

PRE – BID MEETING MINUTES

Supply & Installation of Equipment and Allied Services at Data Center in Islamabad

Lot No. 1: Supply & installation of equipment and allied services

Lot No. 2: Provision of Internet connectivity and Datalinks

File No.	IFB NO. 004/31/IT
IFB Published Date	8 th March 2024
Bids Submission Date & Time	25 th March 2024 till 1000 Hours
Site Visit Date & Time	14 th March 2024, 09:00 Hours to 1400 Hours
Pre-Bid Meeting Date & Time	15 th March 2024, 1100 Hours to 1215 Hours

1. NDRMF's Representations:

1	Deputy Manager (IT)	2	Deputy Manager (Procurement)
3	Deputy Manager (MIS)	4	AM (Procurement)
5	Executive Assistant (IT)		

2. Bidders' Representations:

Six (6x) Bidders participated in person while two (2x) bidder participated through online zoom link.

3. Proceeding of Meeting:

Pre-Bid Meeting started with brief introduction and tender specific information. Bidders have actively participated in the meeting and shared several queries related to tender responses preparation & terms in general, specification and quantities of Lot No.1 and technical specification of required services of Lot No.2. All general queries were responded while technical queries were discussed and conveyed to bidders that refined response with detailed clarification will be shared in form of meeting minutes. Henceforth, NDRMF response in form of pre-bid meeting minutes are divided to following three sections;

Section 1: Tender Preparation and Term & Conditions, applicable to both Lots

Section 2: Specific queries related to Lot No.1

Section 3: Specific queries related to Lot No.2

Section 1:- Tender Preparation and Terms & Conditions: *Applicable to both Lots*

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
1	Status of Earnest Money/Bid Security as stated in instruction to bidders?	ITB No.18 r/w BDS No.22	<p>Bidders were informed that PPRA in its bidding template has indicated detailed instructions to Bidders in Section No. II (Page No.5 to 35 of subject tender) which are generalized information however it is supplemented by Section No. III i.e. BDS - Bidding Data Sheet (Page 36 to 40 of subject tender). Hence bidder shall always refer to BDS.</p> <p>As per BDS No.22 at page#35, Bid Security Declaration is required as per Form 5; respective Form is provided on page 55.</p> <p>Applicable to both Lot No. 1 and Lot No. 2</p>

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
2	Performance Guarantee status?	GCC Clause 10 r/w SCC Clause 7	Performance Security will remain the same as stated in issued Bidding Document, which is reproduced as under; LOT NO. 1 The amount of performance security (or guarantee) in the form of Bank guarantee/CDR, as a percentage of the Contract Price, shall be 05% of the contract price. The performance guarantee will be discharged after completion of Warranty Period i.e. One Year LOT NO. 2 Not Applicable
3	Should there be separately sealed financial and technical Bids?	Section I Clause 4	Bidding shall be conducted in line with the Single Stage One Envelope procedure of the Public Procurement Rules 2004, wherein you are required to place both Financial and Technical proposal/credentials in a single sealed envelope with proper marking on it.
4	Project delivery timeline is of shorter period, what will be working hours at SINES NUST and facilitation of gate passes?	ITB No.1.1 r/w BDS No.1	Delivery timeline for both Lots is three weeks following notification of award. Timeline will remain the same and NDRMF will encourage awardee(s) to deploy enhanced resources while working in multiple shifts in order to complete delivery within due time. Working hours at both sites are after 03:00PM during Ramadan and after 05:00 PM after Eid. Contractor can undertake full night works provided timely intimation with designated personnel details. NDRMF will facilitate awardee with gate passes however it should be sought during working hours and well prior enough to required event.
5	What to incorporate in work plan, is it same like Project Implementation Plan?	Section VI Form 4: Work Plan	The bidder is required to submit Work Plan in compliance of Section V – Schedule of Requirements, clearly illustrating project completion with breakdown of activities. It shall include breakdown of tasks and timeline of occurrence.
6	Can a bidder apply for both Lots?		Interested bidders having requisite qualification can apply for either Lot or both. In case any bidder intends to participate in both Lots then preferably each Lot shall be applied through separate sealed envelope duly submitting respective Lots Bid Form(s), Form 2: Price Schedules and corresponding qualification credentials.

Section 2:- Specific Queries Related to LOT NO.01

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
1	Whether PEC registration and valid license is mandatory qualification?	ITB13.3 (b) r/w BDS 17	BDS No. 17 with sub-clause (b) clearly indicates that for Lot No. 1 Bidder shall have PEC registration and valid license. <i>It will remain the same.</i>
2	Clarification of Multy Type power socket?	Section V sub-section 8: BOQ	The word, “Multy” is deleted and replaced with “Bi/two plugs/dual socket”

