

**November 18, 2019**

**Minutes of Pre-bid meeting for Procurement of Promotional Items 2020**

In compliance to KPPRA Act 24(6) and KPPRA Rules 37(10) a Pre Bid Meeting for Data Center under single stage Two Envelopes methods of KPPRA was held on November 18, 2019. In presence of the following.

- |                             |                          |          |
|-----------------------------|--------------------------|----------|
| • Mr. Allah Bakhsh          | In charge Procurement    | Chairman |
| • Mr. Muhammad Hassan Tariq | Incharge CCBD            | Member   |
| • Mr. Hasham Iqbal          | Officer Internal Audit   | Member   |
| • Mr. Kamran Ahmad          | Officer Finance Division | Member   |

Following representative of Vendor attended the meeting:

- |                   |                         |
|-------------------|-------------------------|
| • Noor ul Hassan  | Bluebird                |
| • M. Shoaib       | Channel 7 Communication |
| • Faisal Shakeel  | Shakeel & Sons          |
| • Shahab Uddin    | Protribes Pvt LTd       |
| • Ahmed Sheheryar | Spinzer Printers        |
| • Arshad Zameer   | Spinzer Printers        |
| • Zafar           | Four Brothers           |

Incharge procurement briefed complete bid document to participants, and specially mentioned that noncompliance of bid document by bidder shall rejection of bid.

Representative inquired about the specification of the Desk Calendar, theme, number of pages and color combination. Incharge CCBD replied that it would be in four color having minimum 13 leaves / 26 pages, art card / mate card. Size of the desk calendar shall be mentioned in bid document.

Representative inquired about the specification of the wall clock. Incharge procurement replied that we cannot confine the bidder to a specific wall clock, we request to bidder to provide good quality wall clock. He briefed that the if any bidder provide a good quality wall clock and obtain minimum marks in technical evaluation with lowest bid may qualify the tender. Representative suggested that Bank may add warranty of the wall clock. The incharge procurement replied that these are promotional items, and will be provided as complementary to prospective customers of the Bank, therefore do not require any warranty. Warrant will upset of our budget.

Representative asked for specification of power bank. Incharge procurement replied that any type of the power bank having one year warranty.

Representative asked about the type of Executive Desk Set. Incharge CCBD replied that bidder may provide any good sample of Executive Desk Set it may be in leather, leather ride or any other type.

Representatives of the bidders confirmed that *they fully understood bid document.*  
*Meeting ended with vote of Thanks to participants.*

Allah Bakhsh Incharge Procurement Chairman

Mr. Muhammad Hassan Tariq Incharge CCBD Member

Mr. Hasham Iqbal Officer Internal Audit Member

Mr. Kamran Ahmad Officer Finance Division Member

*18/11/19*

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*18/11/2019*