

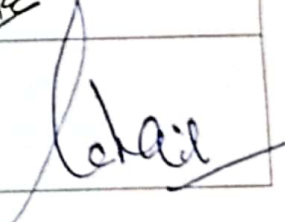


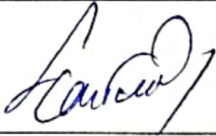

ATTENDANCE SHEET OF GRIEVANCE REDRESSAL MEETING FOR ANNUAL
TENDER OF JANITORIAL SERVICES REGARDING GRIEVANCES ON MINIMUM
WAGE RATES OF JANITOR FOR THE FINANCIAL YEAR 2023-24
HELD ON 23/06/2023


MEMBERS

S#	MEMBERS NAME	SIGNATURE
1	Dr. Muhammad Shahid (AMS Admin) Grievance Committee Chairman	
2	Dr. Hamid Sharif Khan (Asstt Prof. of Cardiology) Member Chairman Grievance	
3	Mr. Sohaib Hassan (Member) Accounts Officer	

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FIRMS

S#	Member Name	Firm Name	Signature	Mobile #
1.	Usman Hafeez Aardor	M/S Scrouble Jantal (Sme-PT) Ltd.		0313-5140029
2.	Imran Ali	M/S UTERS Putra		0308-777 0806
3.	M/S Malik Ghulam Mustafa	Did not attend the meeting		


23/6



MINUTES OF MEETING OF THE GRIEVANCE REDRESSAL COMMITTEE



No: RIC/PO/ 3883-23

Dated: 24/06/2023

A grievance meeting for annual tender of Janitorial Services for the financial year 2023-24 was held on 23-06-2023 at 10:00 Am in the office of the Additional Medical Superintendent (Admin). All members of Grievance Redressal Committee, RIC Rawalpindi has attended the meeting.

Grievance of M/s Scramble Janitorial Services (SMC-Pvt) Ltd. against 1st lowest i.e M/s United Human Resource Services (Pvt) Ltd. was presented before the committee.

The representative of above mentioned firm was called & heard in person. The proceedings of the grievance committee are as under.

M/s Scramble Janitorial Services (SMC-Pvt) Ltd.

Mr. Malik Usman representative of M/s Scramble Janitorial Services (SMC-Pvt) Ltd. attended the meeting. He has raised an observation that the rates quoted by 1st lowest i.e M/s United Human Resource Services (Pvt) Ltd. in annual tender of Janitorial Services did not meet the criteria of minimum wage rate of janitors i.e Rs. 25,000/- as per notification of Government of the Punjab, Labour & IHR Department dated 22.06.2022. The Committee has reviewed the financial bids of the M/s Scramble Janitorial Services (SMC-Pvt) Ltd. & M/s United Human Resource Services (Pvt) Ltd. The committee inquired from the representative of M/s Scramble Janitorial Services (SMC-Pvt) Ltd. about Management Cost. He replied that the firm will bear all the management cost / expenses itself.

M/s United Human Resource Services (Pvt) Ltd.

Mr. Imran Ali representative of M/s United Human Resource Services (Pvt) Ltd. has also attended the grievance meeting and presented a letter which mainly emphasized that its financial bid is according to minimum wage rates as published by the Government of Punjab. Further, M/s Scramble Janitorial Services (SMC-Pvt) Ltd. has not quoted the management cost in its financial bid.

DISCUSSION

The committee has heard the stance of both firms. After due deliberation and reviewing the financial bids of the firms, it is found that M/s Scramble Janitorial Services (SMC-Pvt) Ltd. has fulfilled the criteria of minimum wage rates. A summary of minimum wage rate is given in the following table.

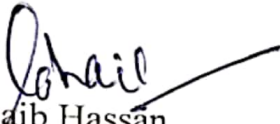
Description	Number of Personnel per Package	Total Rate (PKR) per worker per month inclusive of all applicable taxes, insurance, Contribution (EOBI, PESSI) etc.		
		1st LOWEST	2nd LOWEST	3rd LOWEST
		M/S UHRS	M/S Malik Ghulam Mustafa	M/S Scramble Janitorial
Janitorial Supervisor	4	4 x 35,520 = 142,080	-	4 x 33,350.60 = 133,402.40
Janitorial Personnel (Janitors)	125	125 x 31,990 = 3,998,750	-	125 x 33,350.60 = 4,168,825
Janitorial Personnel (Sewer men)	3	3 x 31,990 = 95,970	-	3 x 33,350.60 = 100,051.80
Management Cost per package per month		14,083	-	-
Total Price for package per month (Pkr)		4,250,883	4,322,500	4,402,279.20
Rates offered per janitor		31,990	In complete financial bid	33,350.60
Income Tax 3%		959.7		1,000.52
PST 16%		4,412.41		4,600.08
EOBI 5%		1,250		1,250
PESSI 6%		1,500		1,500
Total Taxes/levies		8,122.11		8,350.6
Net wage to be received by Janitor		23,867.89		

1. M/s United Human Resource Services (Pvt) Ltd. has offered Rs. 31,990/- per janitor and after all deductible taxes / levies the net wage of janitor comes to Rs. 23,867.89/- which is lower than the wage rates notified by Government of the Punjab i.e Rs. 25,000/-.
2. M/s Malik Ghulam Mustafa has submitted the financial bid not as per prescribed format & offered a lump sum monthly rate Rs. 4,322,500/-. However, the committee divided the lump sum rate over the number of janitors demanded. The gross amount comes to Rs. 32,746/- and after all deductible taxes / levies the net wage of janitor comes to Rs. 24,497.11/- which is also lower than the wage rates notified by Government of the Punjab i.e Rs. 25,000/-.
3. M/s Scramble Janitorial Services (SMC-Pvt) Ltd. has offered Rs. 33,350.60/- per janitor and after all deductible taxes / levies the net wage of janitor comes to Rs. 25,000/- which is equal to the wage rates notified by Government of the Punjab i.e Rs. 25,000/-.

DECISION

Foregoing to above, the committee is of the view that the responsibility of procuring agency is to ensure the State Law i.e Punjab Minimum Wages Act whereas the management cost / expenditure is companys' Internal Management Policy. Hence, the committee has directed to M/s Scramble Janitorial Services (SMC-Pvt) Ltd. to submit an undertaking that company will bear all management cost. Therefore, it is unanimously decided to accept the grievance of 3rd lowest and recommended to issue the award letter of Janitorial Services of RIC to M/s Scramble Janitorial Services (SMC-Pvt) Ltd. for the financial year 2023-24.

Meeting was ended with the vote of Thanks.



Mr. Sohail Hassan
Accounts Officer
(Member)



Dr. Hamid Sharif Khan
Asstt Professor of Cardiology
(Member)



Dr. Muhammad Shahid
AMS (Admin)
(Chairman)