



PROCUREMENT OFFICE

No: QUEST/NH/PROC/132
Dated: 09.02.2023

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

Reference: **File: T0004- Hiring of Security Services at QUEST**

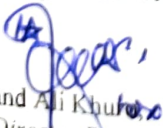
With reference to above captioned subject matter, the members of procurement committee (PC) had a meeting in the conference room of Vice Chancellor Secretariat for the pre-bid opening meeting on 31.01.2023 at 11:00 PM. The Convener welcomed all PC members and then provided an overview of the following:

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 submission date and time of the bids is to be set as 23.02.2023 till 11:00 am and the opening on the same day on 11.30 AM.
3. 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 method of "Most Advantageous Bid" is to be adopted with a combined weighted scoring of technical and financial scores.
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 01:30 PM.


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


Mr. Atta Muhammad Chandio,
Chief Security Officer, QUEST
(Member)


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


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


Dr. Muhammad Awais Rajput,
Procurement Manager
(Convener)