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9211861
Fax: 9212730

PAK GERMAN WOOD WORKING CENTRE
SMALL INDUSTRIES ESTATE, KOHAT ROAD, PESHAWAR.

Ref No. PGWWCP/ 3802-2/

Date: 2/6/25

1. M/S Zeeshan Traders Bannu
2. M/S Diamond Foam Product Private Limited Lahore
3. M/S H M Shafi & Sons Peshawar
4. M/S Mashwani Traders Mardan
5. M/S Haidery Board Haripur
6. M/S Diamond Paint Industries Lahore
7. M/S Coat Serve Pvt Ltd
8. M/S Berger Paint Pvt Ltd
9. M/S Nippon Paint Pvt Ltd
10. M/S International Industries Karachi
11. M/S Khyber International Peshawar

**Subject : MINUTES OF PRE-BID MEETING FOR PURCHASE OF RAW MATERIALS
HELD ON 29-05-25 AT 1000 HRS (LARGE GOODS)**

Please find attached the minutes of the meeting held on May 29th, 2025 am regarding the procurement of raw materials for Pak German and Allied Wood Working Centre's SIDB under framework contracting ("Single Stage Two Envelope Bidding") for compliance and necessary action.

Sincerely,

Encl : As stated

Copy to:

- 1 Members Procurement Committee
- 2 PS to Managing Director SIDB Khyber Pakhtunkhwa
- 3 IT section with directions to hoist the same on SIDB website.
- 4 Project Managers All SIDB Centers
- 5 All the firms who attended / obtained the bid solicitation documents.
- 6 Office Record


Project Manager
Pak German WWC Peshawar


Project Manager
Pak German WWC Peshawar

02/06/25



GOVERNMENT OF KHYBER PAKHTUNKHWA
Small Industries Development Board Peshawar

MINUTES OF PRE-BID MEETING

**PROCUREMENT OF RAW MATERIAL FOR FURNITURE ITEMS UNDER NATIONAL
COMPETITIVE BIDDING " SINGLE STAGE TWO ENVELOP BIDDING PROCEDURE FOR PAK
GERMAN WOOD WORKING CENTER AND ALLIED CENTERS, SMALL INDUSTRIES
DEVELOPMENT BOARD (SIDB), KHYBER PAKHTUNKHWA
HELD ON 29-05-2025**

In pursuance to the advertisement (Notice Inviting Tender) published in the different newspapers and on KP-PPRA & department websites regarding the subject procurement pre-bid meetings was conducted in office of Dy Managing Director (P&D) SIDB on (Thursday) 29-05-2025. The meeting was attended by the procurement committee members Project Managers of SIDB WWCs located on the outskirts of Peshawar via Zoom Timergara, Batkhela, Haripur and D I Khan (Attendance sheet attached)

The following firms participated in the pre-bid meeting as per given schedule

Categories (C&D) AT 10:00 HRS

1. M/S Zeeshan Traders
2. M/S Mashwani Traders Bannu

Category "B" AT 11:00 HRS

- 1 M/S Haidery Boards Peshawar
- 2 M/S Zeeshan Traders

Category "A" AT 12:00 HRS

- 1 M/S Diamond Paint Industries Pvt Ltd
- 2 M/S Berger Paint Pvt Ltd
- 3 M/S Nippon Paint Pvt Ltd
- 4 M/S Coat Serve Pvt Ltd
- 5 M/S Berger Paint Pvt Ltd
- 6 M/S IIL Karachi

Category "E" AT 14:00 HRS

- 1 M/S Shafi & Sons Peshawar
- 2 M/S Diamond Product Foam Pvt Ltd
- 3 M/S Khyber International Peshawar

After reciting the Holy Quran and making introductions, the Chairman procurement committee welcomed the participants and apprised them about the procurement process in detail. The forum was informed that procurement for raw materials for SIDB WWCs was advertised under the framework contract in light of prevailing rules of the KP-PPRA for the period of one year. The purpose of this meeting is to discuss the draft bid solicitation documents including specifications and evaluation criteria and to incorporate the suggestions of the prospective bidders in bid solicitation documents (BSD). If agreed by the procurement committee

Project Manager Pak German further pointed out that Insurance Guarantee or pay order or cash shall not be accepted in the form of bid security. In addition, Any bid security or performance guarantee from Muslim Commercial Bank (MCB) will not be acceptable, in light of the Tourism Department's decision to blacklist MCB Bank (Pvt) Limited.

