

MINUTES OF PRE-BID MEETING
PURCHASE OF RAW MATERIALS
UNDER FRAMEWORK CONTRACT “SINGLE STAGE ONE ENVELOPE BIDDING
PROCEDURE FOR SIDB WOOD WORKING CENTER FOR PERIOD OF ONE YEARS
HELD ON 1ST OCTOBER 2026 AT 1100 HRS

Subsequent to the advertisement published in the daily Newspapers, a pre-bid meeting for procurement of small goods for SIDB wood working centers was held on 1st October 2026 at 1000 Hrs under the Chairmanship of Dy Managing Director (P&D/Estate) SIDB Khyber Pakhtunkhwa in the Committee Room of Small Industries Development Boards Khyber Peshawar. The meeting was attended by the procurement committee members (Attendance sheet attached). The following firms participated in the pre-bid meeting detail given below:-

Representative of the Firms

1. M/S Fine Traders Mardan
2. M/S Leaves Traders Peshawar
3. M/S Encore Suppliers
4. M/S Zaryab Traders Peshawar

2. The proceedings commenced with recitation from the Holy Quran followed by a welcome note by the Dy. Managing (P&D/Estate) SIDB. The Dy. Managing Director, SIDB highlighted the purpose of the meeting to all participants of the meeting. The Chair further stated that the purpose of the Pre-Bid Meeting was to discuss the provisions of the Bid Solicitation Documents (BSD), including the technical specifications, bidding procedures, and evaluation criteria, and to obtain feedback and suggestions from prospective bidders for consideration before finalization of the bidding documents.

3. The Chair informed the forum that the procurement has been divided into Five (05) separate lots, each carrying a distinct bid security requirement.

4. Furthermore, the Coordinator WWCs, informed the forum that the e-PADS system currently reflects only the last entered bid security i.e. Rs. 50,000/- against all lots, instead of displaying the specific bid security prescribed for each individual lot as mentioned in the Bid Solicitation Documents. It was informed that the issue had been reported to Khyber Pakhtunkhwa Public Procurement Authority vide Letter No SIDB/JD(P&M)/2558-A dated 25-09-2026 and e-mail dated: 29th September, 2026. Therefore, all prospective bidders were advised to submit bid security for the respective lots (Lot-I to Lot-V) strictly in accordance with the amounts specified in the Bid Solicitation Documents, irrespective of the bid security amount displayed on the e-PADS portal.

DECISION:

5. After threadbare discussion following decisions were mutually taken.
- i. The bidders shall submit Bid Security in the form of a Call Deposit Receipt (CDR), Demand Draft (DD), or Bank Draft, issued by any scheduled bank of Pakistan, in favor of “SIDB Pak German WWC Peshawar.
 - ii. A scanned/digital copy of the original Bid Security instrument (CDR/DD/Bank Draft) shall be uploaded on the e-Pak (e-PAD System along with the bid submission. The original physical instrument shall be submitted to the Procuring Agency.
 - iii. Prices shall be quoted inclusive of all taxes.
 - iv. Bidders shall submit a minimum of three (03) Purchase Orders related to furniture items from Government/Semi-Government organizations, having a cumulative value of at least Rs. 1.0 million during the last three (03) years, along with documentary evidence of satisfactory supply/delivery.
 - v. Bidders shall furnish bid security for the respective lots in accordance with the Bid Solicitation Documents (BSD). The lot-wise bid security requirements are as follows:

#	Lots	Bid Securities
1	Lot-I (Misc-I Hardwar/ Raw Materials)	Rs,400,000/-
2	Lot-II (Misc-II Hardwar/ Raw Materials)	Rs.400,000/-
3	Lot-III Sanding Belts	Rs.200,000/-
4	Lot-IV (Screw etc)	Rs.600,000/-
5	Lot-V (Nails)	Rs.50,000/-

6. The Chair advised all prospective bidders to quote competitive rates in the interest of fair and transparent competition. It was further announced that these Minutes of the Pre-Bid Meeting shall form an integral part of the Bid Solicitation Documents and shall be read in conjunction with the bidding documents, advertisement, and any corrigenda issued in this regard.

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