



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



Phone: +92-937-9230051

Email: Info@mmckp.gov.pk

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

PRE-BID MEETING MINUTES

**“Surgical Disposables & Implants for Fair Price Pharmacy (FPP) / Sehat
Sahulat Program (SSP) MMC Mardan”**

Venue: *Committee Room, Administration Block
MTI-Mardan Medical Complex, Mardan*

Date/Time: *November 19, 2024 (Tuesday) 10:30 AM*

In pursuance to the advertisement disseminated in various newspapers and electronic media the subject meeting was steered by procurement committee of medicines including LP, SSP, surgical disposables & clinical supplies and HOD / end-users of the subject items. Appearance sheets of the participants' procurement committee, end users and representatives of the firms are attached.

The following firms participated in the Pre-Bid meeting.

1. M/s Zain Traders Pvt Ltd.
2. M/s Standard Vacine Pvt Ltd.
3. M/s Al Saad Pharmacy Pvt Ltd.
4. M/s Shergarh Lund Khwar Pharmacy
5. M/s Irfan Enterprises Pvt Ltd.
6. M/s Saeed Khan Traders.

After recitation few verses from the Holy Quran and introduction, Chairman Procurement Committee of medicines including LP, SSP, surgical disposables & clinical supplies, Professor Dr. Rehman ud Din, welcomed the participants and apprised them about the procurement process. The purpose of this pre-bid meeting is to make a fair and transparent process. We discussed all the major areas of the bid solicitation documents (BSDs) includes eligibility, evaluation criteria and other terms & conditions. He further said that in the best interest of hospital any suggestions/comments from participants received, the same can incorporated and final documents shall be issued once approved.

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



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



Phone: +92-937-9230051

Email: Info@mmckp.gov.pk

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

1.	Muhammad Khalid (Procurement Manager)	Procurement Process & Bid Solicitation Documents
2.	Mr. Umara Khan (Pharmacist)	Surgical, Disposables & Implants for Fair Price Pharmacy.
3.	Mr. Kashif Ali (Pharmacist)	Surgical Disposables & Implants for Sehat Sahulat Pharmacy.

Manager Procurement summarized the composition of the Bid Solicitation Documents, and highlighted important 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.
- ✓ *In the technical bid, all the bidders are strictly directed to mention the names of their quoted items with brand names without mentioning the price. During the evaluation, the bidder will be liable to provide the samples of the quoted item.*
- ✓ For Fair Price Pharmacy & SSP **the bidder shall quote all items (100%) from the given lists of surgical disposables.** The bidder shall offer the rates in PKR for surgical items and implants, for Sutures bidder shall quote the same in %age, which shall be constant for a period of one year from the date of signing of contract unless extended.
- ✓ **For surgical & disposables (S#1 to S#110) and implants (S#131 to S#205), the bidder is liable to quote the rates** against each item given in “Financial Bid Form” “Annex-D” given in the BSDs. Contract will be awarded to the eligible bidder whose sample approved and price is lowest. Whereas the agreement will be executed with the successful bidder on basis of terms and conditions.
- ✓ **For Sutures (S#111 to S#130) the bidder shall quote its rates on discount basis (%)** and the contract will be awarded to the eligible bidder meeting the quality and highest discounted rates. The same discount shall remain constant throughout the contract period unless extended.
- ✓ For Fair Price Pharmacy & SSP Surgical Disposables, the items shall be selected on sample basis selection by end users.
- ✓ Bid Security for FPP and SSP will be Rs. ONE Million only.



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



Phone: +92-937-9230051

Email: Info@mmckp.gov.pk

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

- ✓ 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.
- ✓ For Sehat Sahulat Program payment shall be released after releasing of budget from the government.
- ✓ 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

The meeting ended with a mutual vote of thanks.

PROCUREMENT COMMITTEE

Dr.Ajmal Khan SMO Member	Amir Jamal Finance Associate Member	Umara Khan In-charge Fair Price Pharmacy
Kashif Ali Khan In-charge SSP Pharmacy		Muhammad Khalid Manager Procurement Member/Secretary
Prof. Dr.Rehman ud Din Chairman Procurement Committee		

Approved By: Hospital Director



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



Phone: +92-937-9230051

Email: Info@mmckp.gov.pk

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

Copy to:

1. Procurement Committee for Medicines including LP, SSP, surgical disposables & clinical supplies.
2. End Users of the respective items.
3. Secretary to BoG MTI-Mardan.
4. All the firms who attended / obtained the bid solicitation documents.
5. IT Department with request to hoist the same on MMC website.
6. Record Copy

**HOSPITAL DIRECTOR
MTI-MMC MARDAN**