



Medical Teaching Institution  
Mardan Medical Complex Mardan



No. 5976-97/MTI/MMC

Dated: 02/10/2020

Minutes of Pre-Bid Meeting  
"Procurement of Two (02) Lifts at MMC Mardan"

In pursuance of terms & condition of the Notice Inviting Tender floated for the subject procurement, a pre-bid conference / meeting was held at Conference Room of the administration block of MTI-MMC Mardan on 30-09-2020 (Wednesday) at 10:00 AM. The following firms participated in the pre-bid meeting. (Attendance Sheet attached)

1. M/s Riaz & Sons
2. Safi Engineering
3. M/s Waheed & Brothers

After recitation of the Holy Quran and introduction, chairman procurement committee, Deputy Hospital Director Dr. Javed Iqbal welcomed the participants and informed that the aim of this meeting is to discuss the draft bid solicitation documents including specifications and evaluation criteria and to incorporate the suggestions / comments from prospective bidders for fair and transparent competition. The draft bid documents will be converted into final bid document and each firm will be liable to follow the agreed criteria, specifications and other terms & conditions.

He further added that the draft document for the subject equipment has been prepared keeping in view the requirements of MMC Mardan, however your comments / suggestions towards improvement will be appreciated and incorporated if agreed by the committee. However, on quality and reliability of the equipment MTI-MMC will never be compromised.

Manager Procurement, Muhammad Khalid informed that in response to the advertisement in newspapers, KPPRA and MTI-MMC websites, so far total Three (03) firms have received the bid solicitation documents. This document has been prepared in light of KPPRA Law and Rules. The bidding procedure will be single stage two envelopes and none of the document will be entertained (affecting the bid of the other competitors) once bid submitted and decision will be made on the bid submitted on time prescribed in bid documents. The draft was read out aloud and the participants were asked to share their views / suggestions / comments one by one.



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Eligibility Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Removal of "Embassy attested valid authorization certificate must be attached with Authorized Dealers"	Raised by all bidders as due to covid-19 embassies are not responding properly, however authorized certificate shall be attached from principal.	Agreed with the condition that each firm shall provide valid authorized certificate from the principal.
2.	Permission for participation in the form of Joint Venture	M/s Waheed & Brothers	Not agreed by the Procurement Committee

Evaluation Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	<b>HR Capabilities</b> Experience for PEC Registered should be at least 5 years and for DAE 10 years	Procurement Committee & NESPAK Consultants	Agreed by all bidders
2.	The evaluation criteria was discussed in detail. Each area including firm's experience, HR Capabilities, Financial worth, workshop facility and specially post warranty. Clarifications / Comprehensive input was not only given by the members but also from NESPAK representatives.		
3.	It was also highlighted that warranty period for the lift equipment should be three years both with spare parts and services & next two year services without parts, from the date of installation. All the bidders / firms are required to clearly mention in its technical proposal / bidding documents.		
4.	<b>Operators for Lifts.</b> Manager Works Mr. Jahanzeb informed the bidders, that successful firm will provide a qualified Operator having relevant experience for Three Years, who will operate the Elevators. All the firms will quote the salary (of Three year) on monthly basis in Pak Rupees for that Operators and the same shall be considered in the overall bid cost (Financial bid). i. The duty of the Operator will be started after installation testing, commissioning and training to the technical staff / End users. ii. The Salary will be provided by the successful firm to the operator on Monthly basis.		
5.	Mr. Muhammad Shiraz Director Finance, informed the bidders that the firms will quote their bids on F.O.R and C&F basis both separately. MMC Mardan will decide / evaluate later, before awarding the contract.		



**SPECIFICATIONS OF EQUIPMENT:-**

Mr. Askars Khan Electrical Engineer from NESPAK as technical member apprised the prospective bidders regarding technical specification mentioned in the bid documents and responded the queries raised by the bidders. Most of the points / queries from the bidder's side were clarified. However following points were also discussed and decided as follows.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	M/s Riaz & Sons representative raised query regarding size of head room for lift, which is currently mentioned as 7 feet and 12 inch as per provided drawings in the bid solicitation documents	-	M/s NESPAK representative intimated that the said size of head room will be resized to 15 feet and the required drawing will be provided accordingly.
2.	M/s NESPAK representative inquired regarding emergency supply (i.e Generator) to lift, wherein, Manager Works & Director Works of MTI / MMC responded that a separate generator will be purchased in order to fulfill required demand. However terminating of necessary connections to both lift will be made by successful bidder during execution as per site requirements.		

In the end it was intimated to the participants that minutes will be circulated on the website of MTI-MMC by tomorrow on 01-10-2020

The meeting ended with a mutual vote of thanks

*M. Razi*  
Manager Procurement  
Member / Secretary

**Copy to:**

- 1 Medical Director MTI-MMC Mardan
- 2 Manager IT with request to hoist on MTI-MMC website.
- 3 Procurement Committee MTI-MMC Mardan
- 4 All the firms participated the pre-bid meeting
- 5 Manager Works MTI-MMC Mardan
- 6 NESPAK Peshawar Office
- 7 Secretary BoG, MTI-MMC Mardan
- 8 Office Copy

*M. Razi*  
Manager Procurement  
Member / Secretary