

**MINUTES OF PRE-BID MEETING
RAWALPINDI WOMEN UNIVERSITY**

The meeting of the Central Purchase Committee (CPC) was held on **Tuesday, 28-MAR-23 at 10:30 AM** in the Webinar Room, Rawalpindi Women University, with reference to agenda circulated vide letter No. RWU/P&S/0323/CPC/02 dated 22.03.2023.

The following members attended the meeting:

1. Dr. Naheed Kaukab, Sr. Associate Professor in Chemistry	Chairperson
2. Ms. Neelam Shahzadi, Dy. Registrar, (Nominee)	Member
3. Ms. Sumaira Sadaf, Dy. Controller of Exam. (Nominee)	Member
4. Mr. Farrukh Aftab, Project Director	Member
5. Mr. Al-Murtaza Turabi, Addl. Director Purchase & Store	Secretary
6. Mr. Abdul Khaliq, Addl. Director ITS	Co-opted Member
7. Mr. Qamar Rehan Ali, Security Officer	Co-opted Member

Meeting started with the recitation of Holy Quran. Proceedings comprised of confirmation of preceding meeting and agenda are as under;

To ensure healthy and open competition, the committee answered the queries raised by participating vendors and made decisions regarding specifications of items etc., as per details given below.

A. TENDER FOR SUPPLY & INSTALLATION OF I.T. EQUIPMENT (WI-FI EXPANSION) AND CCTV CAMERAS

For Lot-I, II & III:

1) Can our company participate in all three Lots?

Decision/Answer: Yes, the bidder can also submit its bid for all three lots or any of whole lot.

2) If we quote any other brand than the existing WLAN, can we provide separate WLAN Controller?

Decision/Answer: Yes, you can provide separate WLAN Controller with Licenses, covering the existing infrastructure.

3) Will the University provide us maps/drawings for survey/ heatmapping?

Decision/Answer: Yes, you can get maps/drawings for survey from IT Services Dept., Rawalpindi Women University

4) Can we quote prices in USD instead of PKR?

Decision/Answer: Rates must be quoted in Pak Rupees including all relevant taxes and "FOR RAWALPINDI WOMEN UNIVERSITY" basis.

5) If our quoted price exceeds your budget then on which amount of 2% bid security is submitted.

Decision/Answer: 2% bid security on total estimated cost as mentioned in tender documents, is required.

6) Can you give vendors extra delivery time?

Decision/Answer: Our priority is to complete everything delivery, payment etc. in the current FY.

Lot-III: Supply & Complete Installation of CCTV Cameras

Reference to Item No. 3 of Lot-III at Page 14 "NVR 16 Ports",

- Please read "**32-ch**" as "**16-ch**". Revised details are given below;

B. TENDER FOR SUPPLY OF SERVER MACHINE, PHOTOCOPIER, COPY PRINTER AND LAPTOPS

Item at Sr. No. 1: Photocopier

Specifications Before Pre-Bid Meeting	Revised Specifications as per decision of Pre-Bid Meeting
<p>Photocopier: (Canon/Konica Minolta/ Panasonic or Equivalent) Copy Speed 25PPM (A4) 15ppm (A3) Resolution 600x600 Printing: up to 1,200x1,200 Multiple copies up to 9,999 copies Standard Paper Capacity Cassettes 2x550 Sheets (1100 Sheets) +100 Sheets bypass tray (80G/M) 2GB or Higher Built-in Wi-Fi 7inch Color Display Standard Scan Send Feature Warm up time 10 second or less Toner life 30,000 copies or above (OEM Warranted) Copy Size A3, Duplexing Built in Encrypted Secure Printing Supported Paper 52 to 300gsm Zoom Range 25-400%</p>	<p>Photocopier: (Canon/Konica Minolta/ Panasonic or Equivalent) Copy Speed 25PPM (A4) 11-15ppm (A3) Resolution 600x600, Printing: 1200x1200 Standard Paper Capacity, Cassettes 2x250 Sheets or higher (80G/M) 2GB or Higher, Network Connectivity, Color Display Standard Scan Send Feature Copy Size A3, Duplexing Built in Encrypted Secure Printing</p> <p>Note:</p> <ul style="list-style-type: none"> > Bidder must quote brand new product of any reputable company and its production date must not be later than two years. Re-furbished/used machines should neither be quoted by any bidder nor supplied by the successful bidder. In case of non-compliance, the University reserve the rights to blacklist the bidder's firm. > The Bidder must quote rate of toner separately along with its life i.e. number of copies.

Item at Sr. No. 2: Copy Printer/ Digital Duplicator

- Please read “(800 ml per cartridge)” as “(600 ml per cartridge or above)”
- Please add “Printing Area: 210mm x 357mm (Legal size)” in the specifications.

C. TENDER FOR SUPPLY OF ANSWER BOOKS AND ENVELOPS FOR EXAMINATION DEPT.

Tender Item No. 2: Hard Envelope with net inside

- Please read “Width 12 inch & Length 16 inch” as “Width 14 inch & Length 17 inch”.
- Please add “Single Cloth Paste - 100 PIK” in the specifications.

Minutes taken by:

Al-Murtaza Turabi
Addl. Director Purchase & Store/
Secretary, Central Purchase Committee

Minutes Approved by:

Dr. Naheed Kaukab,
Sr. Associate Professor in Chemistry,
Faculty of Science
Chairperson, Central Purchase Committee

Minutes are endorsed by following members/nominees:

N.S.H.D.
Dy. Registrar
Nominee of Registrar Office (Member CPC)

Sulej
Dy. Controller of Examination (COE)
Nominee of Controller of Exams. (Member CPC)

Addl. Treasurer (Member CPC)

Akhaliz
Mr. Abdul Khaliq, Addl. Director ITS

Q.A.W.
Project Director (Member CPC)

M.D.K.A.
Mr. Qamar Rehan Ali, Security Officer

C.C.

1. All members of the Central Purchase Committee, Rawalpindi Women University.
2. PS to the Vice Chancellor, University of Gujrat