

**MINUTES OF PRE-BID MEETING FOR THE PROCUREMENT OF OPERATION & MAINTENANCE SERVICES OF HVAC(S) (WITH PARTS) INSTALLED AT SURGICAL TOWER & A&E DEPARTMENT, MAYO HOSPITAL, LAHORE.**

1- Pre-bid meeting was held on 25/06/2025 vide letter No.AMS(P)/49904-14/MH dated 24/06/2025. Agenda is as under.

Sr. #	Description
01	Contract for Operation & Maintenance / Services of HVAC (with parts) installed at Surgical Tower. Mayo Hospital Lahore
02	Contract for Operation & Maintenance / Services of HVAC (with parts) installed at Accident & Emergency Department Mayo Hospital Lahore

- 2- The meeting started with recitation from the Holy Quran.
- 3- Ch. Ghulam Sarwar, (Line Superintendent) briefed the case to the TOR's / Bidding Document vetting committee.
- 4- Tenders for Annual Service & Maintenance Contract of HVACs mentioned above were invited through E-PADS, PPRA Website as well as Hospitals Website.
- 5- The Bidding Documents along-with Tender Notice were uploaded on all above said websites & portal.
- 6- The Pre-bid meeting was scheduled to be held on 25/06/2025 in the above said tender notice.
- 7- The representative of the following firms attended the meeting at the scheduled date and time.
  - 1- M/S. Tariq Zia & Co.
  - 2- M/S. National Industrial Engineering.
- 8- The representatives of M/S. Tariq Zia & co and M/S National Industrial Engineering raised some queries regarding required Human Resource for operations of HVAC (Surgical Tower & A&E) for 24/7 etc.

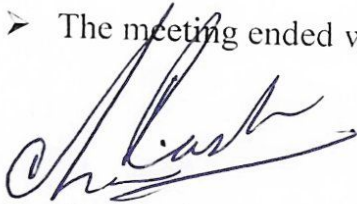
S.#	Name of Firm	Query / Suggestions	Clarification by Committee
1-	M/S. Tariq Zia & Co.	With due respect, it is stated that our firm wants participation in said tender but after detailed reading of bidding documents, it is found that required Human Recourse mentioned in Section-VII (Schedule of requirements) is very high. Due to this financial value will be tripled. We are suggesting to you please look into the matter regarding reduction in the human resource for operation & maintenance services of HVAC system installed at (Surgical Tower & A&E Department).	After due deliberation & discussions and keeping in view the required scope of services & TORs with optimum and cost effective use of allocated budget, the committee amended Section-VII Schedule of Requirement for "HVACs (Surgical Tower and A&E Department). The detail is as under
2-	M/S. National Industrial Engineering	1. Required Human Recourse mentioned in Section-VII (Schedule of requirements) is very high. should be reduced.	


*Am* *Ex* *by* *ex* *OK*

- Section-VII Schedule of Requirement / Deployment Plan for operation & maintenance service of HVAC (Surgical Tower and A&E Department).


PROVISION OF 365 DAYS /24 HOURS FOR HVAC SYSTEM SERVICES IN Mayo Hospital, Lahore			
Sr. No.	Requirement of Human Resource	No. of Personnel	Total No. of Personnel
01	Resident Engineer (BSC)	01(Morning Shift)	01
02	Supervisor	01(Morning Shift)	01
03	Technician (Mechanical)	01 (each shift)	03
04	Helper	01 (each shift)	03
Total			08
<b>Note: Arrangement of reliever will be the responsibility of firm</b>			


- The rest of all other terms & conditions of advertised bidding documents shall remain same.
- The meeting ended with vote of thanks to the chair.


  
**Mr. M. Umair Rasheed**  
 Bio-Medical Engineer  
 (Technical Member)

  
**Ch. Ghulam Sarwar**  
 Line Superintendent  
 (Member)

  
**Mst. Sadia Khaliq**  
 Drug Controller  
 (Member)

  
**Dr. Amir Iqbal**  
 Addl: Medical Superintendent (Purchase)  
 (Member)

  
**Dr. Shakeel Usman Siddiqui**  
 Addl: Medical Superintendent (R&W)  
 (Chairman of Committee)

Upload as per rules  
  
 26/6/25