



Government of Pakistan  
NATIONAL INFORMATION TECHNOLOGY BOARD  
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No. NITB-4(90)/2021

Islamabad, Oct 6<sup>th</sup>, 2025

**MINUTES OF PRE-BID MEETING**  
**(DATED 03.10.2025)**

A Pre-Bid meeting of the Purchase Committee (non-dev-ii) was held on 03-10-2025 at 15:30 am in the committee room, under the chairmanship of Mr. Mohammad Imran Hyder, Director General (Admin), in attendance of the followings (Annex-A):

- |   |                   |
|---|-------------------|
| i. Mr. Ahtisham Masood, Director, (Infra & Clouds), | Member            |
| ii. Mr. Muhammad Aslam Lashari, Director (F&A),     | Member            |
| iii. Mr. Muhammad Awais, Program Manager, NITB      | Co-Opted Member   |
| iv. Mr. Faisal Mumtaz, Project Director             | Co-Opted Member   |
| v. Ms. Hina Babar, Program Manager, NITB            | for admin support |

2. **Agenda**

Agenda of the meeting was to respond queries of prospective bidders (if any) regarding the RFP i.e. **"For Digitization and Scanning of the Documents"**.

3. The following prospective bidders attended the meeting:

- i. Mr. Zubair, Project Manager, M/s. Real Solutions
- ii. Mr. Amir Hashmi, General Manager, M/s. Real Solutions
- iii. Ms. Shazeela Shafique, HR Manager, M/s. Solochoicez
- iv. Ms. Afeera, Head of Sales, M/s. Xnrel
- v. Mr. Usman, Team Manager, M/s. Wolfiz
- vi. Mr. Nouman, Project Manager, M/s. 360 Technologies

4. **Discussions:**

Meeting was started with a welcome note by Muhammad Awais and open the forum for discussion on the agenda. Following Queries were raised by the respective prospective bidders which were responded accordingly in front of all participants. Detailed query sheet is attached as Annex-I.

*(Handwritten signatures and initials)*



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**ANNEX – I**

Sr.#	Query	Response to Query
1	The participants discussed whether the bidding should be carried out through a Joint Venture (JV) or under the company's own credentials.	It is clarified that there is <b>NO</b> provision for Joint Venture (JV) or sub-contracting, as stipulated under Section 6.3 of the RFP
2	A query was raised by the vendors regarding the timeline constraints of the entire tender process.	The timelines for the tender process are stringent due to pressing requirements and directives from the Ministry; therefore, relaxation or extension in the timelines is not possible
3	A query was raised regarding the total volume of pages and the manner in which the data should be presented in the final report, including the required format	The total estimated volume of pages is approximately 600,000. The digitized data shall be archived on hard drives and hosted on a data center through the designated software, as per the requirements outlined in Section 4, Annexure B, and Annexure C of the RFP.
4	A query was raised to clarify whether the activity is to be carried out at NITB premises or at any other specified location.	The scanning activity shall be undertaken within the premises of the Pak PWD building G9 Islamabad
5	A query was raised to define the quality standards of the pages in the files from a scanning perspective.	The quality standards for the pages are specified in Section 4 – Technical Specifications.
6	A query was raised to clarify whether the provision of the required software falls under the vendors' responsibility.	Yes, the provision of the required software shall be the responsibility of the vendor
7	A query was also raised regarding the format for saving data, including the drive location, file naming convention, and folder structure. The vendors further requested a sample for their reference	The format for saving data (metadata) is specified in Annexure C of the RFP.
8	A query was also raised regarding the deployment of staff, specifically about the number of personnel that can be assigned for this scanning activity	There are no restrictions on the number of staff to be deployed or on their working hours for the execution of the project
The meeting ended with a vote of thanks.		

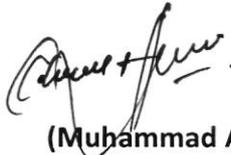
*[Handwritten signatures and initials]*



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**(Faisal Mumtaz)**  
Project Director / Co-Opted Member



**(Muhammad Awais)**  
Program Manager / Co-Opted Member



**(Ahtisham Masood)**  
Director (Infra & CS) / Member



**(Muhammad Aslam Lashari)**  
Director (F&A) / Member



**(Mohammad Imran Hyder)**  
Director General (Admin)  
**Chairman**