



KHYBER PAKHTUNKHWA CULTURE & TOURISM AUTHORITY



File: KPCTA/P&MW/MP/Shandur Polo Festival/Vol.1
Dated: 23rd May, 2023

MINUTES OF THE TECHNICAL BID OPENING **“PURCHASE OF TROPHIES & PROMOTIONAL MATERIALS”**

The subject meeting was held on 22nd May, 2023 (Monday) at 03:00 PM, in Conference Hall of Khyber Pakhtunkhwa Culture and Tourism Authority (KPCTA).

CHAIRD BY:

Director Admin & Finance, KPCTA

IN ATTENDANCE:

General Manager (Planning & Marketing), KPCTA

Deputy Director (Finance), KPCTA

Manager Procurement, KPCTA

Dy. Manager (IT & Database), KPCTA

Specialist Procurement, KPCTA

(Attendance Sheet attached as F/A).

PROCEEDINGS:

After recitation from the Holy Quran, the Chairman Committee welcomed all the participating bidders and asked for brief introduction.

It is stated that in response to the advertisement in Newspapers, KPPRA and KPCTA website, total 04 (Four) firms showed their interest and purchased the bid solicitation documents. Among these firms, 02 (Two) firms attended the pre-bid meeting, which took place on 16th May, 2023 at 03:00 PM. We appreciate the active participation and commitment shown by these firms during the meeting.

Subsequently, out of the interested firms, only 03 (Three) firms submitted their bids for “**Purchase of Trophies & Promotional Materials**”, before submission deadline as mentioned in bid data sheet. The details of the firms are mentioned below:

Sr. No.	Firm's Names	In Attendance
1.	M/s Afridi Enterprises	Attended
1.	M/s Five Star Enterprises	Bid submission only
2.	M/s Iqra Printers	Attended

To ensure the transparency the sealed envelopes (Only technical bids) of M/s Iqra Printers & M/s Afridi Enterprises were publically opened by announcing the names of the firms. Furthermore, in accordance with standard procedure all the members of the procurement committee affix their signatures on the sealed envelopes containing the proposals.

It was also announced that bids shall only be evaluated against the eligibility/evaluation criteria and other terms & conditions mentioned in the Bid Solicitation Documents. Once the technical evaluation completed the financial bids of only technically qualified bidders will be opened.

DECISION:

After opening of bids, bidders were informed by the committee that evaluation process will be completed within the stipulated period and evaluation report shall be hoisted on the KPPRA and KPCTA website required under KPPRA Rules 2014.



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However, the Bids of M/s Afridi Enterprises & M/s Five Star Enterprises declared non-responsive by the Chairman Committee under Rule # 39 (1) of the KPPRA Rules 2014. The sealed bids of M/s Five Star Enterprises will be returned unopened due to non-compliance with the specified requirements.

Sr.	Firm Names	Reason
1.	M/s Afridi Enterprises	<p>The bidder has failed to comply with a mandatory requirement stated in the bidding document.</p> <ul style="list-style-type: none">• Specifically, the bidder did not submit the samples of the items along with their technical bids, as stipulated in serial 08 on page 04 of the mandatory required checklist.• Furthermore, clause 6.2(v) on page 11 of the bidding document clearly outlines the applicable bidding procedure, which includes the submission of samples along with the technical bids.
2.	M/s Five Star Enterprises	<p>The participating bidder has raised an objection regarding the non-compliance of the respective bidder with the terms and conditions stated in the bid solicitation document. It has been observed that the respective bidder submitted two separate envelopes, one for the technical proposal and another for the financial proposal.</p> <ul style="list-style-type: none">• In accordance with clause 6.2(i) at Page 11, it is explicitly stated that the bid should be submitted as a single package containing two separate envelopes for the technical and financial proposals.

If any of the firm has any query, they may approach in writing within three working days after issuance of this minutes, financial bids of the technically qualified bidder shall be opened only.

The meeting ended with a vote of thanks from the committee.