



Minutes of Pre-Bid Meeting
"OPERATING TABLES"

One each for SPINE, UROLOGY and ORTHO

The subject meeting was held at conference room of the Administration Block of Mardan Medical Complex Mardan on Thursday February 17, 2022 at 11:30 Hrs in presence of the procurement committee for Goods (Medical Equipment). Attendance sheet attached.

The following firms participated in the pre-bid meeting.

1. M/s Friends Traders
2. M/s Mediland Pvt. Ltd.
3. M/s Radiant Pvt. Ltd
4. M/s Total Technology
5. M/s Varitron
6. M/s Vertex

After recitation of the Holy Quran and introduction, Chairman Procurement Committee Professor Dr. Muhammad Said welcomed all the participants and informed that the purpose of this meeting is to discuss the draft bid solicitation documents including specifications and evaluation criteria and to incorporate the suggestion/comments from prospective bidders, so that the draft may be approved by the competent authority once supplemented/amended.

Dr. Muhammad Said, further added that the draft document for the subject equipment has been prepared keeping in view the requirements & allocated budget of MMC Mardan, however your comments / suggestions towards improvement will be appreciated and incorporated if agreed by the committee. Dr. Naeem Ul Haq of Neuro surgery department, Dr. Muhammad Tariq of Orthopedic departments and Dr. Muhammad Zafar of Urology department being end users added here that once the specifications agreed and the firm could not quote accordingly, shall be declared as non-responsive. Maximum 03 (three) deviations not affecting the performance of the product shall be accepted.

While initiating the discussion Manager Procurement, informed the forum that this document has been prepared in light of KP-PPRA Law and Rules. The bidding shall be conducted under the Single Stage Two Envelops procedure. All the bidders were advised to read these documents thoroughly, however some of the important points were announced as under.

- i. Each firm will carefully fill the cover sheet comprising complete information.
- ii. Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- iii. Late bid shall not be entertained / accepted.
- iv. An affidavit is mandatory in the technical bid that bid security (in original) on FOR rates is placed in the financial bid.
- v. In case a bidder quotes more than one package, they will have to submit individually bids (technical & financial) as mentioned in Bid Solicitation Documents.
- vi. All the relevant documents must be attached with the bid and it is categorically mentioning here that none of the document will be entertained (affecting the bid of the



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- other competitors) once bid submitted and decision will be made on the bid submitted on time prescribed in the advertisement / bid documents.
- vii. Regarding GST all the firms will add 17% (where applicable) as the government has omitted this clause from the relevant law.
 - viii. Each bidder will submit Single bid (in original)
 - ix. Each bidder shall quote its bid annexure wise along with page numbering.
 - x. For specifications each firm shall quote its brand name with proper model / serial number and shall **NOT** use the word "As per specification" or "specifications compliance"

Eligibility Criteria.

On request of many of the firms, the condition of dual certificates was removed, however three (03) marks will be given to all those firms, have dual certificate.

Evaluation Criteria.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	Request for removal of country of origin	M/s Friends Traders	Agreed by the committee
2.	Demonstration of the quoted table	Procurement Committee	During the evaluation, the responsive bidder shall demonstrate their quoted table. End user along with bio-medical engineer (as team) will visit and give maximum 7 marks. The expenditure related to demonstration shall be carried out by the firm concerned.
3.	Bid Validity should be 90 days	All bidders	Agreed by the Committee

Specifications: -

Engineer Mr. Farhan as technical member along with end user(s) apprised the prospective bidders regarding technical specification mentioned in the bid documents and answered the queries. Most of the points / queries from the bidder's side were rectified; however following points were also discussed and decided as follows.

Engineer Farhan emphasized that each firm will quote latest and up-gradable model meeting the agreed specifications / requirement.

S #	Comments / Suggestions / Objections	Raised by	Decision
1.	All Electro hydraulic/ Mechanical instead of Electro Hydraulic	All bidder	Agreed by the Procurement Committee
2.	OT table + 5% is acceptable in due to manufacturer design (movement and Dimension)	All Bidder	Agreed by the procurement committee.
3.	Control should be electronic instead of both manual and electronic	All bidder	Agreed by the procurement committee.
4.	Mattress should be manufacturer design.	All bidder	Agreed by the procurement committee. In urology and ortho table
5.	Bakelite High Transparency Strong	All bidder	Agreed by the procurement



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	&Thin/ radiolucent for spine table.		committee. In Spine table
6.	Accessory of table ortho and spine are added (Skull clamp, Wilson frame, Allen)	All bidder	Agreed by the procurement committee. In Spine table Allen in not mandatory

On request of the Orthopedics end user some accessories were also added in bid documents. At the end of the meeting, chairman procurement committee once again announced that we expect from the bidders to quote their best and final rates in this competition. Before submitting the bids, the prospective bidder may approach freely for any query to this institute in writing. It was also announced that these minutes will be circulated through MMC website and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.


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Copy to:

- 1 All the firms who attended / obtained the bid solicitation documents.
- 2 IT section with request to hoist the same on MMC website.
- 3 Members Procurement Committee
- 4 Secretary to BoG MTI-Mardan.
- 5 Office Copy


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