The salient features of the bid documents discussed during the meeting are mentioned below



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- i. M/s Khyber International Peshawar requested that the evaluation criteria for **relevant experience, framework completion period, financial capability** (based on average sales), and working capital/net worth be relaxed from three-year to five-year assessment period in all the evaluation criteria
- ii. M/s Zeeshan Traders Bannu requested to elimination of the two-point differential between the firms is statuses as Manufacturers and Authorized dealers/Suppliers
- iii. A representative of M/S Hardery Board Haripur asked about samples submission time
- iv. M/S Zeeshan Traders Bannu have requested that the bid security for each category be consolidated instead items-wise or sub category
- v. M/S Diamond Foam Private Limited requested that submission of valid ISO Quality Management Certificate should be related to the relevant items in which the bidder is participating
- vi. M/S Diamond Foam Private Limited raised the question of 1st quality mentioned in the bid solicitation, whether it will be the firm's 1st quality /Premium quality

Decision

After threadbare discussion following decisions were mutually taken

1. Eligibility Criteria.

The Procurement Committee unanimously decided to revise and finalize eligibility criteria as follows:-

S #	Description	Remarks
	Knock Out Clauses	YES/NO
1.	Registration with NTN /Valid Income Tax Registration/ Valid Sales Tax Registration (Provide copy of certificate of incorporation)	Mandatory
2.	Cat Eligible Bidder A Manufacturer /Authorized Dealer B Manufacturer /Authorized Dealer C Manufacturer / Authorized Dealer D Dealer / Supplier Only E 1). Foam : Manufacturer / Authorized Dealer 2). Upholstery : Manufacturer/Authorized Dealer/supplier 3). Super Shisham Veneer : Manufacturer / Supplier / Authorized Dealers 4. Pedestal : Importer/ supplier / Authorized Dealer	Mandatory



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3.	The bidder must have minimum <i>*Three (03) years relevant experience</i> in the field of furniture related raw materials <i>*Years of experience shall be considered from the registration with FBR "</i>	Mandatory
4.	This undertaking should be tender specific. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan (Provide copy of affidavit attached as annex in this document on non-judicial stamp paper)	Mandatory
5.	The bidder has NOT been defaulter / insolvent nor bankrupt in past from any government department or financial institution	Mandatory
6.	The firm CANNOT participate in the capacity of Joint Venture	--
7.	All pages of bid documents must be signed & stamped by the bidder	Mandatory

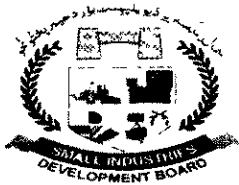
2. EVALUATION CRITERIA:

The Committee unanimously decided to revise and finalize the evaluation criteria in all for each bidders in all the categories (A-E) as follows -

