



Karachi dated the 22nd December, 2023

SUBJECT: MINUTES OF MEETING – APPROVAL OF BIDDING DOCUMENT.

A meeting of the Procurement Committee (the 'Committee'), constituted vide Finance Department, Government of Sindh (the 'Procuring Agency') notification dated 03rd August, 2023 for procurement of physical assets & other miscellaneous items for the offices of Finance Department, Govt. of Sindh as per annual budgetary allocation, was held under the Chairmanship of the Additional Finance Secretary (Sr/Admn) in his office at 06th Floor, A.K Lodhi Block, Finance Department, Building no. 06, on **20th December, 2023 at 3:00 p.m.** for reviewing and finalization of Bidding Document as per SPP Rule-8(1) and for suggesting essential components in order to include exact requirement in the Bidding Document as per SPP Rules well before publication & hoisting of NIT. The following participants attended the meeting vide Attendance Sheet (**Annexure-I**).

1. Additional Finance Secretary (SR/Admn), Finance Department, Government of Sindh.	Chairman
2. Deputy Secretary (Admn & Accounts), Finance Department, Government of Sindh.	Member
3. Section Officer (B&A), Finance Department, Government of Sindh.	Member/Secretary
4. Section Officer (Admn-II), Finance Department, Government of Sindh.	Member
5. Representative / Section Officer (General), Services General Administration & Co-Ordination Department, Government of Sindh.	Member
6. Senior Data Processing Officer, Information Science & Technology Department, Government of Sindh.	Member
7. Representative (BS-17), Directorate of Industries, Industries & Commerce Department, Government of Sindh.	Member

2. At the outset, the Chair welcomed the Committee members / representatives and after introductory session, requested the Secretary / Section Officer (B&A), to brief the forum about the procurement background with a further course of action required to initiate the competitive bidding process in accordance with the SPP Rules.

3. The Secretary apprised the forum that the Government of Sindh has allocated the funds during the current financial year 2023-2024 towards strengthening operational activities support to the Procuring Agency through the procurement of various Physical Assets / Goods that includes i.) **I.T Hardware Equipment** (i.e. Desktop Computers; Laptop Notebooks; Laser Printers; Stand-By UPS) and ii.) **Machinery Equipment** (i.e. Image Document Scanners; Split Air Conditioners; Photocopier Machines) in accordance with the SPP Rules. Following these, the Procuring Agency constituted the Committee in terms of Rules 7 & 8 ibid for undertaking the bidding process of goods and related services. Besides, the Procuring Agency has also required to update the annual procurement plan 2023-2024 which has already been posted at SPPR website by adding some new requirements of I.T Hardware Equipment to be procured for e-Office application containing a description in the titled as '**Procurement & Installation of I.T Hardware and Machinery Equipment for the Offices of Finance Department, Government of Sindh (Secretariat), Karachi**' in terms of Rules 11(2) & 12 ibid.

Section Officer (General)
Services General Administration
& Co-Ordination Department
Government of Sindh

Section Officer (Admn-II),
Finance Department
Govt. of Sindh

GHUMAR MU SOOMRO
Additional Secretary (ASR)
Muhammad Younis (Shah)
DS (Admin/Accounts)

AAMIR HUSSAIN
Examining Officer
Inspection Wing
Directorate of Industries
Government of Sindh

MUHAMMAD LEGHARI
Section Officer (B&A)
Finance Department
Government of Sindh

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4. The Committee was informed that the Procuring Agency prepared the procurement's bidding document considering the existing requirements for procuring goods which inter-alia contains the content (a) invitation for bids; (b) instructions to bidders; (c) bid data sheet; (d) qualification and evaluation criteria; (e) bidding forms; (f) schedule of requirements; (g) general conditions of contract; (h) special conditions of contract; (i) contract forms; and (j) appendices, etc. as required under Rule-21(1) ibid and requires bidders to submit their bids along with bid security equivalent to 02% of the total quoted bid price and other supporting documents to prove their eligibility using single stage two envelope procedure as laid down in SPP Rule-46(2), for which adequate response time up to fifteen (15) days has been allocated, enabling bidders to prepare and submit the bids as required under Rule-18 ibid.

5. The Secretary further apprised the forum that the instant procurement assignment's estimated cost is over PKR 3 million, which requires the Procuring Agency to advertise the Notice Inviting Tenders in at least three widely circulated leading dailies of English, Urdu and Sindhi languages and same along with the bidding document shall also hoist on or before the date of issuance of such document on the websites of the Authority and Procuring Agency in terms of Rules 17 & 21 ibid.

