

**MINUTES OF PRE-BID MEETING FOR “PROVISION OF SERVICES OF SKILLED IT  
HUMAN RESOURCES HR TO NITB”**  
**Dated 07-04-2021**

A pre-bid meeting of Purchase Committee for tender of “Provision of Services of Skilled IT Human Resources HR To NITB” was held on 7<sup>th</sup> April, 2021 at 11:00 am in the committee room of National Information Technology Board, under the chairmanship of Mr. Shabahat Ali Shah, Executive Director, NITB, attended by the following (Annex-A):


1. Syed Hussnain Abbas Kazmi, Director General (Admin), NITB / Member
2. Mr. Faisal I. Ratyal, Director General (PMO), NITB / Member
3. Mr. Muhammad Rizwan, Deputy Director (Admin), Member/Secretary


**Agenda:**


2. Agenda of the meeting was-
  - a) Addressing Pre-bid queries of tender – “Provision of Services of Skilled IT Human Resources HR To NITB” published on 02.04.2021 (Annex-B)
  - b) Any other point with the permission of the chair.


**Discussion / Decisions**

3. In response to Tender Notice published on 02-04-2021, representatives of nine (09) prospective bidders as per (Annex-C) attended the pre-bid meeting. The chair opened the forum for discussion in which different queries with regard to bid document were raised and all those queries were satisfactorily addressed by the committee. (Annex-D)
4. The meeting ended with a vote of thanks from and to the Chair.

  
(Muhammad Rizwan)  
Deputy Director (Admin)/  
Member/Secretary

  
(Shabahat Ali Shah)  
Executive Director / Chairman

  
(Syed Hussnain Abbas Kazmi)  
Director General (Admin)/  
Member

  
(Faisal I. Ratyal)  
Director General (PMO)/  
Member

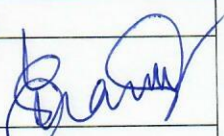

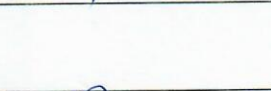
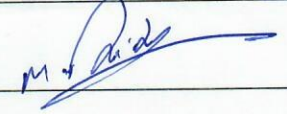
Government of Pakistan  
Ministry of Information Technology & Telecommunication  
**NATIONAL INFORMATION TECHNOLOGY BOARD**

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7<sup>th</sup> April, 2021

**INVITATION FOR BIDS – PROVISION OF SERVICES OF SKILLED IT HUMAN RESOURCES  
– PRE- BID MEETING**

**ATTENDANCE OF PURCHASE COMMITTEE**

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Shirbahat Ali Shah	ED (NITB)	
2.	Syed Hussain A. Kazmi	Director General (DG) Admin	
3.	Imdadul Rehman	DG (PMO)	
4.			
5.	Muhammad Rizwan	DD (Admin)	
6.			
7.			
8.			



ANNEX - B



Government of Pakistan  
Ministry of Information Technology and Telecommunication



## NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)

### INVITATION FOR BIDS

#### Provision of Services of Skilled IT Human Resources (HR)

National Information Technology Board (NITB) an attached department of Ministry of Information Technology and Telecommunication (MoITT) and specializes in key automation, design, development, and implementation of robust IT technologies to promote the e-governance culture in all public departments and holistically develop plans, technologies, and infrastructures to boost the performance of the public sector. NITB invites sealed bids from reputed firms registered with Income Tax, Sales Tax departments and which are on Active Taxpayers List of Federal Board of Revenue (FBR) for "Provision of Services of Skilled IT human Resources (HR) / Third Party Human Resources".

2. Tender/bidding documents, containing detailed terms & conditions and required service specifications/categories are available and can be downloaded from [www.nitb.gov.pk](http://www.nitb.gov.pk) and PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) (free of cost).
3. A Pre-bid meeting will be held in the premises of National Information Technology Board (NITB) on 7<sup>th</sup> April, 2021 at 11:00 AM, at Plot no 24-B, Street No 6, Sector H-9/1, Islamabad.
4. The bids, prepared in accordance with the instructions in the tender/bidding documents, must reach on or before 16<sup>th</sup> April, 2021 at 11:00am, Technical Bids will be opened on same day at 11:30am at NITB office.
5. Bids received after the above deadline shall not be accepted and be returned unopened. Bids through E-mail / Fax shall not be accepted.
6. Financial bids must be accompanied by a bid bond/security of 2% (two percent) of the total value of the quoted bid. In case of non-compliance, the bids will be disqualified from further processing.
7. The procuring Agency reserves the right to reject any or all the bids and to annul the bidding process at any time, without thereby incurring any liability except provision of reasons thereof to the affected bidder(s).