Category -A

CR STEEL SQUARE/RECTANGULAR PIPE, PAINT POLISH MATERIALS

S #	EVALUATION PARAMETERS	Marks Allocation
PRODUCT CONFORMANCE		
1	Conformance to the clients' advertised specifications The bidder shall prepare the bid specifications in an annotated for ease of comparison & evaluation. The specifications will also be supported with a reference picture/design of the product. The bidder shall submit a sample of each quoted item as and when required by the procuring entity during evaluation stage. Sample inspection parameters are elaborated in SOR respectively at Annexure-B	30
STATUS OF FIRM		
2	i) Manufacturer/ (07 Marks) ii) Authorized Dealer (05 Marks) (Status of Firm should be verify from first FBR Registration)	07
3	Number of years in the business of furniture manufacturing items (Minimum three years is mandatory) (i) More than 05 years in business (07 Marks) (ii) Up to 05 years in business (05 Marks) (Experience will be count from first registration with the FBR)	07
RELEVANT EXPERIENCE (Last five Years 2019-20 to 2023-24)		
4	a) Proof of similar supply / assignments during last five years (03 assignments) to the Public Sector Organizations havin'g value above (5 Million) (06 Marks) b) Proof of similar supply / assignments (02 assignments) during last five years in Private Sector Organizations having value above (2.5 Million) (04 Marks) Note: - 02 (Two) Mark per assignment. Copy of Purchase Orders along with satisfactory performance certificate must be attached otherwise no marks will be given.	10
5	Relevant experience under framework arrangements in Public Sector having total value during last five years 2019-20 to 2023-24 a) 3.00 million & above 05 marks b) Bellow 3 million 03 marks Note: - Copy of framework agreement along with satisfactory performance certificate must be attached otherwise no marks will be given.	05
FINANCIAL CAPABILITIES		



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6.	Average Sales Turn over for last five years Financial Year 2019-20 to 2023-24		10
	a- Above 400 million	10 marks	
	b- Rs 300 million & above to Rs 399 million	8 marks	
	c- Below Rs 300 million	6 marks	
Income Statement, Balance Sheet for the last five years duly verified by Chartered Accountant firm			
7	Working Capital/Net Worth of the Firm (Last five years Accounts Financial Year 2019-20 to 2023-24)		10
	a- 501 million & above	10 marks	
	b- Above 300 to 500 M	05 marks	
	c- Below 300 M	03 marks	
8	Income & Sale tax return filed /submitted during last 03 years (Financial Year 2021-22, 2022-23 & 2023-24) (02 Marks per year) Attach Income tax / sale tax return without annexures		06
CERTIFICATION			
9	Valid ISO Quality Management Certificates of the relevant items		05
*Factory Visit (Demonstration)			
10.	Each sector shall carry equal marks during inspection Area of Factory, Machinery plant, stock, raw materials flow, Human resource (HR)		
Total Marks			100
Minimum Score for qualification is 70 % (Seventy percent)			

Category-B

MDF BOARD, CHIP BOARDS, VEN BOARDS, LAMINATION BOARD, FORMICA & HARD BOARDS:

S #	EVALUATION PARAMETERS	Marks Allocation
PRODUCT CONFORMANCE		
1.	Conformance to the clients' advertised specifications The bidder shall prepare the bid specifications in an annotated for ease of comparison & evaluation The specifications will also be supported with a reference picture/design of the product. The bidder shall submit a sample of each quoted item as and when required by the procuring entity during evaluation stage. Sample inspection parameters are elaborated in SOR respectively at Annexure B	3.
STATUS OF FIRM		
2	i) Manufacturer/ (07 Marks) ii) Authorized Dealer (05 Marks) (Status of Firm should be verify from first FBR Registration)	07
3	Number of years in the business of furniture manufacturing items (Minimum three years is mandatory) (i) More than 05 years in business (07 Marks) (ii) Up to 05 years in business (05 Marks) (Experience will be count from first registration with the FBR)	0
RELEVANT EXPERIENCE (Last five Years 2019-20 to 2023-24)		
4	a) Proof of similar supply / assignments (03 assignments) in the Public Sector Organizations having value above (5 Million) during last five years (06 Marks) b) Proof of similar supply / assignments (02 assignments) in the Private Sector Organizations having value above (2.5 Million) during last five years (04 Marks) Note: - 02 (Two) Mark per assignment. Copy of Purchase Orders along with satisfactory performance certificate must be attached otherwise no marks will be given.	10
5	Relevant experience in completion of framework arrangements in public sector having total value during last five years 2019-20 to 2023-24 a) 3.00 million & above 05 marks b) Below 3 million 03 marks Note: - Copy of framework agreement along with satisfactory performance certificate must be attached otherwise no marks will be given.	05
FINANCIAL CAPABILITIES		
6	Average Sales Turn over for last five years (Financial 2019-20 to 2023-24) d- Above 151 million 10 marks e- Rs 101 to Rs 150 million 8 marks f- Upto Rs 100 million 6 marks	10



