



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



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No-3282

10/10/2024

MINUTES OF PRE-BID MEETING
"HIRING OF SECURITY SERVICES AT MTI-MMC MARDAN"

The subject meeting was held at Conference Room of the Administration Block of MTI-Mardan Medical Complex Mardan on Thursday 10th October 2024 at 10:00 hrs in presence of the procurement committee for Services. Attendance sheet attached.

The following firms participated in the Pre-Bid meeting.

1. M/s ASF Security Services Pvt. ITd.
2. M/s Askari Guards Pvt. Ltd.
3. M/s Chief Security Pvt. Ltd.
4. M/s Fauji Security Services Pvt. Ltd
5. M/s GB Security Services Pvt. Ltd.
6. M/s MAK Security Agency Pvt. Ltd.
7. M/s Security Services Provider Pvt. Ltd
8. M/s Sigma Security Pvt. Ltd.
9. M/s Watchman Security Services Pvt. Ltd

After recitation few verses from the Holy Quran and introduction, Chairman Procurement Committee for Services, Finance Director Muhammad Sheraz, 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 will discuss 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.

DSP Security Mr. Shaheen Shah being technical member added that the draft document for the subject services has been prepared keeping in view the requirements of hospital; however, your comments / suggestions towards improvement will be appreciated and incorporated if agreed by the committee.

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 carried out under **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.

Ch



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- i. Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- ii. Late bid shall not be entertained / accepted.
- iii. An affidavit or copy of CDR is mandatory in the technical bid that bid security (in original) is placed in the financial bid.
- iv. 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.
- v. Each bidder will submit Single bid (in original) and Joint Venture is not allowed.
- vi. Each bidder shall quote its bid annexure wise along with page numbering.

Eligibility Criteria.

It was unanimously decided and agreed that NO NOCs / Licenses / certificates under process shall be entertained.

Evaluation Criteria.

Regarding guards / supervisors hiring from the retired forces ASF was also included in the list given in the bidding documents.

Other Terms & Conditions:

- i. Bids must be accompanied with the bid security @ Rs. 1,000,000/- (ONE Million Only) in shape of Demand Draft (DD) / Call Deposit Receipt (CDR) / Pay Order (PO) or bank guarantee in favor of "Hospital Director MMC Mardan".
- ii. After detail discussed it was agreed that age of guards will be from 35-55 years and for supervisor it should be 35-59 years and has served at least ten (10) years in the forces with medical fitness.
- iii. The successful firm shall submit the security clearance data for its hired staff from respective police stations within one month from the date of signing of contract.
- iv. Chairperson procurement committee elaborated in the detail the financial matters regarding financial bid submission. All the bidders are directed strictly to follow the financial proforma while quoting the financial bids given in bid solicitation document. Further, regarding EOBI and ESSI the relevant notifications should be attached with the financial bid.

Signature



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- v. Regarding weapons (SMG) it was agreed that each firm shall quote provide its equivalent as SMGs NOC is not permissible from the government.
- vi. In case of Bid Tie, the competent authority may award the contract to the firm secures technical score higher than the competitor(s). In case of technical score is equal then the decision will be made through toss.
- vii. It was agreed that both walk through gates shall be repaired and maintain by the successful bidder and no need to quote the same in the bid.

At the end of the meeting, it was announced by the procurement committee that MMC expects from the bidders to quote their best and final rates in this competition. It was also announced that these minutes will be circulated through email and will be the integral part of the Bid Solicitation Documents.

The meeting ended with a mutual vote of thanks.

Mr. Waheed Ikram
Inventory Officer / Member

Mr. Hameed Zeb
Manager QA / Member

DSP Shaheen Shah
Member (Technical)

Muhammad Khalid 10-10-24
Manager Procurement /
Member (Secretary)

Muhammad Sheraz
Finance Director
Chairman

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 for services.
- 4 Secretary to BoG MTI-Mardan.
- 5 Office Copy