



Subject: **MINUTES OF PRE-BID MEETING FOR "PROCUREMENT OF JANITORIAL SERVICES IN DHQ/THQ HOSPITALS OF PUNJAB"**


Pre Bid meeting was held on December 26th, 2019 at 11:00 AM in the Committee Room of Project Management Unit (PMU) under the convener ship of Senior Project Manager Outsourcing, PMU.

2. Senior Project Manager Outsourcing, PMU informed the participants that Project Management Unit, Primary & Secondary Healthcare Department has invited sealed bids/proposals (Technical & Financial) for the procurement of Janitorial Services in DHQ/THQ Hospitals of Punjab. Scope of Services and salient features of advertised bidding documents were briefed to the participants by Research Associate. The queries by the participants/prospective bidder were invited and clarified/answered. Some important decisions/clarifications against each contended point are as follows:

Prospective Bidders Queries	Decisions & Clarification
Whether income tax on Human Resource would be deducted 3% or 8% for a company?	Income tax on Human Resource shall be deducted at a rate of 3% as per Section 153 (1)(b) read with Div. III Part III of 1 st Schedule of the ITO, 2001.
Refer to evaluation criteria to show documentary proof of submission of EOBI/PESSI of 21 Personnel, the quantity of insured EOBI/PESSI/Insurance Personnel should be greater.	As the subject is the matter of substantial change, hence it will be incorporated in addendum.
Refer to evaluation criteria of financial capability of firms regarding average annual turnover, financial capability of firms should be greater than the current required financial capability.	As the subject is the matter of substantial change, hence it will be incorporated in addendum.
Financial worth of the companies might be increase for the purpose of quality & continuous services.	The suggestion will also be integrated in the addendum in detail.
Appointing an Arbitrator?	Arbitrator will be mutually decided at the time of contract signing.
Payment of the invoices?	Payment shall be processed within 30 days after the submission of complete invoice with all the relevant documents to procuring agency.
Refer to the categories of evaluation criteria, it should be mandatory for all the qualifying bidders to score at least 65% marks in each category.	Previous methodology of evaluation criteria to score overall 65% marks shall prevail.

3. The Pre-Bids minutes / decisions will be construed as part of the bidding document. Addendum of the subject procurement shall be uploaded soon.


**Assistant Procurement
Officer**


Research Associate


**Project Manager
Procurement**