



**Medical Teaching Institution
Bacha Khan Medical College, Mardan**

Tel:- 0937-9230582-83

www.bkmc.edu.pk

**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-Bacha Khan Medical College, Mardan on Thursday November 10, 2022 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. 2007 security services Pvt. Ltd.
2. M/s AIR BELL Pvt. Ltd.
3. M/s Askari Guards Pvt. Ltd.
4. M/s Chief Security Pvt. Ltd.
5. M/s GB security services Pvt. Ltd.
6. M/s Labaik Security Pvt. Ltd.
7. M/s MAK Security Pvt. Ltd.
8. M/s Mustajab security services Pvt. Ltd.
9. M/s Sigma security services Pvt. Ltd.
10. M/s Watchman Security Pvt. Ltd.

After recitation of the Holy Quran and introduction, Associate Dean Professor Mohtasim Billah being Chairman of the Services Committee, welcomed all the participants and informed that the purpose of this meeting is to discuss the draft bid solicitation documents including evaluation criteria and other terms & conditions to incorporate the suggestions/comments from prospective bidders, so that the draft may be approved by the competent authority once supplemented/amended.

DSP Security Mr. Fazal-e-wahab being technical member further added that the draft document for the subject services has been prepared keeping in view the requirements of bacha khan medical college, 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 conducted under the **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.



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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. **The lowest rate offered will be considered as successful and will be awarded contract. The rates offered must include minimum wages being notified by Government of Khyber Pakhtunkhwa, all applicable taxes, contribution of EOBI, ESSI and any other payments. However, all the taxes will be deducted at source, whereas payments of EOBI and ESSI etc will be the sole responsibility of service provider and this institute will not be a part of any dispute arising thereof.**
- vi. Each bidder will submit Single bid (in original)
- vii. Each bidder shall quote its bid annexure wise along with page numbering.

Eligibility Criteria.

It was unanimously decided and agreed that the following two certificates shall be mandatory in the security tender. Under process License / NOCs shall NOT be entertained. The bidder must have valid certificates on the day of opening of technical bids.

- i. **Valid Attested copy of the License from Ministry of Interior Islamabad.**
- ii. **Valid attested NOC from Provincial Home Departments (Khyber Pakhtunkhwa only) for providing security services.**

Other Terms & Conditions:

- i. The successful firm shall have to submit **5% as Performance Security** of the one-year (contract value). The bid security shall be released after submission of performance security.
- ii. **The age of Guards was agreed from 25 to 50 years instead of 25 to 45. As well as one Guard will work the duty of a supervisor.**



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- iii. **On the request of the bidders that automatic weapons are prohibited from home department for all security service providers, it is therefore SMG, s will be provided instead on AK-47, and uniform as per mentioned in BSD,s.**
 - iv. Each firm shall bound to submit an affidavit attached with the bid documents. If not attached the firm concerned shall be declared as non-responsive.
 - v. 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.
 - vi. **All the bidders shall quote their rates as lump sum. By furcating rates will not entertain.**
 - vii. Each firm shall provide Guards in existing rates, if required to this institution till end of the contract.

At the end of the meeting, chairman procurement committee once again announced that we expect 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.

Prof, Mohtasim Billah
Chairman Services Committee

Copy to:

- 1 All the firms who attended / obtained the bid solicitation documents.
- 2 IT in charge with request to hoist the same on BKMC website.
- 3 Members Procurement Committee for services.
- 4 Secretary to BoG MTI-Mardan.
- 5 Office Copy

Prof, Mohtasim Billah
Chairman Services Committee