

Name of Work: Hiring of Services of Printing Firm For Printing of WSSP Material

MINUTES FOR PRE-BID MEETING

Date:	15-04-2021	Time:	03:00 pm
Venue:	Conference Room WSSP	Chair:	Manager Media & Manager Procurement, WSSP.

Other participants were.

1. Media Officer, WSSP.
2. Graphic Designer, **WSSP**.

The Prebid meeting was started with verses from Holy Quran, three members of the firm's representative participated in the Pre-bid meeting.

The chair welcomed all the participants and highlighted the importance and need for Hiring of Printing services for WSSP the aim is to standardize all printing Jobs / material of WSSP as per Printing Manual and WSSP standards.

The point discussed were mentioned below.

1. The Manager procurement informed all the participating bidders that the Printing contract shall be signed for the period of one year under framework contract with lowest responsive bidder in total cost of the provided BOQ. Furthermore, the contract can be extended for next year upon satisfactory performance and if both the parties mutually agreed upon.
2. He also informed the given quantities in BOQ are approximate based on previous year consumption, therefore the quantities may increase or decrease as per actual requirement of WSSP. The order will be processed on need basis as per demand of media section. The delivery time should be strictly followed else if Goods are not delivered within the given time frame the penalty as per terms of Contract shall be imposed. The Bidder should be ready to meet emergency requirements in case of any emergency event as per directives of Competent authority of WSSP or provision Govt.
3. The Manager procurement loudly and clearly informed that there will be No compromise on quality of Work, and Material as demanded. If any change in material demanded by WSSP in given specification of BOQ become obligatory due to any reason, it must be pre-approved from the WSSP media team.
4. The Good should be delivered to WSSP desired location as per need / demand of WSSP media team.
5. The participating bidders and WSSP jointly recommended / agreed upon following changes in the BOQ specification for implementation.
 - The minimum experience of firm required is 03 Years.
 - Flyers at S.no: 1 to 4 are 20,000 (Five different).
 - Item at S#: 11, is required with Eyelet.



WATER AND SANITATION SERVICES PESHAWAR
Local Government Complex, Khyber Pakhtunkhwa.
Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad,



- All Brand Name of paper “IK” is delated, offset paper with required grammage of IK or equivalent brand is required.
- S. No: 15, with Embossed logo instead of Engraving.
- S. No: 20 and 21 calendars are required with Spiral and with Spot UV for S. No: 21 only.
- S. No: 22 and 23 white stickers (top quality with Good sticking) is required, the Brand Koran is delated.
- S. No: 26 Spot UV is required,
- S. No 29 Spot UV is required on both side, Size is 3.5 x 2 inches (standard).
- No: 34 Non-Woven 30 Gsm Bags are required in Single color printing.
- S. No: 33 the Polyethene Bags with D2W Certification is required.
- Item at S. No: 34 of BOQ, qty is 300 Kg (Minimum) from 200 Kg (minimum). and Minimum time required to complete the job is 30 days.

The meeting was ended with vote for thanks from Chair to all participants.

Manager Procurement.