

MINUTES OF THE PRE-BID MEETING -
Procurement, of DOP Test Machine set & Tool Kits for NRL Islamabad.

The pre-bid meeting was held, in the committee room of M/o NHR&C Islamabad on 10 October 2023, at 11:00 Am for answering the queries of the potential bidders for the Procurement, of DOP Test Machine set & Tool Kits for NRL Islamabad. Following Officials attended the pre-bid meeting:

- i. Mr. Irfan Ullah Khan. Dy Director-CPC
- ii. Mr. Bilal Khan, CPO-CMU
- iii. Mr. Zubair Aziz, BME-NRL
- iv. Mr. Ahmad Zeb Khan, Procurement Officer

2. Following were the participants, representing their firms as mentioned below: -

- i) Mr. M Tayyab, M/s Pharmalogic (Pvt.) Ltd
- ii) Mr. Arshad Saleem, M/s Onder Ticaret (Pvt.) Ltd
- iii) Mr. Ahmad Bakhsh Awaisy, M/s Onder Ticaret (Pvt.) Ltd

3. The meeting started with the agenda under discussion and following points has been discussed: -

- i. **Pre inspection:** CMU can coordinate with vendor for pre inspection of the equipment's or ask the vendor to provide samples before issuing the formal work order, but NTP-CMU will not pay any pre inspection or samples cost to any vendor.
- ii. **Specific brand:** there is no significance for any specific brand, all the technical requirements are mentioned in the Annex-1 and 2 Section that is already attached with advertised/published SBD.
- iii. **Bidder will have to bid:** For all the listed products, there are two lots: the DOP Test Machine set (items mentioned at Sr#1 & 2) and the Tool Kits (items mentioned at Sr# 3 & 34). Please note that alternative/separate quotations can be submitted for each lot, but bids for single product/item shall not be accepted.
- iv. **Taxes:** (GST is not applicable therefore all quoted rates must be exclusive of GST, however Income Tax will be deducted at source on applicable/prescribed Govt rates. Vendor shall provide full DDP cost/quote. Information should include the Per Unit Price delivery time, freight and packing cost (if applicable).
- v. **Duties:** It is recommended that, in the case of import, the successful vendor should advise the principal/manufacture to ship the DOP Test Machine Set in the name of NTP and must provide/send the required documents. This is because custom duties are not applicable/payable, and NTP will provide an exemption for custom duties.
- vi. **Delivery Schedule:** The Form-3 mentioned in the SBD at page# 34 must be attached on company letter head with their technical bids dully filled/signed by the vendor.
- vii. **Amount of performance bond:** 10% of the total awarded contract price valid for a period of not less than twelve (12) months, which will be release after completion of delivery and acceptance of goods by the purchaser or expiry of the contract/warranty period as mentioned in technical specification and shall be released after expiry of warranty period.
- viii. **Warranty:** Minimum One-year Local Warranty from manufacturer/authorized supplier is mandatory for DOP Test Machine set. The vendors who are failed to offer local warranty will be automatically disqualified.
- ix. **After sales service:** bidder should have a valid distribution and after sales letter in Pakistan, regarding the sales/services should be attached for DOP Test Machine set. Vendor should provide OEM and CE/FDA letter for DOP test Machine Set.
- x. **Validity of Price:** Bid should be valid for a period of 120 calendar days counted from the date of the deadline for submission of bids.