

Minutes of Pre Bid Meeting regarding Tender of Stationary Supply/Goods

In compliance to KPPRA Act 24(6) and KPPRA Rules 37(10) a Pre Bid Meeting for Stationery Supply/Goods under single stage single Envelope methods of KPPRA was held on October 07, 2019. In presence of the following:

1. Incharge Procurement (GSD)
2. Officer Finance Division
3. Officer Internal Audit Division
4. Officer Stationary Department (GSD)
5. Officer Procurement

Representative of following bidders/ vendors attended the meeting.

1. M/s Spinzer Printer
2. HB Enterprises
3. Office World
4. Capital Media Home
5. The Bridge
6. Dot Link Traders

Discussion:

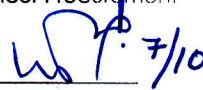
The Committee discussed the Bid Document in detail, the Major points are as following.

- **KPRA Registration**
The Bidders were communicated that the registration of Khyber Pakhtunkhwa Revenue Authority is Mandatory for every interested bidder
- **Delivery Point**
The Interested bidders were communicated that the delivery point of desired stationary items will be Head Office, Peshawar
- **Performance Guarantee**
The Selected Bidder shall provide performance Guarantee to the Bank. The Bidders were communicated that only Bank Guarantee shall be admissible.
- **Sales Tax**
The bidders were well-informed about all relevant taxes by officer Finance Division
- **Demonstration**
All The bidders were asked to demonstrate the desired Stationary items on the day of opening the Tender
- **SLA/ Contract**
The Bidders were communicated that a Service Contract will be executed with the Selected Bidders upon mutual consents

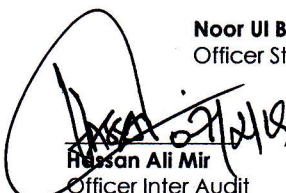
All representatives of the vendors were fully satisfied from replies and endorsed that they fully understand the bidding document.

Meeting concluded with thanks to all representatives of vendors and Members of the Procurement committee.


SYED ABBAS SHAH
Officer Procurement


ALLAH BAKHSH
Incharge Procurement


IRFAN AFRIDI
Officer Finance Division


Hassan Ali Mir
Officer Inter Audit


Noor Ul Basar
Officer Stationary



The Bank of Khyber

PRE BIDS MEETING FOR STATIONARY ITEMS/GOODS
Under Single Stage Single Envelope method of KPPRA

Ref# PROC/STATIONARY/05/SEP/2019.

Date: 07-10-2019 Time: 10:30AM.

Vendors Attendance

#	Name	Company Name	Signature
1	Arshad Zameer	Springer Printers	
2	Abdul Samad	H.B. Enterprises & Printers.	
3	Faheem Ahmed	OFFICE WORLD	
4	ARSHAD SHIRAZI	Capital Media House	
5	Javed Qureshi	The Bridge	
6	NOMAN	Dotlink Traders	
7			
8			
9			
10			
11			
12			
13			
14			
15			