



NADRA/PMO/93

Monday, July 19, 2021

MINUTES OF MEETING

Reference:

Letter No.

NCB/TDP-FUR/SO/93

Date of Meeting

July 16, 2021

Location

Projects Directorate Office G-10

Subject/Agenda

Pre-bid Meeting for Procurement of Furniture

Project Name

FATA TDP-ERP Project

Purpose of Meeting

Any Other Agenda

Meeting called by

Procurement Department

Meeting chaired by

Project Manager TDP

LIST OF PARTICIPANTS

No.	Name	Designation	Organization
I.	Khwaja M. Allauddin	Project Manager TDP-ERP	NADRA
II.	Fahad Zubair	Procurement Consultant TDP-ERP	NADRA
III.	Asad Ali Raza	Superintendent	NADRA
IV.	Amad Ziafet		Interwood
V.	Nouman Ansari		Interwood
VI.	Tehseen Abbas		Hunza Furniture House
VII.	Najeeb Khattak		Khurram Enterprises
VIII.	Syed Afaq Raza		Raza Traders and Manufacturers
IX.	Akbar Khan		Akbar & Co
X.	Danyal		Danyal Trader



**GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)**



No.	Query	Response
I.	The delivery timelines should be increased as most items are imported and in current situation import takes time. This is a huge quantity and delivery schedule should be revised.	Delivery date of 6 weeks will remain the same, moreover delivery schedule is attached as Annexure-A, the same has been updated in the bidding documents.
II.	What would be the mechanism of sample availability?	The three lowest bidders will be contacted through email for provision of samples. The samples should be observed within 7 days of the communication.
III.	Can advance payment be increased?	Advance payment will remain 10% as mentioned in the bidding documents.
IV.	Delivery and installation?	As per the clause GCC 1.1 (o) final project destinations are provided. The bidders are required to deliver and install the furniture at respective site within the delivery period.
V.	Sole proprietor does not have company incorporation certificate, what would be the evaluation mechanism in that case?	Sole proprietor should submit an affidavit of their company being sole proprietor. However NTN and GST registration certificates must be provided.
VI.	Delivery schedule of waiting area benches should be minimum of 75 days.	Waiting area benches must be delivered as per the delivery schedule.
VII.	In case of site is not ready, warehousing charges can be accumulated?	NADRA has space to accommodate the furniture if the sites are not ready.



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)



VIII.	Partial Payment should be authorized.	Partial payment will be made as per delivery schedule.
-------	---------------------------------------	--

1. The meeting was concluded by the chair with good wishes.

(Fahad Zubair)
Procurement Consultant
FATA TDP-ERP

To: All Participants and purchasers of bidding documents.



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)



Annexure-A

Delivery Schedule

Item No.	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	DDP Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the Bidder]
1	Officer chairs	20	No.	As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
2	Officer Tables	20	No.	As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
3	Computer Chairs	210		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
4	Computer Table	210		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
5	Applicant Chairs	200		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)



6	Side Table	67		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
7	Waiting Area Benches	700		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
8	Cash Safe	10		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	
9	Wheelchairs	20		As per GCC 1.1 (0) (Given below)	Within 6 Weeks from the date of signing of contract.	Within 6 Weeks from the date of signing of contract.	

Site details for 1st delivery

Residence Quarters, Basic Health Unit Amandi

Mo Residence, THQ Hospital Domel

Jirga Hall Bakka Khel

Residence quarters Type-D Hospital Kakki

Civil Hospital Sarai Naurang

New Medical Ward, THQ Hospital Tittar Khel

NADRA Registration Center Daraban

Old Civil Hospital Darazinda

Residence Quarters, Basic Health Unit Kot Musa

Residence quarters, Type-D Hospital Jandola



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)



Item No.	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	DDP Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the Bidder]
1	Officer chairs	23	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
2	Officer Tables	23	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
3	Computer Chairs	169	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
4	Computer Table	146	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
5	Applicant Chairs	163	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
6	Side Table	40	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(PROJECT DIRECTORATE, PMO)



7	Waiting Area Benches	510	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
8	Cash Safe	6	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	
9	Wheelchairs	16	No.	As per GCC 1.1 (0)	Within 6 Weeks after 1 st delivery.	Within 6 Weeks after 1 st delivery.	

Site details for 2nd Delivery

Paroa D.I. Khan

Phar Pur D.I. Khan

D.I. Khan City

D.I. Khan City

Kolachi D.I. Khan

Tajazai District Lakki Marwat.