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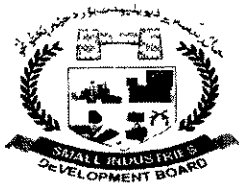
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	Income Statement, Balance Sheet for the last five years duly verified by Chartered Accountant firm			
	Working Capital/Net Worth of the Firm (Last five years Accounts Financial Year 2019-20 to 2023-24)			
7	d- 301 million & above	10 marks		10
	e- Above 200 to 300 M	05 marks		
	f- Upto 200 M	03 marks		
8	Income & Sale tax return filed/submitted during last 03 years Financial Year 2021-22, 2022-23 and 2023-24) Attach income tax / sale tax return without annexures (02 Marks per year)			06
CERTIFICATION				
9	Valid ISO Quality Management Certificates of the relevant items			06
*Factory Visit (Demonstration)				
10	Each sector shall carry equal marks during inspection Area of Factory, Machinery plant, stock, raw materials flow, Human resource (HR)			10
	Total Marks			100
MinimumScore for qualification is70 % (Seventy percent)				

Category -C

WOOD CUT MATERIALS DIFFERENT ITEMS

S #	EVALUATION PARAMETERS		Marks Allocation
PRODUCT CONFORMANCE			
1	Conformance to the clients' advertised specifications The bidder shall prepare the bid specifications in an annotated for ease of comparison & evaluation The specifications will also be supported with a reference picture/design of the product The bidder shall submit a sample of each quoted item as and when required by the procuring entity during evaluation stage Sample inspection parameters are elaborated in SOR		30
status OF FIRM			
2	i) Manufacturer (07 Marks) ii) Authorized Dealer (05 Marks) (Status of Firm should be verify from first FBR Registration)		07
3	Number of years in the business of furniture manufacturing items (Minimum three years is mandatory) (i) More than 05 years in business (07) (ii) Up to 05 years in business (05) (Experience will be count from first registration with the FBR)		07
RELEVANT EXPERIENCE (Last five Years 2019-20 to 2023-24)			
4	a) Proof of similar supply / assignments (03 assignments) in the Public Sector Organizations having value above (5 Million) during last five years (06 Marks) b) Proof of similar supply / assignments (02 assignments) in the Private Sector Organizations having value above (2.5 Million) during last five years (04 Marks)		10
5	Relevant experience in completion of framework arrangements in public sector having total value during last five years 2019-20 to 2023-24. a) 3.00 million & above 05 marks b) Bellow 3 million 03 marks Note: - Copy of framework agreement along with satisfactory performance certificate must be attached otherwise no marks will be given		05
FINANCIAL CAPABILITIES			
6	CAPACITY OF WORKSHOP : (One Set of Wood Working machines) (Cutting, Planner, Thicknesser & Sanding)) a) More than two sets 10 marks b) Two sets 08 marks c) One Set of machines 06 marks		10
7	Seasoning Facilities : Shisham Wood Cut Material Availability of seasoning plant upto a) Above 500 cft 10 marks b) Upto 500 cft 08 marks c) Upto 300 cft 06 marks		10
8	Income & Sale tax return filed /submitted during last 03 years Financial Year 2021-22, 2022-23 and 2023-24)(02 Marks per year) Attach income tax / sale tax return without annexures		06



