



No.SO(T)/IS&TD/3-255/2023
GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT

Karachi, dated the 10th October, 2024

SUBJECT: - MINUTES OF PRE-BID MEETING OF THE PROCUREMENT COMMITTEE FOR THE PROJECT NAMELY "SINDH ENTERPRISE INCUBATION CENTER"

A pre-bid meeting of the Procurement Committee for the project "Sindh Enterprise Incubation Center" held on Monday 30th September, 2024 at 02:00 PM, under Chairmanship of Director (Dev), Information Science & Technology Department, Government of Sindh, in the Committee Room, IS&T Department 1st Floor, Sindh Secretariat No.6, Karachi. The meeting was convened with the companies to clarify the queries (if any) about the tender document for the said project. The attendance sheets are attached at [Annexure-A].

2. The chair welcomed the Procurement Committee (PC) members and the representatives of the interested companies who participated in the Pre-Bid meeting. The attendance sheets are attached at [Annexure-B].

3. The Chair of the committee briefed in detail about components of the Project including Renovation and the center Operations. He further briefed to the participants about the Scope of the work/ ToRs, Procurement method, technical evaluation Criteria, Deliverables, bid data Sheet, Bid Security, Performance Security, and other conditions mentioned in the Bidding Document / Tender Document/ RFP

4. The Chair of the Procurement committee, invited the representatives of the companies for any query / clarification. Following queries and their respective replies are mentioned below.

- i. Reference to Point 2 of "Responsibilities" section on page 31, required clarification regarding the tenure of 3 years of SLA purely consist of the operations & management services of incubation center or is it inclusive of infrastructure development/ renovation period of 3 – 5 months?

Response of the Procurement Committee : Yes the 3-5 months of buildup/renovation period is inclusive in the project period.

- ii. Reference to Point 5 of draft "General Conditions of the Contract", clarification required with reference to applicability of withholding tax at the rate prescribed under tax laws of Pakistan, is it applicable only on the Management Fee bill or will the tax be deducted on the reimbursement of expenses as well on which the bidder would have already withheld deductible taxes and deposited the same with the Government treasury.

Response of the Procurement Committee : Income tax and with holding tax and other taxes will be applicable as per the prevailing rules.

- iii. Reference to the Notice inviting Tender, the estimated cost has been stated at Rs 232.529 million. Clarification required, would successful bidder be allowed to move budgets amongst.

(Handwritten signatures and initials)

Conti1/2

various sub-heads keeping in view practicalities of on ground situation while remaining within the total cost as per financial bid.

Response of the Procurement Committee: No Change in the amount of total bid will be allowed once the financial bid is submitted. Thereafter, payment schedule will be decided and contracted, then payments will be made accordingly.

- iv. Who will judge and evaluate the projects of the Startups in the screening of the startups. They further enquired about the design of the center, the seating capacity of the startups.

Response of the Procurement Committee: The successful bidder will be responsible for the evaluation criteria, and whole selection process as mentioned in the Bidding Document /Tender Document /RFP. There will be one member from the department in the selection process. However, there will be a committee which will periodically review and monitor the compliance and effectiveness of the process. The design, seating capacity related information is mentioned in the Bidding Document /Tender Document /RFP.

- v. Query regarding Two set of Trainings in the operational period which may requires clarification.

Response of the Procurement Committee : The two sets of training for two cohorts per year. One training set for each cohort.

- vi. Query regarding Portal of the Project, what type portal will be required, is it LMS system or it is different from LMS system.

Response of Procurement Committee: It will be public and restricted access portal, having all the activities and details of the Incubation center, image building branding contents, and all the information and dashboard with respect to monitoring and review for the management, the oversight committee and higher governmental authorities.

- vii. Clarification required regarding assets tagging and handing over all equipment / items after completion of the project.

Response of the Procurement Committee: As part of the operations of the center, asset look-after is one of the task; hence asset tagging is the responsibility of the successful bidder, as mentioned in the Bidding Document /Tender Document /RFP and the assets acquired through the public money or through the donations will be in ownership of the IST department.

- viii. Some of the queries were raised by ANET Cyber Solutions through Email, as they didn't participate in the pre bid meeting, however, they sent their queries on the same day of the Pre-Bid Meeting. They asked this; "You have asked for SECP certification whereas there is main part of Civil Work but you have not asked for any civil experience or certification such as PEC Certification" & "Requirement of Star Software Product, which leads to

multiple meanings and it is also sort of favor to particular company". "Specific Number of HR mentioned whereas no role of staff defined or CV asked". "3D image requirement is way out of tender requirement". "NO MAL /MAF letter requirement which raised serious concerns".

Response of the Procurement Committee: Queries reviewed and following response were given by the Procurement Committee.

- a. **Query#1 Response of the Procurement Committee:** Since the renovation is only fractional part of the whole work, as evident from the weightage i.e. 5% given in the technical evaluation and further there is no major civil work required, therefore, no need for PEC registration as requirement for SEIC firm selection. .
 - b. **Query#2 Response of the Procurement Committee:** The word Star in Star Software Product means the best know product with best cliental and revenue of any bidding company.
 - c. **Query#3 Response of the Procurement Committee:** The number of HR asked is to ascertain the HR wise strength of the company. These numbers are not meant to be part of the particular project as of this Bidding Document /Tender Document / RFP.
 - d. **Query #4 Response of the Procurement Committee:** The inclusion of 3D image requirements was intended to ensure that the bidder has the capability to visualize the project's architectural and design aspects. However, there is 2D /3D image requirements and 2D will also be consider in the requirement and according to the actual needs of the project.
 - e. **Query#5 Response of the Procurement Committee:** The nature of this Bidding Document /Tender Document / RFP does not require Manufacturer Authorization Letters (MAL) or Manufacturer's Authorization Forms (MAF), there are very handful of items asked under the renovation, as it is more about acquiring Startups Incubation management and operations services.
 - f. While we recognize the significance of MAL/MAF in ensuring product authenticity and service quality for certain types of projects, while the major scope of work in this tender focused on the operational management of incubation services. Since the primary deliverables do not involve hardware or software procurement that would typically require manufacturer backing, we have determined that the inclusion of MAL/MAF is unnecessary for this particular project.
- ix. Most of the firms requested for extension of the date of submission of the bidding documents at least for more 15 days.

Response of the Procurement Committee: The procurement committee asked to submit the written request, which will be given due consideration.

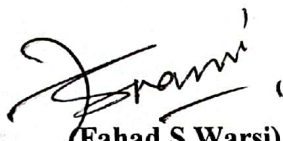
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At the end all queries / observations raised by representatives of interested firms have been mutually addressed during the meeting.

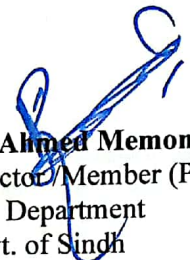
Following Decision were taken during the meeting:

1. Submission date of proposals may be extended at least 10 to 15 days subject to written request to be submitted by interested firms.

Meeting ended with a vote of thanks to and from chair.



(Fahad S Warsi)
Project Coordinator /Member (PC)
IS&T Department,
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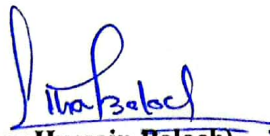
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