

**Inter Office Memo**

From: Admin Incharge  
To: Chief Executive Officer  
Dated: 18-05-2017

**Subject: Cancellation of Tender for Provision of Clerical & Non-Clerical Staff**

It is submitted that the tender for "Clerical & Non-Clerical staff" called for and opened by the procurement committee on 07-04-2017. It was witnessed that a single bidder M/s Motivated Consultancy & Janitorial Services participated in bidding process. The tender was opened in presence of Procurement Committee's Members. The bidder was informed that the bid will be evaluated further according to the norms of the tender. During the review of the bid, it was noted that the service charges i.e.17% is very high. Whereas, the company providing same facilities is charging service at 7 to 10% as service charges.

If approved by the procurement committee, the current tender may be cancelled as per SPPRA rule25 (1) and a fresh tender is called.

The members of procurement committee as below are requested to pass the following minutes.

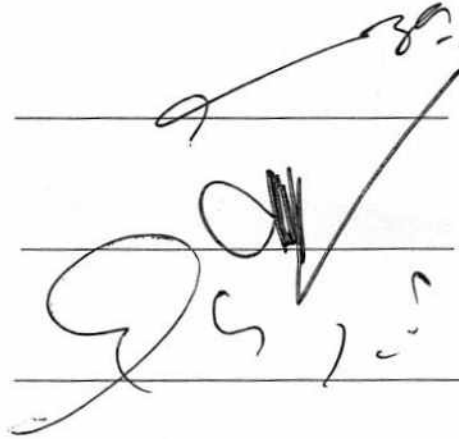
"Resolved that the tender called for provision of Clerical & Non-Clerical Staff be cancelled on the ground that the rate of service charges quoted in the bid are so high."

**Procurement Committee members**

Head of Procurement Committee: -  
Muhammad Raza- Head of Operations  
Sindh Insurance Ltd.


Member Procurement Committee: -  
Mr. Nadeem Akhter- CFO & Company Secretary  
Sindh Insurance Ltd.


Independent member-  
Procurement Committee:-  
Lt.Col.(R) Shahzad Begg-Head of Admin-Sindh Bank Ltd.



The P.O received as bid security shall be returned to the following bidder.

Name of Bidder	Bid Security (In Rupees)	Remarks
M/s Motivated Consultancy & Janitorial Services	Rs. 18,000/-	The only bidder participated

  
Incharge Administration

  
CEO  
For approval