6. The draft bidding document (item wise) with procurement details which were placed in front of the Committee are as under:

1.	Branded Desktop Computers with LED Screens	15-Units	Budget Allocation 2023-2024	Rs. 3,360,000/-
2.	Laptop Notebooks	10-Units		Rs. 1,850,000/-
3.	Laser Jet Printers	15-Units		Rs. 930,000/-
4.	Stand-By UPS for Desktop Computers	15-Units		Rs. 900,000/-
5.	Image Documents Scanners	15-Units		Rs. 1,725,000/-
6.	Split Air Conditioners 2.0 Ton	50-Units		Rs. 6,563,000/-
7.	A3 Size Digital Heavy Duty Photocopier Machines	02-Units		Rs. 3,696,000/-

7. During the briefing, the Secretary further informed the Committee that after successful implementation of e-Office System, this department apart from above quantity may require additional I.T Hardware Equipment specifically **Desktop Computer Systems** and **Image Document Scanners** for the Officers (i.e. Deputy Secretaries and Additional Secretaries) of this department to fulfill the requirement of e-Office / e-filing system. During the briefing, he further informed that as per directions of SFS (SR/Admn), atleast Two (02) Over-Head Scanners are also required to be purchase for the '**Record Archive Team**' of Finance Department for the purpose of archiving of old records of Finance Department's offices, which will require additional funds.

8. After detailed joint discussion, the Committee with the permission of Chair, has modified the '**Part 2-Supply Requirements**' specified under the draft bidding document, the details thereof attached at **Annexure-II** and the same proposed items / goods finalized by Committee is summarized as under:-

1.	Branded Desktop Computers with LED Screens	15-Units
2.	All in One (AIO) Desktop Computers	21-Units
3.	Laptop Notebooks	04-Units
4.	Laser Jet Printers	15-Units
5.	Stand-By UPS for Desktop Computers	15-Units
6.	Image Documents Scanners	55-Units
7.	Over-Head Scanners	02-Units
8.	Split Air Conditioners 1.5 Ton	50-Units
9.	A3 Size Digital Heavy Duty Photocopier Machines	02-Units

Section Officer (General)
General Administration
& Coordination Department
Government of Sindh

Section Officer (Admn-II)
Finance Department
Govt. of Sindh

Additional Secretary (AS&A)
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Government of Sindh

AAMIR HUSSAIN
Examiner of Stores
Inspection Wing
Directorate of Industries
Government of Sindh

9. The Committee then reviewed and discussed the bidding document's every section, including preliminary qualification and evaluation criteria in details and during examining the Bidding Document, the Chairman of the Committee modified one of the preliminary pre-requisite condition specified in the bidding document [refer to **Qualification and Evaluation Criteria – Sr # 15**].

10. After thorough deliberation as well as modifications & comprehensive review of the Bidding Document and NIT, the Procurement Committee unanimously decided to initiate the Competitive Bidding Process by publishing the Notice Inviting Tenders on Three (03) leading Newspapers of English, Urdu & Sindhi languages and posting the same along with the Bidding Document on the Procuring Agency and Authority's PPMS websites as required under the SPP Rules, subject to prior approval of Head of Department. Besides, the Committee also advised the Procuring Agency to respond to or rectify the SPPRA's observations, if any received via the Authority's PPMS after posting of Bidding Document, on time to ensure strict adherence with the SPP Rules at each level.

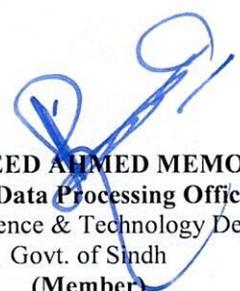
11. The meeting ended with vote of thanks to and from the chair.


(FAWAD JUNEJO)
Section Officer (General)

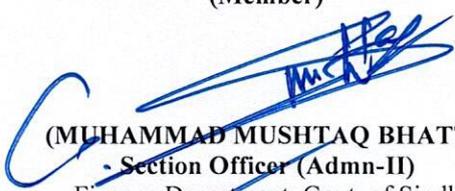
Services General Administration &
Coordination Department, Govt. of Sindh
(Member)


(AAMIR HUSSAIN)
Representative

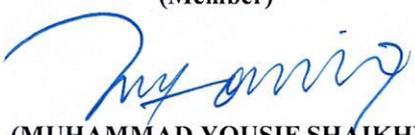
Directorate of Industries, Industries &
Commerce Department, Govt. of Sindh
(Member)


(RASHEED AHMED MEMON)
Senior Data Processing Officer

Information Science & Technology Department,
Govt. of Sindh
(Member)


(MUHAMMAD MUSHTAQ BHATTI)
Section Officer (Admn-II)

Finance Department, Govt. of Sindh
(Member)


(MUHAMMAD YOUSIF SHAIKH)
Deputy Secretary (Admn & Accounts)

Finance Department, Govt. of Sindh
(Member)


