

MINUTES OF THE PRE-BID MEETING -
Printing of R&R Tools for M&E for CMU Islamabad "Reference No. CMU-NTP/069/2024-M&E.

The pre-bid meeting was held, in the committee room of CMU Islamabad on 20 February 2025 at 11:30 Am for answering the queries of the potential bidder's / printing firms for the procurement of Printing Material and R&R Tools for M&E. Following Officials attended the pre-bid meeting:

- i. Dr. Khalid Mehmood, M&E Coordinator-NTP
- ii. Mr. Haris Iqbal, CSCO-PSCM Head
- iii. Mr. Munawar Irshad, Sr Lab Supervisor -NRL
- iv. Mr. M. Zia Samad, Data Analyst CMU
- v. Mr. Ahmad Zeb Khan, Procurement Officer

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

- i) Mrs. Alia Husain, M/s Quick Process Karachi.
- ii) Mr. Syed Nadeem Gilani, M/s Maryah Printers Islamabad.

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

Changes in detailed Specifications R&R Tools mentioned at Page no 30 & 31

(Following changes have been incorporated in the revised sheet

- i. **Changes in Specs at Serial No-1:** (paper size is now 16x10 open size with one-fold, single color) as per sample.
- ii. **Changes in Specs at Serial No-6 & 7:** shall be read 80gm Paper imported paper.
- iii. **Changes in Specs at Serial No-9:** changes (single side print on cover page with lamination and binding is required as twin wire metallic binding)
- iv. **Changes in Specs at Serial No-16 to 18 and 26-27:** correction in spelling read spine instead of spin.
- v. **Changes in Specs at Serial No-19 to 26:** film making an old method for printing are removed/not required now.
- vi. **Changes in NRL Specs:** material of binding for register can be provided cloth or rexin.
- vii. **Delivery of Goods:** CMU-NTP Central Warehouse, main Park Road Near NIH Islamabad.
- viii. **Work completion time:** The delivery period is set at four 04 weeks. However, the completion period or lead time will commence upon approval and signing of the final designed draft
- ix. **Lot/Item bidding:** All bidders are encouraged to participate and compete for all items.
- x. **Work Order:** CMU shall issue item wise orders to the lowest evaluated bidders.
- xi. **Taxes:** GST is not applicable to NTP, and a letter will be provided/issued to the lowest/considered bidder. However, income tax will be deducted at source as per the applicable rate/slab.
- xii. **Samples:** all available samples shown to participants except two i.e TB05 pad and DRTB01-booklet.
- xiii. **Payment Mode:** departmental cross cheque on the name of firm/Vendor after completion of delivery.
- xiv. **Furthermore:** The vendor with the lowest/considered quote will be requested to provide a hard sample of the required items before printing the entire quantity. Upon acceptance of the samples by CMU, the entire order shall be printed, and the delivery time will commence from the day the sample are approved/accepted by the requesting unit.
- xv. **Amount of performance bond:** 10% of the total awarded contract price, which will be release after completion or expiry of Contract/agreement.
- xvi. **Eye-bird view** has been given to all participating bidders in the light of SBD.
- xvii. The meeting was ended with vote of thanks.