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CERTIFICATION		
9	Financial Position Proof of transaction certificate for the last five years (2019-20 to 2023-24) from the Bank Managers against the Firm account a) 10 00 million & above 10 b) Rs 5 00 million to 9 00 million 08 c) Upto 5 00 million 06	05
10	*Factory Visit (Demonstration) Each sector shall carry equal marks during inspection of premises a) Management capability c) Technical staff capability e) Safety & Health Work b) Production flow d) Worker social protection	10
Total		100
Minimum Score for qualification is 70 % (Seventy percent)		

Category – D : Different Kinds of Woods Logs

S #	EVALUATION PARAMETERS	Marks Allocated
PRODUCT CONFORMANCE		
1	Conformance to the clients' advertised specifications The bidder shall prepare the bid specifications in an annotated for ease of comparison & evaluation. The specifications will also be supported with a reference picture/design of the product. The bidder shall submit a sample of each quoted item as and when required by the procuring entity during evaluation stage. Sample inspection parameters are elaborated in SOR respectively at Annexure-B	30
STATUS OF FIRM		
2	Number of years in the business of furniture manufacturing items (Minimum three years is mandatory) (i) More than 05 years in business (10) (ii) Up to 05 years in business (07) (Experience will be count from first registration with the FBR)	10
RELEVANT EXPERIENCE (Last five Years 2019-20 to 2023-24)		
3.	a) Proof of similar supply / assignments (03 assignments) in the Public Sector Organizations having value above (5 Million) during last five years (06 Marks) b) Proof of similar supply / assignments (02 assignments) to the Private Sector Organizations having value above (2.5 Million) during last five years (04 Marks)	10
4	Relevant experience in completion of framework arrangements in public sector having total value during last five years 2019-20 to 2023-24 c) 3 00 million & above 06 marks d) Bellow 3 million 03 marks Note: - Copy of Framework agreement along with satisfactory performance certificate must be attached otherwise no marks will be given	06
FINANCIAL CAPABILITIES		
5	Stock of Wood Log (Each Category) a) Stock above 3000 cft 13 b) Stock 1001 cft to 3000 cft 10 c) Stock less than 1000 cft 7 Note: - The bidder will be responsible for providing details of the location of the logs stock at the time of technical bids.	13
6	Income & Sale tax return filed/submitted during last 03 years Financial Year 2021-22, 2022-23 and 2023-24 (02 Marks per year)	06



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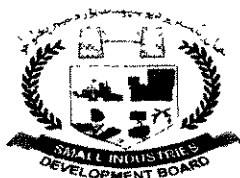
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7	Financial PositionProof of transaction certificate for the last Five years (2019-20 to 2023-24) from the Bank Managers against the Firm account.			
	a) 15.00 million & above	10		10
	b) Rs.10 00 million to 9 00 million	8		
	c) up to 7 00 million	7		
*Factory Visit (Demonstration)				
8	Each sector shall carry equal (03 Marks) during inspection of premises.			15
	a) Management capability	c) Technical staff capability	e) Safety & Health	
	Work			
	b). Production flow	d) Worker social protection		
Total				100
MinimumScore for qualification is70 % (Seventy percent)				

Category-E

FOAM, UPHOLSTERY (BROWN CLOTH, REXENE, MARKEEN), SUPER SHISHAM VENEER REVOLVING PEDESTALS (DIFFERENT KINDS)

