



# QUAID-E-AWAM UNIVERSITY

OF ENGINEERING, SCIENCE AND TECHNOLOGY, NAWABSHAH  
Sakrand road, Nawabshah, 67450

## PROCUREMENT OFFICE

No: QUEST/NH/PROC/144

Dated: 20.02.2023

Subject: **MINUTES OF PRE-BID OPENING MEETING**

Reference: File:  
T0003- PROCUREMENT OF LABORATORY EQUIPMENT FOR ENVIRONMENT  
ENGINEERING DEPARTMENT.

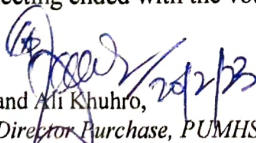
With reference to above captioned subject matter, the members of procurement committee (PC) had a meeting in the conference room of Vice Chancellor Secretariat, for the pre-bid opening meeting on 16.02.2023 at 11:00 PM. The Convener welcomed all PC members and then provided an overview of the following:

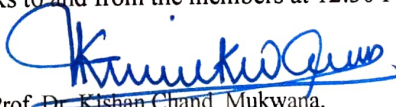
1. The brief Introduction of Tender and approval.
2. Notice Inviting Tender(s) (NIT) document.
3. Method of Procurement
4. Overview of the following
  - a. Mandatory Document Checklist
  - b. Evaluation Criteria
5. Rate of the Bid Security and Performance Security.

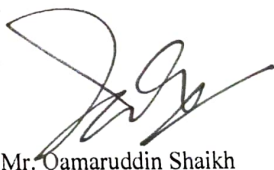
Afterwards, the PC members discussed the above-mentioned points at length. The following has been resolved by the PC members unanimously.

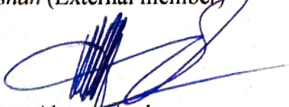
1. The proposed procurement method "Single Stage-Two Envelope" is to be adopted.
2. The committee members thoroughly discussed the evaluation criteria for selection of bidders including mandatory as well as technical evaluation criteria. The committee then finalized the evaluation criteria for qualification of bidders (A copy of the criteria is attached). In particular the following was approved:
  - a. The selection of technically qualified bidders will be made on the basis of "Least Cost method" after mandatory criteria and technical evaluation.
3. A note in the bid document is to be added for the bidders to nominate and authorize a person (in case he/she is not the owner) on the company official letter pad who can sign on behalf of the company (owner).
4. Towards the end, the convener added his concluding remarks and a vote-of-thanks to all members and appreciated their presence and extremely helpful feedback. The committee members expressed their positive attitude towards the successful timeline of the aforementioned tender.

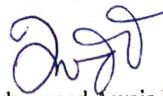
The meeting ended with the vote of thanks to and from the members at 12:30 PM.

  
Mr. Asfand Ali Khuhro,  
Deputy Director Purchase, PUMHS,  
Nawabshah (External member)

  
Prof. Dr. Kishan Chand Mukwana,  
Chairman Environment Engineering  
Department, QUEST (Member)

  
Mr. Qamaruddin Shaikh  
Deputy Director Finance,  
QUEST (Member)

  
Dr. Adnan Ahmed Arain,  
Associate professor, Department of  
Telecommunications Engineering  
(Member)

  
Dr. Muhammad Awais Rajput,  
Procurement Manager  
(Convener)