

## MINUTES OF PRE-BID MEETING

A Pre Bid meeting was held on Tuesday, September 24, 2019 in FBR (HQ), Islamabad to address, answer the queries and concerns of all the potential bidders with reference to the tender advertised on 08.09.2019 in the Press as well as on PPRA & FBR's websites regarding supply of consumable stationery items, Toners, Cartridges, Paper Reams, Electrical and other miscellaneous items etc. for the Financial Year 2019- 20.

2. Following officers of FBR attended the meeting:


- i) Mr. Ejaz Ahmad Bajwa, Chief (Admn), FBR, Islamabad
- ii) Mr. Saleem-ur-Rehman, Secretary (S&M), FBR (HQ), Islamabad.
- iii) Syed Faheem Anwar Burney, Second Secretary (S&M/Store).
- iv) Mr. Abdul Ghaffar, Superintendent (Store), FBR (HQ), Islamabad.
- v) Mr. Sher Muhammad, Superintendent (Store), FBR (HQ), Islamabad.

3. Following Representatives of Potential Bidders attended the meeting:

- i) Mr. Inam-ullah, M/s. Rayyan Enterprises.
- ii) Mr. Nazir Ahmad, M/s. Shirazi Trading Company.
- iii) Mr. Muhammad Rafique, M/s. Sohail Traders.
- iv) Mr. Usman Ahamad Qureshi, M/s. Clover Pakistan Ltd.
- v) Mr. Ali Asghar, Atique Traders.
- vi) Mr. Muhammad Nadeem, M/s. Jamal & Brothers.
- vii) Mr. Muhammad Aslam, M/s. Capital Stationers.
- viii) Mr. Muhammad Raees, M/s. Future Age Computers.
- ix) Mr. Muhammad Usman, M/s. Islamabad Traders.

4. Detailed deliberations were made during the meeting. Following are the questions/queries raised by the prospective bidders and replied by the department, as under:

S.No.	Query/Question/Clarification sought by the prospective Bidders.	Answer
1.	Bidders jointly requested for the substitution of "Performance Guarantee" with "Pay Order/Demand Draft" which will be more convenient for them.	The validity of the Pay Order/Demand Draft is six months. Performance Gurantee is of more than one year, so the FBR is unable to accept the proposal. Moreover, Performance Guarantee will be submitted by only successful bidder. For earnest money, they are already allowed to submit Pay Order/Demand Draft.
2.	Quoted price of per unit will be in round figure without GST?	Replied , yes ,quoted price will be in round figure with or without GST.
3.	Period of 3 days for supply of local item(s) and 7 days for imported item(s) is not sufficient, same may be amended as 7 days for local items and 30 days for imported items.	FBR will re-consider and shall communicate the revised delivery time.

  
(Saleem-ur-Rehman)  
Secretary(S&M)

Copy to : All Bidders.