(ALI MUHAMMAD LEGHARI)
Section Officer (B&A)

Finance Department, Govt. of Sindh
(Member / Secretary)


(GHULAM ALI SOOMRO)
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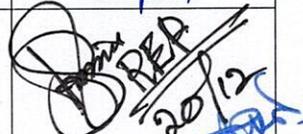
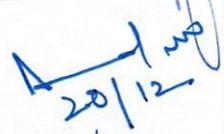
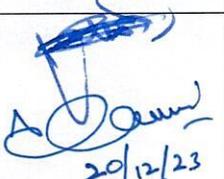
Finance Department, Govt. of Sindh
(Chairman)

01st MEETING OF THE PROCUREMENT COMMITTEE FOR REVIEWING / FINALIZATION OF NIT & STANDARD BIDDING DOCUMENT REGARDING THE PROCUREMENT OF PHYSICAL ASSETS (i.e. PROCUREMENT & INSTALLATION OF I.T HARDWARE AND MACHINERY EQUIPMENT) FOR THE OFFICES OF FINANCE DEPARTMENT, GOVERNMENT OF SINDH (SECRETARIAT) KARACHI

ATTENDANCE SHEET

Wednesday, Dated: 20-12-2023 at 3:00 pm

Venue: A.F.S (SR/Admn) Office at 06th Floor, A.K Lodhi Block, Building No. 06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

Sr.#	Name of Officer	Officer Designation & Department	Signatures
1.	Ghulam Ali Soomro	Additional Finance Secretary (SR/ Admn) Finance Department, Government of Sindh. <i>(Chairman)</i>	 20/12/23
2.	Muhammad Yousif Shaikh	Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh. <i>(Member)</i>	
3.	Ali Muhammad Leghari	Section Officer (B&A) Finance Department, Government of Sindh. <i>(Member/Secretary)</i>	 20/12/23
4.	Muhammad Mushtaq Bhatti	Section Officer (Admn-II), Finance Department, Government of Sindh <i>(Member)</i>	 20/12/22
5.	Fawad Junejo	Section Officer (General) SGA&C Department Government of Sindh <i>(Member)</i>	 20/12/23
6.	Rasheed Ahmed Memon	Senior Data Processing Officer Information Science & Technology Department, Government of Sindh <i>(Member)</i>	 20/12/23
7.	<i>AMIR HUSSAIN</i>	Representative Directorate of Industries, Industries & Commerce Department, Government of Sindh <i>(Member)</i>	 20/12/23

DETAILS OF GOODS / ITEMS MODIFIED BY PROCUREMENT COMMITTEE

Line Item No.	Goods Description	Goods Key Specification	Existing Qty in Schedule of Requirements as per draft Bidding Document	Modified by PC	Remarks
1.	Branded Desktop Computers with LED Screens	Core i5, 13 th Generation with 24-inches LED Screen	15-Units	Alteration in Specs	The Procurement Committee proposed to alter the technical specification of the LED Screen from 20-inches to 24-inches . The detailed revise specification specified in Bidding Document.
2.	All in One (AIO) Desktop Computers	AIO Non-Touch with 24-inches Display Core i5, 12 TH Generation	NIL	21-Units	Instead of increase the quantity of Branded Desktop Computer Sets, the Procurement Committee (PC) proposed to procure AIO Desktop Computers (21-Units) for all Additional Secretaries and Deputy Secretaries of Finance Department. The detailed specification specified in Bidding Document.
3.	Laptop Notebooks	360-Laptop Multi-Touch Notebook with 13.3 inches Display Core i7, 13 th Generation	10-Units	04-Units	The Procurement Committee (PC) has proposed to reduce the quantity of Laptop Notebooks from 10-Units to 04-Units with altered technical specification. The detailed revise specification specified in Bidding Document.
6.	Image Document Scanners	30-ppm ADF, Duplex with image processing functions	15-Units	55-Units	The Procurement Committee (PC) has proposed to increase the quantity of Scanners from 15-Units to 55-Units without alteration technical specification. The detailed specification with revised quantity specified in Bidding Document.
7.	Over-Head Scanners	Scanner with 03-Seconds /page scan speed in A3 Landscape at any mode.	NIL	02-Units	The Procurement Committee (PC) proposed to procure the Over-Head Scanners (02-Units) for the "Record Archive Team" of Finance Department. The detailed specification specified in Bidding Document.
8.	Wall Mounted Split Air Conditioners	Indoor wall mounted split air conditioners (inverter), 1.5 Ton (18000 BTU)	50-Units	Alteration in Specs	The Procurement Committee proposed to alter the technical specification of the Split ACs / Goods from 2.0 Ton to 1.5 Ton (Inverter) Technology . The detailed revise specification specified in Bidding Document.

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