

SUBJECT: MINUTES OF THE MEETING FOR PRE-BIDDING SESSION PROCEEDED IN HEAD OFFICE LAHORE HELD ON DATED 01.03.2017.

A Pre-bidding meeting of the representatives of firms/suppliers who obtained tender documents was convened under the Chairmanship of the Ombudsman Punjab on 01.03.2017 in the conference room of the Office of the Ombudsman Punjab, Head Office, Prof. Ashfaq Ali Khan Road Lahore, in connection with the tenders for procurement issued by this office as per Punjab Procurement Rules, 2014 Amended Upto 06-01-2016.

2. Meeting started at 11:30 a.m. with the recitation of the Holy Quran and it was attended by the following participants:-

i.	Mr. Tariq Mehmood (Secretary)	Convener, Purchase Evaluation Committee
ii.	Mr. Muhammad Ilyas (Advisor HQ)	Member, Purchase Evaluation Committee
iii.	Mr. Sami Ullah, Advisor (M&E)/ Director (F&P)	Convener, Technical Evaluation Committee
iv.	Mr. Nadeem Hassan Gohar (Admin Officer)	Member, Technical Evaluation Committee
v.	Ms. Dur-e-Shahwar (Accounts Officer)	Member, Purchase Evaluation Committee
vi.	Ms. Sidra Arshad (Procurement Officer)	Member, Technical Evaluation Committee

Following representatives of Firms/Suppliers participated in this session:

Sr. No.	Name of Firm	Name of Representative
1.	Generation Systems	Mr. Shahrukh
2.	Ora-Tech System	Mr. Gulzar Khan
3.	Shirazi Trading Co. Pvt.	Mr. Azeem Hafiz
4.	SeeSam Solutions	Mr. Shahzad Malik
5.	Office Automation Group	Mr. Khurram Iqbal
6.	O&A Business Traders	Mr. Shahid Mehmood
7.	Planet Technologies	Mr. Farhad Asghar
8.	Mushko Electronics Pvt. Ltd.	Mr. Muhammad Waqas Yousaf
9.	Japan Trader	Mr. Muhammad Ahmad

3. The Chair welcomed the participant and apprised them that the purpose of the pre-bidding meeting was to discuss with them the tender documents and invite objections, if any, so that transparency in the procurement process could be ensured. He informed the participants that the institution wants to procure quality oriented and value added products ensuring value for money. It was pointed out explicitly that the successful bidders will have not to pay any sort of commission directly or indirectly to any person in the institution, therefore, they should reduce their quoted rates keeping this aspect in view.

4. After briefing by the Chair the representative of Ora-Tech System (Mr. Gulzar Khan) expressed his gratitude for organizing pre-bidding discussion session. He appreciated the tender documents being self-explanatory and comprehensive. Some of the participants expressed their reservations/observation regarding specifications of some items included in the tender documents. The Chair directed Advisor (M&E) to consider the objections raised and to ensure that the specifications are compliant of Punjab Procurement Rules. All the participants were allowed to present their grievance in written form. Three of the representatives submitted their queries and observations. Detail and necessary is as under:-

Company/Firm/Supplier Name	Grievance Queries/Observations
SeeSam Solutions (Private) Limited	Section 6 (Rejection/Disqualification) Clause (ii) "The bidder/tenderer who doesn't apply with complete Machinery & Equipment (LOT-I) will be rejected. (Copy Enclosed)
	Product Specifications of Machinery & Equipment (LOT-I) & IT Equipment (LOT-I) (Copy Enclosed)
Office Automation Group (OAG)	Certificate of Registration of Company (Copy Enclosed)
	Related Items in a Lot (Copy Enclosed)
	Category of HRM in Technical Evaluation (Copy Enclosed)
	Generalized specification of Photocopier (Copy Enclosed)
O&A Business Traders	Representative of O&A Business Traders has raised his concerns regarding Specifications of Photocopiers but he has not submitted any written query.

5. The Chair decided to place all the three queries in the meeting of the Grievance Redressal Committee. The meeting of the Committee was fixed for the 03rd of March 2017. Timings for appearance before the Committee for personal hearing of the respective representatives of the Companies were announced in the meeting for information of all concerned. The meeting ended with a note of thanks by the Chair.



**ADVISOR (M&E)/DIRECTOR (F&P)
OMBUDSMAN PUNJAB**

Cc:

- i. PS to Honorable Ombudsman, Punjab
- ii. PS to Secretary (Ombudsman), Punjab
- iii. PS to Advisor (HQ), Ombudsman Punjab
- iv. Admin Officer
- v. Accounts Officer
- vi. Procurement Officer
- vii. Office concerned