



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



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**PRE-BID MEETING MINUTES**

**"LOCAL PURCHASE OF MEDICINES & SURGICAL DISPOSABLES"**

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

**Date/Time:** *November 20, 2024 (Wednesday) 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 respective 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 Al Saad Pharmacy Pvt Ltd.
2. M/s Care Pharmacy Pvt Ltd.
3. M/s Shergarh Lund Khwar Pharmacy
4. M/s Saeed Khan Tradders.

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.

*Signature*



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

1.	<b>Muhammad Khalid</b> (Procurement Manager)	Local Purchase Of Medicines & Surgical Disposables MMC Mardan
2.	<b>Mrs. Bushra Khan, Pharmacist</b> (Member Technical)	Local Purchase Of Medicines & Surgical Disposables MMC Mardan

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.
- ✓ Local Purchase of Medicines & Surgical Disposables will be processed under Local Purchase (LP) Rules 2006 of DG Health KP Rules.
- ✓ Qualification criteria for all documents will be 70 marks out of 100.
- ✓ To avoid any confusion, bidders are strictly advised to give clear rate whether (as whole) or separately for each multinational, national and surgical disposables. In case the bidder quote separately, Contract will be given to bidders who quotes high rate as average.
- ✓ The firm will be bound to supply all types of medicines / items i.e Suturing Material, Dressing, Antiseptics, Disinfectant Labs, Chemical etc on demand as per sample approved by the End user/competent Authority.
- ✓ For LP contract shall be awarded to the eligible firm offering highest discounted rates in percentage (%age).
- ✓ Bid Security for LP will be Rs.ONE Million.
- ✓ Each firm will submit affidavit as per sample annexed in this document on judicial stamp paper.
- ✓ The firm shall submit the annexed affidavit on non-judicial stamp paper of PKR 500/-
- ✓ 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.

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- ✓ 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

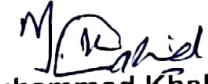
The meeting ended with a mutual vote of thanks.


PROCUREMENT COMMITTEE

Dr. Ajmal Khan  
SMO  
Member

  
Amir Jamal  
Finance Associate  
Member

  
Mrs. Bushra Khan,  
Pharmacist  
(Member Technical)

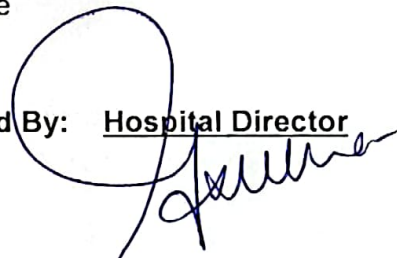
  
Muhammad Khalid  
Manager Procurement  
Member/Secretary

  
Prof. Dr. Rehman ud Din  
Chairman Procurement Committee

Approved By: Hospital Director

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 Dept with request to hoist the same on MMC website.
6. Record Copy

  
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