

MINUTES FOR THE PRE-BID MEETING HELD ON 7th NOV, 2024 FOR HIRING OF COURIER COMPANY FOR CMU

The tender with Reference no CMU-NTP/064/2024, for hiring of courier company for CMU was advertised on 1st Nov, 2024 and a pre-bid meeting was held, at Meeting Room of C-Block of CMU on Thursday, November 7, 2024, for answering the queries of the potential bidders' /courier firms. The meeting was attended by the following: -

- CMU Staff
- 1 Muhammad Sabir Qureshi, In charge PSCM-CMU
 - 2 Ali Asghar Qureshi, Dy. Manager Warehouse- CMU (End User/Requester)
 - 3 Mr. Muhammad Azhar Nadeem, Admin/HR Officer-CMU (End User/Requester)
 - 4 Mr. Ahmad Zeb Khan, Procurement Officer-CMU (Processor)

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

- 1 Mr. Sajjad Alam Awan, M/s M& P, (Pvt) Ltd.
- 2 Mr. Shariq Ahmed Khan, M/s M& P, (Pvt) Ltd.
- 3 Mr. Zia ur Rehman, M/s LCS (Pvt) Ltd.
- 4 Mr. Imran Khan, M/s TCS (Pvt) Ltd

Proceedings: The meeting started with the agenda under discussion. The procurement officer welcomed the representative of relevant firms in the Pre-bid meeting, the representative of firms was asked for queries related to the tender advertised and following points has been discussed and clarification was shared with firms in response to their questions.

1. Vendor will provide a list for non-service and nonoperational (out of service area – OSA) areas of their company (location wise list must to shared/attached with technical proposals) clearly mentioned i.e “Out of Service Area – OSA and Non-Service Areas - NSA”
2. For non service areas/Vendor will mention estimated timing of delivery and additional cost before picking the consignment from CMU and additional cost will be applicable only subject to prior approval on special case to case basis.
3. Insurance cost of premium is mandatory to be quoted in the financial bid and the courier firm must ensure that all the shipments booked from the CMU warehouse for delivery are covered with transit insurance.
4. Special Handling Charges in case of any SHS Shipments: the cost varies with each consignment for Special handling therefore it will not be part of price comparison and shall be mentioned as a footer/note beneath the financial bid.
5. In the case where CMU provides packing and ice plates for 24hours or 72 hours duration then conventional normal courier rates will be applicable for small/medium size Cold chain shipments but in case longer distance/time required, the courier company will be allowed to open the parcel and re-pack and replace the ice plates and shall charge additional cost subject to prior approval on special case to case basis. Cost for Separate/dedicated vehicle for cold chain is not applicable as it is the part of logistic/transportation tender.
6. For International consignment current price table of SBD is applicable while cost can be quoted in USD and the conversion rate in PKR will be applicable/paid on that time conversion rate determined by the state of Pakistan. Vendor may attach zone wise location list and for financial bid comparison, if required Prices quoted in USD will be converted into PKR on the date of financial bid opening and current exchange rates mentioned on the NBP website.
7. The bidders shall quote price as per table mentioned in SBD for all categories of shipments and weights (except for Separate/dedicated vehicle for cold chain) and must be submitted on company's letterhead, firm seal & vendor sign on quotation is mandatory.
8. Correction in TOR's clause #2: pickup of consignment is not possible on weekend or special/gazetted holidays but in case consignment is picked on special request it shall be moved for delivery on very next working day.
9. Correction in TOR's clause #7 - Additional cost (subject to approval and case to case basis) is also associated with the pickup for non-service areas - please mention it if necessary.
10. Correction of typo error in the date on page# 20 of SBD in ITB 21.1: date of bid opening is Wednesday Nov 20, 2024 at 11:30 Am as mentioned on page#1 and page#3 of the same SBD.
11. Deduction from the invoice will be made on the proportion of the monthly bill for particular undelivered/delayed shipments if any.
12. Payment will be made on the receipt of monthly QSR report dully signed from vendor/company along with the original invoice.
13. Data availability of delivered shipment in the system (minimum 90 days backlog access to record keeping)
14. Fuel adjustment charges calculations: FAC-fuel adjustment charges will be also calculated with net quoted rates of each vendor (formula Must be shared from the courier firm with CMU)
15. Penalty clauses will be remaining unchanged.
16. To track and check the status of the shipments, the courier company will provide user Login and password to provide access to CMU on their web-based system.
17. Amount of performance bond 10% of the total awarded contract price, released after completion of delivery and acceptance of goods by the purchaser or expiry of the contract.
18. Rates quoted by the firm will be final and inclusive of all taxes levied by the govt. GST is not applicable (CMU-NTP will provide GST Exemption letter).
19. Agreement will be for 01 one year. Extension of contract with service provider shall be based on performance appraisal by CMU Warehouse/Admin. Upon satisfactory services by the service provider, needs, requirements and approved budgetary provisions the service contract would be extended with 10 % increased in the quoted prices.