

**MINUTES OF THE MEETING OF SAMPLE EVALUATION COMMITTEE
PAK RED CRESCENT MEDICAL & DENTAL COLLEGE / TEACHING HOSPITAL**

A meeting of the **Sample Evaluation Committee** for evaluation of samples submitted against the tender for the purchase of **Essential Medicine Items and Surgical Disposable Items for the Financial Year 2026-27** was convened on **31-07-2026** at **09:30 AM** under the chairmanship of **Dr. Sarfraz, AP Pediatric Surgery**.

The proceedings commenced with the recitation from the Holy Quran.

The following committee members were present:

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| 1. Dr. Sarfraz, AP Pediatric Surgery | - | Chairman |
| 2. Dr. Muhammad Aslam, AP Surgery | - | Member |
| 3. Dr. Asim Zubair, Family Medicine, SR | - | Member |
| 4. Dr. Munazza Azhar, PGR Gynae Department | - | Member |
| 5. Mr. Behroz Taj, Pharmacist | - | Co-opt Member |
| 6. Mr. Ammar Saleem, Pharmacist | - | Co-opt Member |
| 7. Mr. Mukarram Ali, HCFO | - | Supporting Staff |

AGENDA ITEM & PROCEEDINGS

Agenda Item No. 1

Evaluation of Samples for Essential Medicine Items

The Sample Evaluation Committee examined and evaluated the samples submitted by the vendors against the prescribed specifications, tender documents, and applicable requirements.

- a. A total of **twelve (12) bids/vendors** were received for the purchase of Essential Medicine Items for the Financial Year 2026-27.
- b. Out of the twelve (12) vendors, **ten (10) vendors submitted their samples** for evaluation.
- c. The samples from **M/s HEFT Pharma** and **M/s Shalamar Enterprises** were not received; therefore, their samples could not be evaluated by the committee.
- d. The samples submitted by the remaining **ten (10) vendors were duly examined and evaluated** by the Sample Evaluation Committee with reference to their quoted specifications and the requirements prescribed in the tender documents.
- e. After detailed examination, the samples submitted by all the **ten (10) vendors were found to be in accordance with their quoted specifications** and were considered compliant by the committee.
- f. The committee further observed that the samples were evaluated with regard to the relevant parameters, including **quality, composition, specifications, packaging, labeling, appearance, and compliance with the quoted requirements**, wherever applicable.
- g. The detailed item-wise sample evaluation report is attached as **Annexure-A**, forming an integral part of these minutes.



h. The committee recommended that the samples found compliant with the quoted specifications may be considered for further procurement process, subject to fulfillment of all other tender requirements and applicable procurement rules.

CONCLUSION

The committee unanimously concluded that the samples submitted by the **ten (10) vendors** were duly examined and evaluated and were found to be **in accordance with their respective quoted specifications**.

The committee also noted that samples from **M/s HEFT Pharma** and **M/s Shalamar Enterprises** were not received and, consequently, no sample evaluation could be carried out in respect of these two vendors.

It was recommended that the **Sample Evaluation Report, duly signed by all committee members, be forwarded to the Tender and Purchase Committee/competent authority for further necessary action** in accordance with the approved tender documents and applicable procurement rules.

There being no other agenda item for discussion, the meeting concluded with a vote of thanks to and from the Chair.



Dr. Sarfraz
Chairman
Sample Evaluation Committee

Cc:

1. Acting Secretary, PRC Punjab Society
2. Principal, PRCM&DC/TH
3. Members of Purchase Committee
4. All officers/members concerned