



**OFFICE OF THE HOSPITAL DIRECTOR  
MEDICAL TEACHING INSTITUTION (MTI)  
MARDAN MEDICAL COMPLEX MARDAN**



Phone: +92-937-9230051

Email: [Info@mmckp.gov.pk](mailto:Info@mmckp.gov.pk)

Web: <https://mmckp.gov.pk>

22-1-2024

**MINUTES OF PRE-BID MEETING**

**"MAINTENANCE & SUPPORT SERVICE LEGAL AGREEMENT (SLA) FOR DATA CENTRE AND ALLIED EQUIPMENTS AT MTI MMC MARDAN"**

**Venue: Meeting Room of the IT Centre, MTI-Mardan Medical Complex, Mardan**

**Date/Time: January 21, 2025 (Tuesday) 10:00 AM**

In accordance with the advertisement disseminated through various newspapers and electronic media, the subject meeting was conducted by the Procurement Committee of Services, along with the Head of Department (HOD) / End-User of the subject item. The attendance sheets for the participants, including members of the Procurement Committee, End-Users, and representatives from the firms, are attached herewith.

The following firms participated in the Pre-Bid meeting.

1. M/s S.B.S Distributions Pvt. ITd.
2. M/s Computer Marketing Company Pvt. Ltd.

After the recitation of a few verses from the Holy Quran and the introductory remarks, Mr. Muhammad Shiraz, Chairman of the Procurement Committee of Services and Finance Director, welcomed the participants and provided an overview of the procurement process. He emphasized that the purpose of this pre-bid meeting was to ensure a fair and transparent process. The meeting focused on discussing key areas of the Bid Solicitation Documents (BSDs), including eligibility criteria, evaluation standards, and other terms and conditions. Mr. Shiraz further stated that any suggestions or comments from participants would be considered, and the final documents would be issued once approved, in the best interest of the hospital.

The following Committee members brief in detail covering the following areas:

1.	<b>Muhammad Khalid</b> (Procurement Manager)	Procurement Process & Bid Solicitation Documents
2.	<b>Mohsin Ali Khan</b> (Manager IT)	Maintenance & support service legal agreement (SLA) for data center and Allied equipment's.



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The Manager of Procurement provided a summary of the composition of the Bid Solicitation Documents (BSDs) and highlighted key sections, including the following:

- ✓ The bidding shall be carried out under single stage two envelop procedure of KP-PPRA Rules 2014.
- ✓ Qualification criteria for all documents will be 70 marks out of 100.
- ✓ Bid Security for will be Rs. ONE Million only (PKR)
- ✓ Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- ✓ 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 other competitors) once bid submitted and decision will be made on the bid submitted on time prescribed in the advertisement / bid documents.
- ✓ Each bidder will submit Single bid (in original) and Joint Venture is not allowed.
- ✓ Partial services shall NOT be accepted, the bidders are liable to quote all the service given in the scope of services.
- ✓ The firm shall submit the annexed affidavit on non-judicial stamp paper of PKR 500/-
- ✓ Each bidder shall quote its bid annexure wise along with page numbering
- ✓ Hand written bids shall NOT be accepted, it must be typed.
- ✓ Late bid shall not be entertained / accepted
- ✓ Upon request of the bidder/firms, Registration with SECP was removed, as it is not directly relevant to the SLA agreements.
- ✓ MTI-MMC Mardan reserves the rights to terminate the agreement based on poor performance, with a one-month prior notice.
- ✓ License payment shall be made after activation of the License separate from quarterly bill.
- ✓ A bidder from M/s TechAccess raised three queries via email regarding **RFP Page No. 6 and Point No. 6 of Annex-A**. *The bidder requested the removal of the requirement stating that a bidder must have deployed at least one Tier-3 data center. It was discussed that a service provider with good experience in data center deployment should be eligible to apply*



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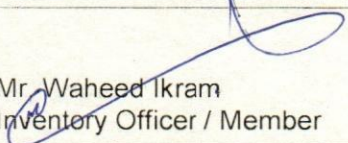


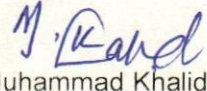
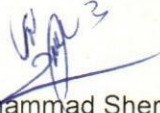

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instead. After consideration, the committee decided to retain the point as it is.

- ✓ He also raise a query on **RFP Page No 7 & Point No 1 & 2, 1** and stated that “DCF part is less and the IP and IT part is more please confirm if it is about DCF or IP or IT part”. It has been discussed that other part is also very critical and valuable like; cooling system, power backup system and fire suppression system. Also IT Support SLA is acceptable in the technical evaluation criteria. Committee did not agreed with the request.
- ✓ **Query No. 3:- RFP Page No 33, SN 2.** “We kindly request to make the payment process 100% after the activation of licenses/ warranty activation confirmation”. This has already been addressed above.

The meeting ended with a mutual vote of thanks.

**PROCUREMENT COMMITTEE**

 Mr. Waheed Ikram Inventory Officer / Member	 Mr. Hameed Zeb Manager QA / Member	 Mr. Mohsin Ali Khan Member (Technical)
 Muhammad Khalid Manager Procurement / Member (Secretary)		 Muhammad Sheraz Finance Director Chairman
		

Approved By: Hospital Director

**Copy to:**

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

  
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