

**MINUTES OF THE PRE-BID MEETING OF PROCUREMENT COMMITTEE ON  
ELECTRICAL AND ELECTRONICS LABS TENDER/008**

The said meeting was held on 08.06.2021 at 11:00 am in the Conference Room of UOT, Nowshera under the Chairmanship of Dr. Haider Ali, Chairman Procurement Committee. Attendance sheets of committee members and bidders/ reps circulated for signs, placed at **Annex “A” & “B”** respectively.

**Attendees are as under:**

1. Mr. Akhtar Zeb, Deputy Director (Finance/P&D), UOT, Nowshera
2. Engr. Muhammad Lais, Lecturer, EET, UOT, Nowshera
3. Mr. Waseem Ullah, AD (Procurement), UOT, Nowshera
4. Engr. Saad Ijaz Majid, Lecturer Electrical Eng Technology, UOT, Nowshera
5. Engr. Amad Hamza, Lecturer Electronics Eng Technology, UOT, Nowshera

**Following representatives of the bidders attended the meeting;**

1. Mr. Faiz ur Rehman, M/S Intermark (Pvt) Ltd, Islamabad
2. Syed Azhar Jameel, M/S Noble Enterprises, Peshawar

It was highlighted that “**Single Stage, Two Envelopes Procedure**” in line with sub rule 2(b) of rule (6) of KPPRA Rules 2014 has been adopted and contract will be awarded on item-wise to responsive, qualified, technical compliant and least financial basis. Following queries raised by the firms/bidders:

<b>S. No</b>	<b>Queries raised by Bidders/Firms</b>	<b>Recommendations of PC</b>
1	Digital Multimeter may be procured on F.O.R/DDP basis.	We need a high quality and specifications Digital Multimeter with multi functions in large number of quantity. Therefore, it would be better to import it from abroad.
2	Payment Ratio may be 80:20 instead of 60:40. 80% upon presentation of shipping documents and 20% upon work completion.	Considering the current COVID-19 situation and market conditions, the payment ratio may be relaxed to 70:30.
3	Inco-term CIF may be used instead of C&F due to involvement of Insurance in clause of GCC-11 and SSC-7 of BSD's.	The committee members agreed to acquire rates both on C&F UoT Nowshera Basis and CPT UoT Nowshera Basis for the quoted equipment. However, the university has all rights to opt any of the above for award of the contract.
4	Clarity regarding a note given in the technical specs of Digital Oscilloscope that “at least 2 sets of Oscilloscope Probe with oscilloscope”	It was clarified in the meeting that two (2) extra sets of oscilloscope probe with oscilloscope are to be provided by successful bidder.
5	OEM Qualification Statement may be dislodged from BSD's as they do not provide such	Forum agreed with the concern of bidders/firms regarding OEM qualification statement and dislodged the OEM

	information.	qualification statement from BSD's for their convenience.
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It was further apprised to the forum that UOT, Nowshera being a public sector university is exempted from certain taxes and duties. Upon request, UOT will provide an Exemption letter and related documents to the clearing agent of the Bidder for custom clearance. Hence, this benefit of tax exemption must be shifted to UOT, Nowshera in terms of lower C&F prices.