



MINUTES OF MEETING



No: RIC/PO/3246/23

Dated: 18/ 04/ 2023

Pre bid meeting regarding annual tender of Janitorial Services for the Financial Year 2023-24” was held on 18.04.2023 according to bidding document in the office of the AMS (Admin) RIC Rawalpindi.

Meeting was started with the recitation of Holy Quran. M/s United Human Resource Services Pvt Ltd raised observation in the meeting which was addressed by the members of the procuring agency.

Following points were discussed one by one in the meeting:-

Observation raised by United Human Resource Services Pvt Ltd	Decision
In the bidding documents, the area is mentioned as 53,248 sqm. For coverage of this area a total head count of 159 janitors is required but as per bid document, 128 people are mentioned and 01 person is required for every 1,000 sqm. Area Kindly Clarify?	The members of the purchase committee briefed the firms that you will quote the rate as per instruction given in financial proposal of bidding document. (Financial proposal attached).
If under the assumption of bid document, 128 persons are deployed, then the reliever would be managed out of these 128 and an actual head of account will be 111 as 17 person will be treated as the relievers.	The members of the purchase committee told him, that the services will be among (132) persons, however the cost of relievers & material can be adjusted in the Management Cost while preparing the Financial Bid.
In the bid list of materials provided, no such brand is mentioned kindly identify brand names in order to avoid plenty clause.	The members of the purchase committee briefed him, that list of material is attached with proper specification & Qty, however brand cannot be mentioned.
No identification of the wage of the supervisor. Please specify the wage of the supervisor if required by the department otherwise the wage of skilled labor law will be provided.	The members of the purchase committee briefed to him that the firms are bound to pay salary as per Punjab minimum wages Act skilled / unskilled
If the list of staff member is provided and they all are registered with EOBI. In order to avoid labor law violation 04 months off are to be provided to the staff the same would be followed. How would that be managed?	
Kindly provided confirmation about the minimum wage as currently, the minimum wage is 25,000 but circulars are circulating with the	The members of the purchase committee briefed him, that no such circular has yet received by the department, however if such notification is

increase of minimum wage upto 32,000. In case the wage is increased in the coming budget, will the impact of increase be accommodated to the bidder or not?	received then we will follow the government instructions.
Observation raised by BEST Mansol Services Pvt Ltd	Decision
What is the rate of income tax and PST according to your hospital because the other govt. hospital charge the income tax @ 3% and PST @16% please confirm us.	Account Officer of RIC properly briefed about tax calculation with full satisfaction of participants.
Waste dump location	Waste dump located within the premises of RIC near Incinerator.

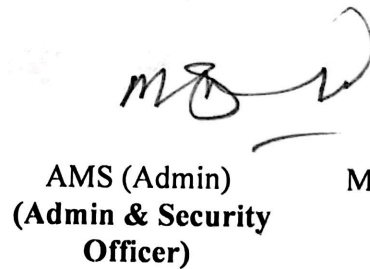
Meeting was adjourned with the vote of thanks.



Pharmacist
(Member)



DMS (Purchase)
(Member)



AMS (Admin)
(Admin & Security
Officer)



Medical Superintendent
(Member)