

## MINUTES OF THE PRE-BID MEETING -

### HELD ON JUNE 06, 2022 FOR THE HIRING OF COURIER SERVICES FOR CMU

A meeting of the pre-bid meeting was held, in the Conference / Meeting Hall at F-Block, on June 06, 2022 for answering the queries of the potential bidders' / courier firms for the hiring of courier services for CMU. The meeting was attended by the following: -

- i. Mr. Naveed Ahmed Chaudhry, Head PSCM
  - ii. Mr. Hamid Ali Awan, Procurement Officer,
  - iii. Mr. Muhammad Azhar Nadeem, Admin / HR Officer
  - iv. Mr. Ahmad Zeb Khan, Procurement Officer,
2. Following were the participants, representing their concerned courier firms as mentioned below: -
- i) Mr. Sajjad Alam Awan, M/s M& P, (Pvt) Ltd.
  - ii) Mr. Rohail Khan, M/s TCS (Pvt) Ltd.
  - iii) Mr. Zia ur Rehman, M/s LCS (Pvt) Ltd.
  - iv) Mr. Usman Hayat, M/s LCS (Pvt) Ltd.
3. The meeting started with the agenda under discussion and following points has been discussed: -
- i. **Earnest Money** has been fixed as PKR 100,000.00 (Pak Rupees One Hundred Thousand) in shape of Cash Deposit Receipt / Demand Draft / Pay Order/Bank Guarantee, in favor of M/s National TB Control Programme (NTP), instead of 2% of the contract value
  - ii. **Initial Tenure of the Agreement** will be one (01) year. However, extension is possible based on the satisfactory performance, appraised by CMU and availability of funds.
  - iii. Vendor will provide a list for **non-operational areas** of their company (location wise list must be shared / attached with technical proposals) clearly mentioned i.e "Our Non Operational Areas".
  - iv. **Penalty on late / undelivered shipment**, will be imposed on the particularly late /undelivered shipment instead of whole invoice amount. (under TORs, clause 7, sub-clause a & c).
  - v. **Shipment Pickup and visit time** (will be on 9:00 am TO 3:00 PM daily) (Further it was decided previously that, warehouse shall inform Courier ONE DAY PRIOR to pickup and COURIOR shall send DEDICATED COLD CAHIN OR NORMAL VEHICLE ON REQUESTED TIME (or as per applicable COB timing from Govt of Pakistan).
  - vi. **QSR and delivery report** must be shared on daily basis with POC of CMU.
  - vii. **Payments** will be made on receipt of monthly QSR report dully signed from vendor/company along with the original invoice.
  - viii. **Data availability** of delivered shipment in the system (minimum 90 days backlog access to record keeping)
  - ix. **Fuel adjustment** charges calculations (formula Must be share with your financial proposal)
  - x. **International shipment** destination is commonly Geneva-Switzerland.
  - xi. If required inland transit **insurance**, please read the "Voluntary Customer Insurance: On a premium of 1% of declared value of shipment and 10% of premium of fragile items. Page 31 of SBD.
  - xii. **Cold chain shipments** shall be required (vendor will quote the availability with freight charges as per attached table "Page3".
  - xiii. **Penalty clauses** will remain unchanged, being standard clause of CMU.
  - xiv. **To track and check** the status of the shipments, the selected courier company will provide user Login and password to provide access to CMU on their web based system. (in case of non-responsive portal, the vendor shall update the CMU on queries via email or respond through letter etc)
  - xv. **Amount of performance bond** 10% of the total awarded contract price, which will be release after completion of delivery and acceptance of goods by the purchaser or expiry of the contract as per ITB 31.3.
  - xvi. **Rates quoted** by the firm will be final and inclusive of all taxes levied by the govt. GST is not applicable (CMU will provide GST Exemption letter).
  - xvii. **Distribution / Pickup points** are CMU Ware House Islamabad CMU Office, near NIH, EPI Building Islamabad and National Reference Laboratory (NRL), FGH, near NIH Islamabad.
  - xviii. No **booking on official account** will be made without authority letter of POC or Authorized Person.
  - xix. **Uniform booking method** shall be used (Manual or Computerized CNs).
  - xx. **Vendor shall share Computerized CN** (If this method used) with POC/ Prescribed Email on daily basis.
  - xxi. **Regarding delivery time of goods and documents**, CMU Warehouse has only one point, that National (intra Country) delivery should also be done in 24 hours, selected Courier firm have to ensure next day delivery (in 24 hours) according to overnight service contract. However, the firms will inform us where delivery of shipment will only be possible on alternate day, and for that we will mention their shipment delivery time 48 hours.

**xxii. Delivery Time of Documents & Goods**

- a. National (Intra City) - 24 hours Overnight
- b. National (Intra Provincial) - 24 hours Overnight
- c. National (Intra Country) - 24 hours (Overnight)
- d. International (Globally) - 96 – 120 hours

**xxiii. Mandatory locations/ Destinations**

- a. (04 provincial headquarters (Lahore, Karachi, Quetta and Peshawar),
- b. Divisional / Regional Locations (Muzaffarabad, Abbottabad, Bahawalpur, Mirpur Khas-Sindh, Mithi, Larkana, Chakwal, D. G. Khan, Faisalabad, Gilgit, Khanewal, Loralia, Nawabshah, Sargodha, Sialkot, Vehari, Quetta, Sukkar, Lahore, Kotri-Jaccorabad, Karachi, Peshawar, Rawalpindi, Mardan, D.I.Khan, Multan, Islamabad, Swat, Murree and Rahim Yar Khan) and
- c. 3 Regions (Muzaffarabad-AJK, Gilgit-GB, Peshawar-FATA).

i. **National & International Cold chain shipments Overnight Service Charges in Pak Rupees.**

Service	Weight	Intra City			Intra provincial			Intra Country Different Zones		
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Overnight	0.0 kg to 0.5 Kg									
	0.5 kg to 1.0 Kg									
	Each addl. Kg									

ii. **International Flat Rates**

Weight	Shipment Flat Rates World Wide		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
0.0 kg to 0.5 Kg			
0.5 kg to 1.0 Kg			
Each additional 0.5 Kg			

iii. **Fuel Adjustment Charges**

Description	Percentage Rates / Charges		
	PKR		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Fuel Adjustment Charges			

- \_\_\_\_\_ Fuel adjustment charges will be applicable on above mentioned rates.

iv. **Delivery Time for Cold Chain**

- e. National (Intra City) - 24 hours Overnight
- f. National (Intra Provincial) - 24 hours Overnight
- g. National (Intra Country) - 48 hours
- h. International (Globally) - 96 – 120 hours