PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)

B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar, New Delhi -110029

Minutes of Pre-bid Meeting dated 20.11.2026

Date of Meeting: 20.11.2026
Venue: PMBI Conference Hall

Agenda: Minutes of Pre-bid Meeting against Expression of Interest (EOI) no. PMBI/EOI/Empanelment/Drug Testing Labs-14/2026.

Section I: Top Sheet

File No:	PMBI/QA/09/11-10/2026-2027	**Date:**	12.11.2026
Description	Expression of Interest (EOI) no. **PMBI/EOI/Empanelment/Drug Testing Labs-14/2026** for Empanelment of Testing Laboratories for Analysis of Drugs, Surgical / Consumables / Medical Devices, Ayurvedic & Food Products Items for the period of 02 Years.to Pharmaceuticals & Medical Devices Bureau of India (PMBI) for two years.	**Estimated Cost: -**	Rs. 15 crores approx.
Tender Published In	CPP-portal & PMBI website	**Date of Publication**	13.11.2026
Bid Validity	120 days	**Technical Bid (Cover-A)**	To be opened as per EOI schedule.
Advertisement of the tender	The tender was advertised through widely circulated News-papers viz. ***Dainik Bhaskar (Panipat), Dinakaran (Chennai), The Statesman (Kolkata), Navbharat (Bhopal), Sikkim Reporter (Gangtok) and The Times of India (Delhi, Bhopal and Lucknow)*** giving bidders sufficient time to prepare and participate in the tender.		

PMBI officials attended the meeting:

Sr. No.	Name	Designation	Tender Committee (TC)
1	Sh. Ajay Choudhary	Deputy Chief Executive Officer	Chairman, Member
2	Sh. Ravikant Tiwari	General Manager (Finance & Accounts)	Member
3	Sh. Sanjay Kumar	External Expert	Member
4	Sh. Arvind Kumar	Manager (Quality Control)	Member
5	Sh. Prateek Mishra	Manager (Procurement and Sales & Marketing)	Member
6	Sh. Sanjay Lohani	Manager (Logistics & Supply Chain)	Member
7	Sh. Gautam Kapoor	Manager (Marketing & Sales)	Member
Presenter to Tender Committee:			
7	Sh. Lokesh Sharma	Deputy General Manager (Sales & Marketing and Quality)	To Present EOI to Tender Committee
8	Ms. Pooja Panchal	Manager (IAD and Quality Assurance)	To Present EOI to Tender Committee
9	Ms. Lavika Gupta	Executive (Quality Assurance)	To Present EOI to Tender Committee
Other Attendees:			
10	Sh. Prasant Kumar Thakur	Assistant Manager (Quality Control)	Attendee

Section II: Salient Features of the Tender:

At the onset of the meeting, Chairman, Tender Committee welcomed the representatives of the prospective bidders and briefed on the key points of the subject EOI. The eligibility criteria, the scoring system and the required annexures to be submitted with the bids. Additionally, they were instructed to strictly adhere to the prescribed formats in the EOI wherever applicable.

It is elaborated that approved rates of total 2131 items have been uploaded under Annexure C of the EOI document. Prospective bidders have been invited to established parallel empanelment with qualified NABL accredited laboratories at approved rates as per Annexure C of the EOI document.

Section III: Queries of the intending bidders discussed during the pre-bid meeting:

Pre-bid meeting against the subject EOI was scheduled on 20/11/2026 from 11:00 hours onwards. The meeting was scheduled to be convened in physical mode at Conference Hall, PMBI.

2. PMBI has received queries from one of the prospective bidders namely M/s Uniglobe Analytica Private Limited through email prior to the pre-bid meeting whereas the below mentioned representatives have attended the pre-bid meeting at PMBI Head office.

i. M/s Atmy Labs.

ii. M/s Sceptre Medical (India) Limited

During the meeting no query has been raised by the representative of M/s Atmy Labs whereas M/s Sceptre Medical (India) Limited has submitted detailed queries forwarded for clarification. During the deliberation M/s Sceptre Medical (India) Limited has mentioned that they have come for their participation being manufacturer and not as NABL accredited laboratory. Hence, the committee has not considered their queries further.

In continuation the TC has deliberated upon the pre-bid queries of M/s Uniglobe Analytica Private Limited submitted through email where the prospective bidder has requested to accept three approved person (Instrument, Chemical and Microbiology) and three approved person in Chemical & Instrumental Testing as against EOI requirement of ***'6 approved chemists & 3 approved microbiologists with lab experience of 10 years with requisite training certificate'***.

Tender Committee:

The Chairman, TC has after deliberation on the submitted facts/queries has decided to prevail the EOI provision/requirement of ***'6 approved chemists & 3 approved microbiologists with lab experience of 10 years with requisite training certificate'.***

The meeting concluded with vote of thanks to the chair.

Sd/-
Chief Executive Officer
Pharmaceuticals & Medical Devices Bureau of India