



MEDICAL TEACHING INSTITUTION
ABBOTTABAD-PAKISTAN

No. _____/PSD/ATH
Dated ____/____/2025

Subject: Minutes of Pre-Bid Meeting Tender (2025-26) for General Medicines /Medical Devices /Surgical disposables & Non-Drug item and Lab Chemicals

Date: 20-08-2025
Venue: Conference room near HD Office
Hosted By: Material Management Department
Chairperson: Mr. Asghar (Senior Manager, Material Management Department)
Member: Mr Asif Nawaz Khan (Head Pharmacy Services Department)
Member: Mr.Abdul Bais (Pharmacist Procurement & supply chain Management)

1655
Hospital Director Office
Diary / Dispatch Section
Receiver Name _____
Date 20/08/2025 Time _____
Delivered By _____

Mr. Asghar (Senior Manager, Material Management Department) commenced the meeting with a welcome address on behalf of the Hospital Director and thanked all participants for their presence.

1. The participated representative of the firms highlighted the misunderstanding between the separately Performas and those within the SBD booklet (PDF), specifically the requirement of a 3-year bank statement. They suggested for reducing the bank statement period to 1 year.

Decision: The committee decided that the institution will accept one year to three years bank Statement at the time of bid opening. It was further elaborated to the firms that to reduce the file size for uploading on EPAD, the firms can provide single page summary of annul turn over. (01-January to 31-Dec)

2. Concerns were raised regarding the requirement in Bid Form 1, 2, 3 related to original stamp papers. they requested for submitting the above forms on Official Letter Head of the firms.

Decision: The committee decided to allow the firms to provide the BiD form 1, 2, 3 on official letter head of the firm duly signed by the executive of the firm. The successful bidder will later on provide the same forms on Judicial Stamp Paper before execution of the contract agreement.

3. In mandatory document two different stamp papers were required at serial no 6 and 8. Participants requested a specimen format and suggested submitting only one original stamp paper, as also mentioned in the mandatory documents.

Decision: The committee decided that the firms can provide single judicial stamp paper which should have all the statements required in S.No 6 and 8.

4. It was discussed that the CDR (Call Deposit Receipt) amount is a flat figure and should be clearly stated in the mandatory documents (on official stamp paper para 6).

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Decision: The committee told that as the CDR amount is fixed so there is no need to hide the amount in the copy of CDR in the Technical Bid.

5. The representative of the firms requested to minimize the CDR amount for enhancing the participant in the tenders.

Decision: The committee decided to fix the CDR/Bid Security to **Rs: 300000/- (Three Lacs)** for each tender i.e.: Medicines, Disposables (Medical Devices/Lab Chemical and Angiography/Angioplasty Material).

6. A query was raised about using a bank guarantee instead of CDR.

Decision: The committee confirmed that although the SBDs allow bank guarantees, CDRs are preferred due to practical issues encountered with banks.

7. A suggestion was made to require the Unique Document Identification (UDI) number by the chartered accountant on audit reports for authenticity.

Decision: The committee responded that all documents will be verified during evaluation, before the actualization of the tenders and authenticity will be ensured.

8. Due to limited IT resources and first-time use of the E-Pad system, the committee advised the participant to submitting a hard copy of the technical bid (as submitted on E-Pad), along with separate envelop in which the CDR and stamp papers are enclosed, before the deadline. The technical evaluation will be carried out on the document uploaded on the EPAD.

9. Participants inquired about the requirement to submit retail and trade prices as demanded in the SBD's.

Decision: The committee confirmed that, as per SBDs, that these must be included in the technical bid for evaluation purposes.

10. A concern was raised about the applicability of ISO 10993 (risk management for medical devices in contact with the body). For items not in direct contact (e.g., CP bottles etc),

Decision: The committee decided that the weightage of technical score will adjusted in the following way.:

- Marks for ISO 10993 (Point 12) reduced from 10 to 5
- Marks of Free Sales Certificate (Point 13) increased from 5 to 10 marks

11. A proposal was made to reduce the qualifying threshold in technical evaluation from 70% to 50% to enhance competition.



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Decision: The committee decided that the qualifying score will be 60% for maximum participation of firms in the tender and healthy and transparent bidding process.

12. Participants suggested lowering the 40% inventory requirement (as per technical proforma) to 20%–30%.

Decision: The committee is of the view that to ensure the supply chain management, it is required that the firm must have at least 40% inventory at the time of bid submission.

13. It was clarified that all firms participating in Tender 2025–26 must be ACTIVE on the Active Taxpayer List (ATL).
14. Considering this is the first E-Pad-based tender and some manufacturers/importers are not yet registered with KPPRA, a formal request was made to extend the submission deadline by 2–3 weeks.

Decision: The tender of MCC KpK was floated 2 months back and most of the firms already familiar to EPAD KPPRA. After detail discussion among the committee member and competent authority, their request was declined by the committee.

The meeting concluded with thanks to all participants for their valuable suggestions.

Submitted to the competent authority for approval please.

Mr. Asif Nawaz Khan

Mr. Abdul Bais

Head Pharmacy Services Department

Pharmacist Procurement MTI ATH

Mr. Asghar Khan

Senior Manager

Material Management Department

HOSPITAL DIRECTOR
Ayub Teaching Hospital
Abbottabad