



PEOPLE'S UNIVERSITY OF
MEDICAL & HEALTH SCIENCES FOR WOMEN, SBA.
DIRECTORATE OF FINANCE
PROCUREMENT CELL

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No. PUMHSW / SBA / PC / 2023-24 / 219

Dated: 15 / 09 / 2023

SAY NO TO CORRUPTION

SUBJECT: MINUTES OF MEETING FOR PRE-BID OPENING MEETING.

Meeting Agenda : **Approval of Bid Documents**
1. Procurement of Furniture |& Fixture Items
2. Procurement of Electronic Appliances
3. Procurement of IT Equipment

Date : Meeting Held September 12, 2023
Meeting Time : 01:00 PM to 02:50 PM
Meeting Venue : Committee Room of Vice Chancellor's Secretariat PUMHSW, SBA.

Attendees:

1. Prof. Dr. Ghulam Mustafa Dahri [Dean Basic Sciences & Allied Sciences, PUMHSW]
2. Prof. Dr. Qurban Ali Rahu [Registrar, PUMHSW]
3. Mr. Manzoor Ali Siyal [Director Finance, SBBU]
4. Dr. Awais Rajput [Procurement Manager, QUEST]
5. Mr. Qamar Shaikh [Director Finance, QUEST]
6. Mr. Ayaz Ali Rajper [Deputy Director Budget, SBBU]
7. Mr. Abdul Hafeez Siddiqui, [Director Finance, PUMHSW]
8. Mr. Mukhtiar Abbasi [Director, Planning & Development, PUMHSW]
9. Mr. Gul Muhammad Bhurgri, [Accounts Officer (Fin. & Receipts), PUMHSW]
10. Mr. Asfand Ali Khuhro [Deputy Director (Procurement), PUMHSW]
11. Mr. Shakir Nisar Memon [Accounts Officer, (Budget & Pay Roll), PUMHSW]
12. Mr. Tariq Rabani Dahri, [Civil Engineer, PUMHSW]

Proceedings: The meeting commenced with the recitation of surah from the Quraan by Prof. Dr. Ghulam Mustafa Dahri [Dean Basic Sciences & Allied Sciences, PUMHSW].

Opening Remarks: Prof. Dr. Qurban Ali Rahu welcomed honorable members and Deputy Director Purchase gave a brief introduction with respect to the above-captioned tenders. The purpose of the meeting was to approve the Bid Document and its contents i.e. Notice Inviting Tender (NIT), Bid Data Sheet, Evaluation Criteria (Mandatory Required documents and Bidders Qualification Report), and Bill of Quantities (BoQ) in the light of "SPPRA Rules 2010 (Amended March, 2022) for further necessary action. The photocopies of Bid Documents were given to each member with respect to tender: procurement of furniture & fixture and procurement of IT and Hardware Items.

1. **Tender for the procurement of Furniture & Fixture Items:** The forum has reviewed the Bid Document, the Prof. Dr. Qurban Ali Rahu has opened the room for discussion and suggestions.

- a. **Decision:** The forum after detailed discussion approved the NIT, Bid Data Sheet and Bill of Quantities however the following recommendations were given for Evaluation Criteria (Mandatory Required documents & Bidders Qualification Report).

