN SIDB ON 05.08.2019**

A meeting on the subject was held under the Chairmanship of Managing Director SIDB in the Conference Room of the Board at 11:00 a. m. on 05.08.2019 as per schedule given in the advertisement (**Annex-I**) of the procurement, appearing in three dailies. The meeting was attended inter-alia Director Finance, Deputy Managing Director (Production and Marketing), Project Manager Pak German Wood Work Center, Peshawar and Project Managers of All Wood Centers SIDB and prospective bidders. List of the participants is at **Annexure-II**. The check list of the bidding is at **Annexure-III**. Breakup of 50 marks in respect of various components of the bids is given at **Annexure-IV**.

2. The Chairman welcome the participants and informed that SIDB will make all out efforts to make the process of contract award and bidding highly transparent, objective and fair. For this process, for award of marks, break up of 50 marks in technical evaluation, have been objectively divided as given in **Annexure-V**. The members confirmed this observation and put various questions pertaining to the bids, the clarifications whereof are as under:

- i. If the manufacturing firm is also participating in the bid for the item, the firm is manufacturing, then NOC of the firm will have to be added by the dealer.
- ii. If the manufacturing firm is not participating in the bid, then other bidders must have dealership certificate from the original manufacturer.
- iii. Every effort will be made to ensure the quality of every item as per sample upto the last item, through Committees by SIDB. Every Wood Center Incharge will also be responsible for ensuring quality of the supplied item as per sample.
- iv. ISO certification will be required in respect of the manufacturing firm, not from the general order suppliers.
- v. Bank Guarantee in respect of 8% of the bid cost will also be acceptable (instead of 3% + 5% performance warranty) with term till the date of last component of supply. If a supplier is faced with penalty for delay in supply, the Bank Guarantee must cover till the date of last supply. It will be safer to have bank guarantee with a period of one and half year.
- vi. The minutes of this meeting and break up of 50 marks, as mentioned above will be reflected on the website of Pak German Wood Working Centre.
- vii. For bid opening meeting, only those representatives or owner of the firm will be allowed to attend who have Authority letter of the firm or bidder.
- viii. Pay order will not be acceptable instead of CDR. The CDR of the proportion amount must be enclosed in the Financial Bid, and only an understanding from the firm to this effect must be enclosed in the Technical Bid. Any indication or mention of CDR or bid amount will lead to rejection of bid.
- ix. The result of the Technical Evaluation will be displayed on the website within stipulated time.
- x. A team of SIDB will visit the premises of the manufacturing or supplier or dealer to verify the position of equipments, plants etc of the manufacturer or the bidder.

3 The meeting ended with a vote of thanks to and from the Chair.

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