

**MINUTES OF GRIEVANCE COMMITTEES' MEETING HELD ON 21.09.2024 AT 11:00 PM IN THE CONFERENCE ROOM OF PUNJAB INSTITUTE OF MENTAL HEALTH, LAHORE REGARDING TENDER OF JANITORIAL SERVICES FOR THE F.Y. 2024-25.**

A meeting of Grievance Committee was held on 21-09-2024 at 11:00 a.m. in the Conference Room of Punjab Institute of Mental Health, Lahore under the chairpersonship of Dr. Amjad Mahmood, PMO / Addl. Medical Superintendent (Admin) regarding Tender of Janitorial Services for the financial year 2024-25 at Punjab Institute of Mental Health, Lahore. The meeting was started with the recitation of the Holy Quran.

The following members participated in the meeting: -

- |    |  |             |
|----|--|-------------|
| 1) | Dr. Amjad Mahmood, PMO / AMS (Admin), PIMH.                      | Chairperson |
| 2) | Dr. Ali Anjum, Assistant Professor of Psychiatry, PIMH.          | Member      |
| 3) | Dr. Syed Muhammad Omer, Assistant Professor of Psychiatry, PIMH. | Member      |

The detail of bidders participated in the tender: -

Sr. No.	No. of Firms participated	No. of Firms (Response)	No. of Firms (Non-Response)	No. of Firms submitted Grievances
1	06	02	04	04

The following firms / contractors also attended the meeting: -

- |   |                           |   |                    |
|---|---------------------------|---|--------------------|
| 1 | M/S S.A. Trading Company. | 2 | M/S Bright Star    |
| 3 | M/S Assad Bashir (SMC).   | 4 | M/S Meca Engineers |

The agenda of the meeting was to redress the grievances raised by the contractors / firms in the Tender for Janitorial Services for the financial year 2024-25: -

Sr. No.	Name of Firm / Contractor	Criteria	Cause of Knock Down (Page No.)	Decision
1	M/S S.A. Trading Company	The Bidder shall have a valid registration with EOBI and PESSI / LESSI.	PESSI registration certificate not attached. (P-58)	PESSI Registration was not attached in bidding document but only paid challan is attached. The committee provided opportunity to the contractor to provide registration document but the contractor has not provided the registration certificate, instead provided irrelevant document. Therefore, the decision of Technical Evaluation Committee is upheld. <b>GRIEVANCE REJECTED</b>
2	M/S Bright Star	The Bidder must have at least three years' experience as a legally approved janitorial services provider	Not legally approved janitorial services provider. (P-9)	The company / firm was directed to provide relevant certificate within 03 days, but the company / firm did not provide the relevant document. Therefore, the decision of Technical Evaluation Committee is upheld. <b>GRIEVANCE REJECTED</b>
3	M/S Assad Bashir (SMC)	The Bidder must have at least three years' experience as a legally approved janitorial services provider. The Bidder must be an active income tax payer The bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number and active General Sales Tax (GST) Registration Number with 100% Compliance (ATL) with documentary proof. Bidder shall submit an affidavit on E-Stamp paper to the effect that ..... A firm / company will provide original bank statement showing balance of at least Rs.15 Million for the advertising current month	Not verified online. Fake / Altered document attached. (P-30) Current year / month ATL not attached. (P-29) Firm not registered with GST Affidavit not signed & stamped (P-139) Balance is less than 15 million (P-72)	1) The company / firm was directed to provide relevant certificate within 03 days. 2) At the time of submitting the tender, the said firm was not registered in Sales Tax. 3) The firm was not registered at the time of submitting of tender. The firm was registered later-on i.e. on 19.08.2024. 4) Affidavit not signed & stamped. 5) Balance is less than Rs.15 Million.  <b>GRIEVANCE REJECTED</b>
4	M/S Meca Engineers	The bidder must be an active income tax payer The bidder must have active National Tax Number (NTN), Punjab Sales Tax (PST) Number and active General Sales Tax (GST) Registration Number with 100% Compliance (ATL) with documentary proof.	Status In-Active (P-15) NTN status In-Active (P-15,16,17)	1) The firm was not registered as Income tax payer at the time of submission of tender. 2) Document provided as the firm was registered on 22.07.2024. 3) It was highlighted by one of the participating vendor / contractor that said firm is blacklisted in Auqaf Department vide letter No.ADS(328)/2024-5209 dated 11.05.2024. PIMH sought clarification from PPRA regarding blacklisting vide letter No.L&M(PPRA)-15(SOC)(J)-SP/2015 in response to this office letter No.2422/PIMH dated 08.10.2024. The PPRA S&GAD clarified that the bidder / contractor is eligible to participate in any public procurement of any other procuring agency except where the bidder / contractor has been blacklisted by the procuring agency (Annexure-A) <b>GRIEVANCE ACCEPTED</b>

The signatures of participants of meeting are as under: -

- |    |                                   |
|----|-----------------------------------|
| 1) | Dr. Anjum Anwar, AMS (M&R), PIMH. |
| 2) | Dr. Adnan Yousaf, AFMO, PIMH.     |

26/09/2024  
Addl. Medical Superintendent (Admin)  
Punjab Institute of Mental Health, Lahore  
(Chairperson Grievance Committee)