- i. In order to ensure quality and encourage participation of competent bidders the forum has recommended that the PEC registration shall be asked along-with NIT (like NIT OR ~~PEC~~ **SECP**) and marks shall also be allocated in bidder's qualification report.
 - ii. The forum also recommended that bidder shall give the undertaking on stamp paper for availability of workshop / manufacturer production unit. The marks shall also be allocated in bidder's qualification report for its availability after the site visit.
 - iii. In liaison with 1-a-i for experience, it was also recommended the in order to motivate potential competent bidders the purchase orders shall be further sub-categorized as per value of contract amount accordingly marks shall also be allocated in bidder's qualification report.
 - iv. In addition, for turnover it was also recommended that the Audit Reports shall be asked along-with Income Tax Returns (like Income Tax Returns OR Audit Reports) and marks shall also be allocated in bidder's qualification report for provision of audit reports.
 - v. The forum recommended to remove para B-9 i.e. provision of employees details.
 - vi. The forum recommended the award criteria i.e. Most Advantageous Bidder (Lowest Item Rate Basis).
 - vii. It was apprised to the committee members that PUMHSW e-procurement module is ready. In order to motivate and encourage participation via e-procurement, initially the bidders shall be allowed to submit their technical proposals **only** via e-procurement at **eproc.pumhs.edu.pk**, if agreed by the members. To achieve this goal, the extra bonus marks (10) shall be allocated in bidder's qualification report to the bidders who submitted their technical proposal via e-procurement along with submission of hardcopy (Technical & financial). The forum appreciated the initiative and recommended the same for other tenders and the same shall be mentioned in NIT.
2. **Tender for the procurement of Electronic Appliances:** The committee at the time of review of bill of quantities for procurement of furniture & fixture, it was observed that electronics items were available in the BoQ. Thus, the forum recommended to go with separate tender for electronic appliances with recommendations given above.
- a. **Decision:** The forum approved the NIT, Bid Data Sheet and Bill of Quantities however the following recommendations were given for Evaluation Criteria (Mandatory Required documents & Bidders Qualification Report).
 - i. The forum also recommended that this tender contains supply items therefore no need of availability of production unit or site visit thus the point shall be removed.
3. **Tender for the procurement of IT & Hardware Items:** The forum has reviewed the Bid Document, the Prof. Dr. Qurban Ali Rahu has opened the room for discussion and suggestions.
- a. **Decision:** The forum after detailed discussion approved the Bid Document and incorporation of above approved parameters. Most importantly, looking at the scope of this tender, the forum recommended to change the award criteria i.e. Most Advantageous Bidder (Item wise Quality and Cost Basis).
4. **Next Meeting:** The date and time for the next meeting will be decided and communicated soon.
5. **Conclusion:** The Prof. Dr. Qurban Ali Rahu appreciated the feedback of the members and meeting was adjourned with a vote of thanks at 02:50 PM.

Mr. Asfand Ali Khuhro
Deputy Director Purchase, PUMHSW
& Member, CPC (Minor & Major)

Mr. Shakir Nisar Memon
Accounts Officer (Budget & Payroll)
Special Invitee CPC

Director,
Concerned Wing, PUMHSW
& Member, CPC (Minor & Major)

Mr. Qamar Shaikh
Director Finance, QUEST
& Ex. Member CPC (Minor & Major)

Prof. Dr. Ghulam Mustafa Dahri
Dean Basic & Medical Sciences & Chairman,
University Central Purchase Committee (Minor)

Prof. Dr. Gulshan Ali Memon
Vice Chancellor, PUMHSW

Mr. Tariq Rabani Dahri
Civil Engineer, PUMHSW.
Co-Opt Member, CPC-Minor

Mr. Gul Muhammad Burguri
Accounts Officer (Fin. & Receipt)
Member, CPC-Minor

Mr. Abdul Hafeez Siddiqui
Director Finance, PUMHSW &
Member, CPC (Major)

Dr. Awais Rajput
Procurement Manager, QUEST
& Member CPC (Minor & Major)

Mr. Mukhtiar Ahmed Abbasi
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& Member, CPC (Minor & Major)

Mr. Ayaz Ali Rajper
Deputy Director Budget, SBBU &
Co-Opt Member CPC (Minor & Major)

Mr. Manzoor Ali Siyal
Director Finance, SBBU
& Ex Member CPC (Minor & Major)

Prof. Dr. Qurban Ali Rahu
Registrar PUMHSW & Chairman,
University Central Purchase Committee (Major)

agreed as per recommendations
of above committee through it's chairman

18/09/2023

Chairman CPC (Major)