

## Minutes of Pre-Bid Meeting

Minutes of pre-bid meeting of the Security Services tender for project sites of the PIDC held on 02<sup>nd</sup> March, 2022 at 11:00 AM in the PIDC Board Room.

Following are the participants:

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| Saiyid Asghar Mustafa Husain (Head of Administration/HR) | PIDC                                    |
| Muhammad Awais (Assistant Manager Administration)        | PIDC                                    |
| Faizan Khan (AM-Project Supervision)                     | PIDC                                    |
| Muhammad Faisal (Officer Administration)                 | PIDC                                    |
| Zia Bhatti (GM Marketing)                                | Askari Guards                           |
| Lt. Col Hussain (RM South)                               | Askari Guards                           |
| M. Abid (RM South)                                       | Rehman Security                         |
| Raja Danial (Marketing Officer)                          | Fauji Security Services                 |
| Hammad Uddin Siddiqui (AM)                               | Bahria Security System & Services       |
| E.M Joseph   | Zia-Ul-Islam Security                   |
| Maj (R) Zia Mahmood                                      | Orel Security                           |
| Maj (R) Farzoq Mahmood                                   | Safety and Security Services (Pvt) Ltd. |
| Azmat Bukhari (CSO)                                      | Zims Security                           |
| Maj (R) Javaid   | Bond Security                           |

The Following points were discussed.

1. The representative of the procuring agency advised all representative of bidding companies to conduct a detailed physical visit of all project sites before submission of proposals as mentioned in the RFP document.
2. **Bidding firms suggested that existing strength at project site is very less and should be increased.**  
The procuring Agency informed that the strength in the RFP has already been increased from 63 guards to 83 guards keeping the above in view. Furthermore, strength of guards may be increased after award of contract subject to justification and mutual agreement.
3. **Bidding firms requested the age bracket of guard may be revise from Maximum 45 years age to 50 years age. (Ref: TOR of RFP Point-09)**  
This was agreed by the procuring agency
4. **Bidding firms informed that as per Labour law maximum working hours should be 08 hours whereas security guards in the RFP have been divided into 12hrs shift. In this case as per law, each guard should give 04hrs overtime in each shift and also each guard should be required to take 04 off days in a month. (Ref: Scope of Work of RFP Point- (e))**  
Procuring agency informed that for now 12hrs shift may be quoted including all costs of compliance.
5. **Bidding firms raised concerns on Para-10 of Instruction to bidders of RFP, about restriction on hiring of guards from tribal belt should be relaxed.**  
Procuring agency agreed to remove the restrictions on hiring of guards from tribal belt.
6. **Representative from the Bahria Security System & Services raised concern that their company is not registered with the SECP as it is a sister concern of the Bahria Foundation which is registered under the Endowment Act 1890.**

Procuring agency responded that as a special case since Bahria Security System & Services being a subsidiary of Bahria Foundation a well-known NGO registered under the Endowment Act 1890, may be allowed exception of being registered with the SECP.

7. **Bidding firms requested that in para-11 of Instruction to Bidders, character certificate of each guard is required. This may be replaced by police verification certificate or discharge book of the armed forces.**

Procuring agency agreed to the requested change.

8. **Bidding firms raised concern that if minimum wage may be revised by the government from time to time, how would this be addressed?**

Since the guards to be provided are to be Ex-Service man, their salaries are expected to be above minimum wage already. Annual increment in salaries of guards should be factored in bid provided.

9. **Bidding firms raised concern that instead of medical certificates physical fitness certificates may be allowed. (Ref: Point vi of Guard Services)**

Procuring agency agreed to replacement.

10. **Bidding firms raised concern regarding clause 6-e of the agreement regarding risk of fire.**

The procuring agency clarified that particularly in the case of fire, the security company is required to intimate project site officials and the fire Brigade (116). If the fire is of small nature, security guards should try to put it out to prevent it from increasing.

11. **Bidding firms questioned regarding providing of patrolling vehicles, driver, fuel and associated patrolling requirement in terms of Kilometer.**

Procuring agency relaxed the requirement of providing brand new vehicles and motorcycles due to concern shown by bidding companies. Procuring agency allowed that patrolling vehicle should not be more than 05 years old and motorcycles should not be more than 03 years old to be provided but security company must ensure that both vehicles and motorcycles are in well maintained and running condition. Due to this the procuring agency advised that quotation should include cost of vehicle, driver and fuel with capping of 800 KM per month for each site.

12. **Bidding firms requested to change performance guarantee to one month remuneration instead of two months (Ref: Point 05 of RFP)**

Procuring agency agreed to the request of the security companies.

13. **Bidding firms requested to change the medical insurance to life insurance as it is not possible to provide medical insurance to each guard. However, bidding companies make every effort to provide medical cover to their guards. (Ref: Point 6 d (iv) of Agreement)**

Procuring agency agreed to the request of the security companies.

14. **Bidding firms raise concern for the recovery of loss must be limited. (Point 06 h of agreement)**

Procuring agency agreed to setting some limits regarding penalties due to negligence of security company or its representatives. A maximum cap of Rs.10 million for each calendar year may be implemented.

The meeting there by concluded with thanks to all participants.