**Deputy Director (Admin)**

**National Information Technology Board (NITB)**

Plot 24-B, Street 6, H-9/1, Islamabad

Phone: 051-9265063

PID(1)5321/20

02-04-2021

(ANNEX - B)



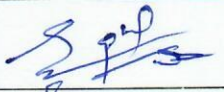

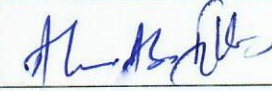
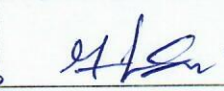
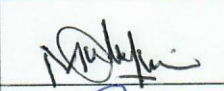


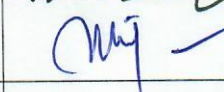

Government of Pakistan  
Ministry of Information Technology & Telecommunication  
**NATIONAL INFORMATION TECHNOLOGY BOARD**

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7<sup>th</sup> April, 2021

**INVITATION FOR BIDS – PROVISION OF SERVICES OF SKILLED IT HUMAN RESOURCES  
– PRE- BID MEETING**

**ATTENDANCE OF BIDDERS**

<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Company / Organization</u>	<u>Signature</u>
1.	SHAHBAZ Gul	CFO	Solochoices (Pvt) Ltd	
2.	Noman IQBAL	PM	360 Technologies Pvt Ltd	
3.	Faisal Khan Ali Abbasi	VP @ EUP	ORA-TECH Systems	
4.	Mohsin Ali	BDO	XAD Technologies Pvt Ltd	
5.	M Kashif Khan	Director	F.T.S	
6.	M. Ishaq	Sales Manager	M/s Stark	
7.	M. Farooq	Assistant Coordinator	M.M. Associates	
8.	ACIF MEERMOOD	Admin Manager	UHS	
9.	M. Farooq	HR Manager	LaBour Management Services Pvt. Ltd	
10.	/	/	/	/
11.	/	/	/	/
12.	/	/	/	/



# SELECTION OF HUMAN RESOURCE (HR) OUTSOURCING SERVICE PROVIDER FOR PROVISION OF SERVICES OF SKILLED IT HUMAN RESOURCES (HR) TO NITB

Tender No. NITB-4(299)/2019

Pre-Bid Meeting held on 07-04-2021 at Committee Room NITB 11:00 AM

## Queries and Answers

SR. NO.	COMPANY NAME	QUERIES	NITB RESPONSE
1	M/s Oratech	I) Total categories are 38, can a company apply for less categories or its mandatory to apply for all 38 categories?	The responding organizations have to apply for all the categories. If any category is missing the bid will be rejected.
2	M/s Xad Technologies	I) Can NITB extend tender submission date?  II) Can an international registered company participate in the set tender who is also registered in Pakistan less than 5 years?	No, as NITB has given ample time according to PPRA rules which is more than 15 days.  No, only companies registered in Pakistan with more than 5 years existence can apply for the tender.
3	M/s Solo Choice Pvt Ltd	I) According to the technical evaluation annexure (II-B) of the tender documents, the calculation criteria is that the CV's matching 100% requirement will be given 1.5 marks per resume and resume matching less than 80% requirement will be given 0 marks so what if the resume matching requirements between 80-100.  II) How to calculate bid money and how much would be the percentage.  III) Can any company with any domain participate in the bid through Joint Venture (JV), provided one company's domain is provision of Similar third party HR services	In that case if the category requirement matching falls between 80-100 percent then the procurement committee will award marks accordingly.  Bid money will be calculated as per clause 4.6 of tender document. It will be 2% of the total quoted cost in Annexure-III. Anything over and above 2% of the total cost as per annexure-III will be disqualified. Since Bid money / financial bid cannot be opened with technical evaluation, in case of any deviation it would be considered disqualified as per pre-liminary evaluation.  As per tender clause 15, Yes, however one of the company must have the expertise in provision of similar services (third party HR)
4	M/s 360 Technologies	I) Can a third Party HR services company make a joint venture with a third party IT HR Skilled services to apply for the said tender.	As per tender clause 15, Yes, however one of the company must have the expertise in provision of similar services (third party HR)

		II) What does the term 'client' mean is it project or an individual client.	As per Annexure-II-B, marks will be given on number of clients/customers not on the basis of multiple projects for one client/customer.
5	M/s UHRS	<p>I) Can bidders submit combined affidavit or separate affidavits as per tender document?</p> <p>II) In which form can the soft copy be submitted.</p> <p>III) Where would the service providers be deployed once the company is taken aboard.</p> <p>IV) What benefits can be given to service providers like medical insurance, gratuity, provident fund and EOBI etc.</p> <p>V) What is the policies regarding issuance of laptops/desktop to service providers?</p>	<p>Separate affidavits will be accepted as mentioned in the tender document.</p> <p>On USB or CD.</p> <p>Anywhere in Islamabad/Rawalpindi.</p> <p>It is up to the bidder but being procuring agency NITB will check compliance of all applicable Govt. policies.</p> <p>As per tender clause 2.14, service providers will bring their own hardware.</p>

*M. P. Rida*  
09-04-2021.