S #	EVALUATION PARAMETERS	Marks Allocation
PRODUCT CONFORMANCE		
1	Conformance to the clients' advertised specifications The bidder shall prepare the bid specifications in an annotated for ease of comparison & evaluation The specifications will also be supported with a reference picture/design of the product The bidder shall submit a sample of each quoted item as and when required by the procuring entity during evaluation stage Sample inspection parameters are elaborated in SOR respectively at Annexure-B	30
STATUS OF FIRM		
2	i) Manufacturer (07 Marks) ii). Authorized Dealer (05 Marks) (Status of Firm should be verify from first FBR Registration)	07
3	Number of years in the business of furniture manufacturing items (Minimum three years is mandatory) (i) More than 05 years in business (07 Marks) (ii) Up to 05 years in business (05 Marks) (Experience will be count from first registration with the FBR)	07
RELEVANT EXPERIENCE (Last five Years 2019-20 to 2023-24)		
4	a Proof of similar supply / assignments (03 assignments) in the Public Sector Organizations having value above (5 Million) during last five years (06 Marks) b Proof of similar supply / assignments (02 assignments) in the Private Sector Organizations having value above (2 5 Million) during last five years (04 Marks) Note: - 02 (Two) Mark per assignment Copy of Purchase Orders along with satisfactory performance certificate must be attached otherwise no marks will be given	10
5	Relevant experience in completion of framework arrangements in public sector having total value for Last five Years : 2019-20 to 2023-24 a) 3 00 million & above 05 marks b) Bellow 3 million 03 marks Note: - Copy of framework agreement along with satisfactory performance certificate must be attached otherwise no marks will be given	05
FINANCIAL CAPABILITIES		
6	Average Sales Turn over for Last five Years : 2019-20 to 2023-24 a- Above 31 million 10 marks b- Rs 21 to Rs 30 million 8 marks c- Upto Rs 19 million 6 marks Income Statement, Balance Sheet for the five years duly verified by Chartered Accountant firm	10
7	Working Capital/Net Worth of the Firm (Last five Years) 2019-20 to 2023-24 a- Above 31 million 10 marks b- Above 11 to 29 million 05 marks c- Upto 10 million 03 marks	10



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8	Income & Sale tax return filed during last 03 years (Financial Year 2021-22 to 2023-24) (02 Marks per year)	06
CERTIFICATION		
9	Valid ISO Quality Management Certificates of the relevant items	05
*Factory Visit (Demonstration)		
10	Each sector shall carry equal marks during inspection of premises a) Management capability c) Technical staff capability e) Safety & Health Work b) Production flow d) Worker social protection	10
	Total Marks	100
Minimum Score for qualification is 70 % (Seventy percent)		

3 The bid security shall be retained till the maturity of the contract and 5% deduction shall be made against each bill as performance security by the respective center of SIDB

4 The packaging of the paint material, i.e. the supply of thinner, will be in 200 liter drums

5 The difference in scores between the manufactures and the authorize dealers/ shall be as mentioned in the evolution criteria of all the categories

6 The Project Manager for Wood Working Swat explained the bidding procedure bids must be submitted in a single package containing separate, clearly marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" envelopes. Initially, only the technical proposal will be opened to assess the firm's eligibility and strength, without reference to price. The financial proposal will remain sealed with the Procuring Agency, Procuring Agency will evaluate technical proposals and reject any non-conforming bids before financial proposals are opened. Project Manager further clarified that bidders shall submit sample in conformity with the specification provided in statement of requirement.

7 Project Manager Pak German WWC Peshawar in response to query of M/S Diamond Foam Product Pvt limited clarified that 1st quality means "1st quality of the firm i.e. premium quality and same will be also be verified from market during evaluation of bid if required.

8 Bidders are not required to submit samples prior to bid submission. The procuring entity will request samples from bidders as and when required during the evaluation stage.

9 The Chair further informed the forum that the bid complete in all respect should reach the undersigned by **10:30 AM on 17-06-2025 (Tuesday)** which shall be **opened at 11.00 AM** on the same day in conference room of the SIDB Office in the presence of the procurement committee and the bidder representative as mentioned in the advertisement.

10 Request of M/S Zeeshan Trader Bannu regarding bid security was not agreed by the Procurement Committee.

11 The Chair asked the bidders will quote their best rates in this competition. It was also announced that these minutes will be the integral part of the bid solicitation document.

The meeting ended with a mutual vote of thanks