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
		Item@ 5b	Additionally, it is informed that there will be nine (9) UPS powered points at NDRMF Office and 14 UPS powered points at SINES NUST site.
3	Clarification on Earthling Pit points/quantity and/or usage of NUST own points	Section V sub-section 8: BOQ Item@ 6	Earthling at serial no. 6 of BOQ will remain the same as specified while for main breaker NUST earthling pit will be used.
4	What will be AC ducts route in SINES and NDRMF Building, please clarify?	Section V sub-section 8: BOQ Item@ 8 & 9	AC ducts/tray will be quoted/provided by contractor against this tender BOQ, while existing routes of SINES Building will be used. At NDRMF office existing ducts/trays may be used.
5	Clarification of 2 ton Inverter cassette type?	Section V sub-section 8: BOQ Item@ 9	The Word, "Cassette" is deleted and replaced with "Floor Standing" 2 ton AC Inverter.
6	Which type of CAT-6 cable specification is recommended?	Section V sub-section 8: BOQ Item@ 10	CAT-6A 23 AWG cable shall be used.
7	Seating plan with measurement sheet is required to calculate accurate quantity of cabling?	Section V sub-section 8: BOQ	Seating of requisite number of staff is clearly stated in Section V: Schedule of Requirements, while provided Layout and BOQ indicated sufficient information. The same may be cross checked in site visit(s).
8	Clarity of Camera purchased and access points?	Section V sub-section 8: BOQ	NDRMF has already purchased Access points and 5x PoE cameras with NVR while contractor will install only network points complete in all respects.
9	Clarity on sub-section 8: BOQ, serial no.15	Section V sub-section 8: BOQ	In addition to existing requirements, PDU must be of horizontal type.

Section 3:- Specific Queries Related to LOT NO.02

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
1	Scope of work for Lot No.2 as indicated in a table illustrates that first two line items are both Primary Sites? Whether it's a typo error or both are Primary Site?	Section V Page 47	Both are for Primary Site (SINES Building NUST Site)
2	Connectivity Links has redundancy path while NDRMF also seek two Primary Site? Whether this conflicting	Section V Page 47 r/w Section VI	Redundancy paths will not be required. Said referred sections where it is mentioned are considered deleted.

No.	Bidder Clarification Queries	Bidding Doc. Reference	NDRMF Response
	statement will be refined/deleted?	Form 2(b) page 52	Respective corrected Bidder's response through, Form 2(b): Price Schedule is annexed as "Annexure – I" . Interested bidder has to participate using redefined annexure - I
3	Clarity on /29 Pool of Public IPs as stated in Lot 2 at serial no. 3?	Section V Page 47	Scope of work for Lot No.2 at page 47 where in table at serial no.3 /29 Pool of Public IPs, the word "Public" is deleted and replaced with "Private". Respective corrected Bidder's response through, Form 2(b): Price Schedule is annexed as "Annexure – I" . Interested bidder has to participate using redefined annexure - I
4	Bidder shall quote connectivity and data links service along with required supply of corresponding equipment?		No additional equipment is required by NDRMF however any device/ONT installed by ISP must be rack mounted.
5	What will be the Bid Price of Lot No. 2?	Section VI Form 2(b) page 52	Bid Price will be calculated as per Form 2(b): Price Schedule, Breakdown will remain the same. Bid Price of Lot No.2 include two segments i.e. one of fixed cost/onetime cost while other of a quarterly recurring service cost. Intended service contract period will be for three years. All following quarterly recurring service cost <u>will remain the same</u> , and will be paid on quarterly basis, subject to GoP Indirect Taxes tariff. Respective corrected Bidder's response through, Form 2(b): Price Schedule is annexed as "Annexure – I" . Interested bidder has to participate using redefined annexure - I
6	Please share Sites Coordinates?		SINES Building NUST (H-12) Islamabad 33.645912, 72.997737 https://maps.app.goo.gl/uMmLyQSyqKv6wbbZA NDRMF Office: 33.67154772321101, 73.0192586957624 https://maps.app.goo.gl/4K14u3KioQdPL1uZ7

NOTE:

- a) This Pre-Bid Meeting minutes shall be construed as a mandatory part of the bidding document. These meeting minutes supplements subject issued bidding document and where required supersedes respective clause(s)/section(s)/information(s) of the said issued bidding document.
- b) Financial impact in line with bidding document and these minutes must be incorporated by bidders accordingly.
- c) Timeline will remain the same, hence shall be strictly followed by bidder. Extension in Bid submission will not be made.

A. Form 2 (b): Price Schedule

LOT NO. 2 – Internet Connectivity Links

This form shall be printed on bidder's letterhead with requisite items description, specification, unit and Quantities as illustrated in SECTION V: SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

A	B	C	D	E	D+E = F
S. No	Description	Quantity	One-time Fixed Cost (PKR) <i>complete in all respect and inclusive of all taxes</i>	Pre-paid Quarterly Cost (PKR) <i>complete in all respect and inclusive of all taxes</i>	Total Prices (PKR) <i>complete in all respect and inclusive of all taxes</i>
01	Minimum CIR 100 MB Internet Link Required for primary Site with /29 pool of public IPs.	01			
02	Minimum CIR 50 MB Internet Link Required for primary site with /29 pool of public IPs.	01			
03	20MB L3 Dedicated Datalink Required between DR and PR Site with /29 pool of Private IPs.	01			

Please Note:

- a) Quarterly recurring cost to be quoted in column "E" of above table will remain the same/unchanged for rest of service period, subject to prevailing GoP Indirect Taxes Tariff.
- b) Recurring Prepaid payment will be made on quarterly basis. In case of any tax exemption requisite documents must be attached.
- c) Intended service period will be for three year following notification of award.