

ZARAI TARAQIATI BANK LIMITED (ZTBL)

Minutes of the Pre-Bid Meeting

Date: 21-07-2026

Subject: Uplifting of Exterior of ZTBL Main Building, Head Office, Islamabad.

Venue: Conference Room, Procurement Department, Head Office Main Building, ZTBL, Islamabad

1. Participants

ZTBL Officials

1. Mr. Asim Inayat – Head, Building & Works Department.
2. Mr. Nafaz Ahmad – Unit Head, Maintenance.
3. Mr. Shah Zeb – Unit Head, General Procurement Unit.

Participating Firms

1. M/s. Seimee Builders
2. M/s. King Saud Builders
3. M/s. Synergy Engineering Services

2. Proceedings of the Meeting

The meeting commenced with a welcome address by **Mr. Shah Zeb**, Unit Head, General Procurement Unit, who welcomed all participants and thanked the representatives of the participating firms for attending the pre-bid meeting. He briefly explained the purpose of the meeting and invited the bidders to present their queries.

The discussions held during the meeting are summarized below.

3. Queries Raised by M/s. Seimee Builders

Query No. 1 – Applicable Taxes

The representative of **M/s. Seimee Builders** inquired about the taxes applicable to the contract.

Response:

Procurement Department responded that Government taxes include income taxes & service taxes shall be deducted strictly in accordance with the prevailing tax laws, FBR regulations, and other statutory requirements applicable to services at the time of payment.

Query No. 2 – Accommodation for Workers

The representative asked whether ZTBL would provide accommodation for the contractor's workforce during execution of the project.

Response:

Mr. Shah Zeb clarified that ZTBL shall **not provide residential accommodation** for the contractor's workers. However, upon submission of a prior written request, the contractor may be allowed to place a temporary site container at a location identified by ZTBL, subject to availability of space and approval by the Bank.

4. Queries Raised by M/s. King Saud Builders

Query No. 1 – Experience Evaluation Criteria

The representative of **M/s. King Saud Builders** sought clarification regarding the experience criteria requiring execution of projects involving buildings of seven (07) storeys or above with a minimum project value of PKR 40 million. The bidder asked whether evidence in the form of work orders would be acceptable and whether two projects valued at PKR 120 million each would satisfy the requirement.

Response:

Procurement department clarified that documentary evidence such as work orders, completion certificates, or other acceptable supporting documents shall be submitted in accordance with the bidding documents. He further clarified that each qualifying project shall be counted separately. Therefore, if a bidder has completed two independent projects each valued at PKR 120 million, both projects shall be considered as separate qualifying projects meeting the minimum threshold of PKR 40 million.

Mr. Asim Inayat further advised all bidders to exercise utmost care while claiming marks in the evaluation criteria. He emphasized that the information provided by the bidders shall be verified during evaluation.

Query No. 2 – Replacement of Glass

The representative asked which glass panels were required to be replaced under the project scope.

Response:

Mr. Nafaz Ahmad informed the participants that a site visit would be conducted immediately after the pre-bid meeting. During the visit, the locations and glass panels requiring replacement would be identified. He further instructed that replacement work must be executed in a manner that prevents water seepage and other associated defects. The contractor shall remain fully responsible for ensuring proper installation and long-term performance.

Query No. 3 – Working Hours

The representative asked whether execution of the work would be restricted to daytime only or whether night work would also be permitted.

Response:

Mr. Asim Inayat clarified that there would generally be **no restriction on working hours**, and the contractor may execute the works during both day and night in accordance with the approved work schedule.

However, work on the Executive Floors shall require prior approval from the concerned authorities and shall normally be carried out during late Fridays, weekends, or other approved non-working hours to minimize disruption to official activities.

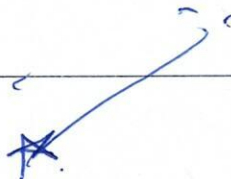
He further advised bidders to consider that, on certain occasions involving official events or security-related requirements, work may need to be temporarily rescheduled. Such instances are expected to be limited, and bidders should make appropriate provisions while planning their execution schedules.

5. General Clarifications and Important Notes

The following clarifications were provided to all participating bidders:

1. A detailed work schedule shall be submitted to ZTBL and approved before commencement of any work.
2. Clarification was provided regarding the Financial Annexure. The rates quoted in the Financial Proposal/Annexure must exactly correspond with the rates entered by the bidder in the EPADS Financial Price Schedule.
3. Clarification regarding adjustment of old/scrap material was provided. Disposal and adjustment shall be made on an actual basis in accordance with the bidding documents. Bidders shall not quote rates below the prescribed reserve price. ZTBL reserves the right to accept or reject the quoted rates in accordance with applicable procurement rules and the bidding documents.
4. Electricity and water consumed by the contractor during execution of the project shall be measured and recovered from the contractor's payments based on actual consumption.
5. The contractor shall ensure that the working area is properly enclosed using polythene sheets or other suitable protective coverings to prevent dust, debris, or construction particles from affecting Bank operations or surrounding areas.

The meeting concluded with a vote of thanks.

Mr. Asim Inayat	Head, Building & Works Department.	
Mr. Nafaz Ahmad	Unit Head, Maintenance.	
Mr. Shah Zeb	Unit Head, General Procurement Unit.	