

## MINUTES FOR PRE-BID MEETING

### For Supply and Installation of CCTV Systems

Date:	12 <sup>th</sup> February 2026	Time:	03:00 pm
Venue:	Manager MIS Office- WSSP Head Office	Chair:	Manager MIS & Manager Procurement

The Meeting started with recitation from the Holy Quran. The Manager Procurement welcomed all the participants. The participants were briefed upon the need and importance of the Installation of CCTV system and locations where the CCTV system will be installed.

The following points were deliberated in detail: -

1. The Manager Procurement informed all the participation bidders regarding registration and submission of bids on EPADS. Bid submitted on EPADS will only be considered.
2. The bidders must be an Authorized dealer, distributors from OEM or Manufacturer, such certification must be presented with bids. No General Order suppliers are allowed.
3. The item supplied must be purchased through proper channel (if required by WSSP) the Supplier will be responsible to provide Import documents. The Gray channel items are discouraged and will not be accepted.
4. Before installation and after delivery of items by the supplier, the WSSP IT / Inspection team will 1<sup>st</sup> inspect the supplied Goods.
5. The Manager Procurement also informed that the technical document required as per RFP document issued must be uploaded with financial bid.
6. The warranties were discussed in detail and it is clearly informed that local warranty will be provided.
7. In Part-II clause B. The 24/7 Service availability is replaced with (9 am to 5 pm 6 days a week) on the request of the bidders.
8. The Manager MIS clearly specified / informed for the compatibility of the provided CCTV system with the existing installed system. They also jointly discussed the technical parameters / requirement for this compatibility.
9. The bidders were informed that under coordination of Manager MIS they may inspect the already installed CCTV system.
10. The bidders were also informed that if after supply and installation compatibility issue exists the Supplier / bidder will be responsible for necessary replacement or any additional cost if incurred in this regard. No bill will be paid until system Installed / configured as per WSSP requirements.
11. S. No 1 of the BOQ is added as **16Port POE Switch (Wb interface) 10/100/1000**
12. The Cameras will be provided with Water proof Box (4x4) which is not mentioned in BOQ.
13. Cabinet 6U (imported) as mentioned in BOQ is replaced with Cabinet 6U (Local) with 6-Way PDU.
14. The BOQ is for Supply, Installation and Commissioning of the CCTV system, the bill will be processed after the completion of the task as per requirements and satisfaction of WSSP MIS section. (No transportation charges will be paid)

15. It is also informed that services should be provide as per terms and condition of the PRF and as per need of the Operational / IT team. In case of poor performance / services the penalty as per clauses of the terms and condition shall be imposed.

## **Manager Procurement**

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