

**EXCISE & TAXATION DEPARTMENT
ISLAMABAD CAPITAL TERRITORY**

No.

Dated: 08-12-2017

Subject: **MINUTES OF PRE-BID MEETING FOR REFLECTIVE NUMBER
PLATES HELD ON 06-12-2017.**

Please find enclosed herewith a copy of above caption minutes of the meeting for kind perusal and information please.

Bilal Azam
08/12/17

BILAL AZAM

**SYSTEM ANALYST
EXCISE & TAXATION DEPARTMENT
ISLAMABAD**

DISTRIBUTION:

- D.G/D.C Excise & Taxation, ICT Islamabad.
- Director E&T, ICT Islamabad
- Mr. Muhammad Akram Awan (Accounts Officer) Chief Commissioner Office, ICT, Islamabad
- Mr. Waleed Ahmed (Programe Manager) E&T Department, Islamabad.
- Participants/ representative of Meeting

**EXCISE & TAXATION DEPARTMENT
ISLAMABAD CAPITAL TERRITORY**

Subject: **MINUTES OF PRE-BID MEETING FOR REFLECTIVE NUMBER PLATES HELD ON 06-12-2017.**

A pre-bid meeting for reflective number plates was held on 06-12-2017 in E & T Department, Islamabad with the Name of Almighty Allah for tender of Reflective Number plates published in different National newspaper dated 04-11-2017.

2. Following officials has attended the pre-bid meeting.

1. Mr. Bilal Azam
System Analyst, E&T Department, Islamabad
2. Mr. Muhammad Akram Awan
Accounts Officer, Chief Commissioner Office, Islamabad
3. Mr. Waleed Ahmed
Programe Manager, E&T Department, Islamabad.

3. The pre-bid meeting was held for those Companies/ Bidders who has officially requested for tender documents. All the companies/ Bidders were informed for pre-bid meeting in written through registered post, telephonically and through e-mail.

4. The following Companies/ Bidders attended the Pre-bid meeting:

1. Miran International
2. Reliance Corporation
3. EHA
4. JW Tech Pvt Ltd.
5. SI Global
6. Megaplus
7. Symbol Engineering
8. NIFT Pvt Ltd.

5. During the Pre-bid meeting certain queries/ points raised by the representative of above companies and were answered by the officials who chaired the meeting. The detail of queries of bidders/ companies is as under:

S. No.	Queries Raised	Answers Given
1.	Colour Scheme / Size of Number Plates	The Colour Scheme and category wise size is enclosed as Annexure B , Table 1.

2.	Quantity of Number Plates	Statistical report of registered vehicles for last 3 years is enclosed as Annexure B , Table 2 & 3.
3.	Mechanism for order placement/ space for production / Delivery of Plates.	Sufficient space will be provided by the E & T Department to the successful Bidder within the premises of E & T Department for Hot Stamping and Embossing of Number Plates.
4.	Joint Venture	As it is already mentioned in the tender documents JV of more than 2 companies is not allowed. Either JV of <ul style="list-style-type: none"> i. Manufacturer with Local Partner/ Bidder. ii. Or local partner having authorization of the Principle/ Manufacturer and with other Local Partner. Are allowed.
5.	Fluctuation with Currency rates	It was clearly told to all the bidders that it is already mentioned in the bidding documents at page 4 i.e. The validity of rates will be same for the whole period of the contract.
6.	Positioning of Security Features	The bidders should give all the security features mentioned in the bidding documents for sample testing. It's positioning will be decided with the successful bidder at the time of agreement.
7.	At the end of 3 years contract, will machinery for embossing and hot stamping remain the property of E & T Islamabad or will it be returned to the bidder?	As this project will be entirely on BOT basis which means that all the machinery, Software and Hardware will remain the property of E&T Department, ICT Islamabad after the expiry of the contract.

6. The bidding document has been revised and necessary amendments has been incorporated are enclosed within minutes.