

MINUTES OF THE PRE-BID MEETING -

Printing of Lab Forms / Material and R&R Tools for CMU Islamabad "Reference No. CMU-NTP/051/2023

The pre-bid meeting was held, in the committee room of CMU Islamabad on 27 July, 2023 at 11:00 Am for answering the queries of the potential bidder's / printing firms for the procurement of Printing of Lab Forms / Material and R&R Tools. Following Officials attended the pre-bid meeting:

- i. Dr. Khalid Mehmood, M&E Coordinator-NTP
- ii. Mr. Munawar Irshad, Sr Lab Supervisor -NRL
- iii. Mr. Hamid Awan, Procurement Officer
- iv. Mr. Ahmad Zeb Khan, Procurement Officer

2. Following were the participants, representing their firms as mentioned below: -

- i) Mr. Rizwan Khan, M/s FAMEX Lahore.
- ii) Mr. Hamesh Gul Awan, M/s Gul Awan Printers Islamabad.
- iii) Mr. Zafar Iqbal, M/s The Elegant Enterprises Islamabad.
- iv) Mr. Zeeshan Ali, M/s M. Traders Rawalpindi.

3. The meeting started with the agenda under discussion and following points has been discussed: -

- i. **Changes in NRL Specs at Annex-1:** paper weight will be considered 90/100gm at Serial# 07 to 12 of Annex-1 of SBD.
- ii. **Printing material for NRL Annex-1:** film making an old method for printing are removed/not required for Annex 1 & 2.
- iii. **Changes in NRL Specs at Annex-1:** items at Serial# 15 to 16.2, posters specs to be read as Poster. Size: 18"X23", 260gm art card, four color printing.
- iv. **Changes in NRL Specs at Annex-1:** material of binding for register is changed to cloth instead of rexin.
- v. **Delivery of Goods:** CMU-NTP Warehouse, main Park Road Near NIH Islamabad.
- vi. **Changes in R&R Specs at Annex-02:** item DRTB01 at Serial# 08, changes of specs for title page as Art Card 250gm with matt lamination and inner page 150 gm every card (total 07 leaves booklet of 8x10 inches).
- vii. **Work completion time:** delivery period can be provide for 6 six weeks instead of 4 weeks. However, completion period/ lead time will be considered from the approval/signing of the final designed draft.
- viii. **Lot/Item bidding:** All bidders are encouraged to participate/compete in all items/annexures.
- ix. **Work Order:** item wise orders placed to the lowest evaluated bidders.
- x. **Taxes:** NTP is Exempted from GST, letter will be provided to lowest evaluated bidder. However, income tax will be deducted at source as per applicable rate.
- xi. **Payment Mode:** departmental cross cheque on the name of Vendor, instead of AGPR, will be issued.
- xii. **Samples:** all samples shown to participants except two i.e TB05 pad and DRTB01-booklet mentioned at Annex-2 mentioned at Sr# 5 and 8.
- xiii. **Amount of Bid Security:** Two percent (02%) of the total bid value in Pakistan Rupees in the shape of Bank Demand Draft, Call Deposit Receipt or Bank Guarantee in the name of National TB Control Program.
- xiv. **Amount of performance bond:** 10% of the total awarded contract price, which will be release after completion or expiry of Contract/agreement.
- xv. **Eye-bird view** has been given to all participating bidders in the light of SBD.
- xvi. The meeting was ended with vote of thanks.