



**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 / 472**

**Dated: 01 / 11 / 2023**

**SAY NO TO CORRUPTION**

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

**Meeting Agenda :** **Approval of Bid Documents**  
**1.** Procurement of Printing & Publication Item

**Date :** Meeting Held November, 01 2023  
**Meeting Time :** 12:15 PM to 01:00 PM  
**Meeting Venue :** in the office of Dean Faculty of Basic & Allied Sciences, PUMHSW.

**Attendees:**

1. Prof. Dr. Ghulam Mustafa Dahri [Dean Basic & Allied Sciences, PUMHSW]
2. Prof. Dr. Abdul Hakeem Jamali, [Director Concerned Wing/Additional Controller of Examination]
3. Mr. Manzoor Ali Siyal [Director Finance, SBBU]
4. Mr. Qamar Shaikh [Director Finance, QUEST]
5. Mr. Mukhtiar Abbasi [Director, Planning & Development, PUMHSW]
6. Syed Wajid Ali Shah, [Accounts Officer (Fin. & Receipts), PUMHSW]
7. Mr. Asfand Ali Khuhro [Deputy Director (Purchase), PUMHSW]

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

**Opening Remarks:** Prof. Dr. Ghulam Mustafa Dahri welcomed honorable members and Deputy Director Purchase gave a brief introduction with respect to the above-captioned tender. 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 printing & publication item.

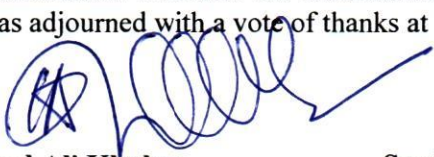
1. **Tender for the procurement of Printing & Publication Item:** The forum has reviewed the Bid Document, the Prof. Dr. Ghulam Mustafa Dahri has opened the room for discussion and suggestions.
  - a. **Decision:** The forum after detailed discussion approved the NIT, Bid Data Sheet and Bill of Quantities however the following recommendations were given for Evaluation Criteria (Mandatory Required documents & Bidders Qualification Report).
    - i. The forum also recommended that bidder shall give the undertaking on stamp paper for availability of printing press production unit.
    - ii. 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.
    - iii. In addition, for turnover it was also recommended that the Income Tax Returns shall be asked.

*(Handwritten signatures and dates)*  
A. Hakeem Jamali  
03-11-23

- iv. The forum recommended the award criteria i.e. Most Advantageous Bidder (Lowest Item Rate Basis) and committee shall be comprise of seven members as mentioned below signatories.
- v. 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 proposals via e-procurement at **eproc.pumhs.edu.pk**, if agreed by the members. The forum appreciated the initiative and recommended the same for other tenders and the same shall be mentioned in NIT.

2. **Next Meeting:** The date and time for the next meeting will be decided and communicated soon.


3. **Conclusion:** The Prof. Dr. Ghulam Mustafa Dahri appreciated the feedback of the members and meeting was adjourned with a vote of thanks at 01:00 PM.



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




**Syed Wajid Ali Shah**  
Accounts Officer (Fin & Recpt.),  
& Member, CPC (Minor)




**Mr. Mukhtiar Ahmed Abbasi**  
Director P&D, PUMHSW  
& Member, CPC (Minor & Major)




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



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



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



**Prof. Dr. Abdul Hakeem Jamali,**  
Director Concerned Wing, PUMHSW  
& Member, CPC (Minor)

03-11-23