



Date: 21-08-2014

**CONSTITUTION OF PURCHASE COMMITTEE
OF SINDH EDUCATION FOUNDATION GoS**


TO: ALL CONCERNED

Following officers are members of Purchase Committee of Sindh Education Foundation, Karachi this committee will act as authorities for all Purchase of SEF.

S #	OFFICERS NOMINATION
1	MR. FAZAL KARIM KHATRI Director General Karachi Mass Transit Cell at Karachi Metropolitan Corporation (Chairman of Committee)
2	MR. MUHAMMAD ASHRAF Deputy Director FRFFM (Member of Committee)
3	MR. NISAR AHMED BANBIAN Deputy Director Marketing, Advocacy & Promotion (General Secretary of Committee)

The committee's TORs are:

- Prepare bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule 45 SPPRA 2010;
- Making recommendations for the award of contract to the competent authority;
- Perform any other function ancillary and incidental to the above;


AZIZ KABANI
Managing Director,
Sindh Education Foundation,
Govt. of Sindh,

Cc:

1. Principal Secretary to Chief Minister Sindh
2. Secretary (Education & Literacy Department), Govt. of Sindh
3. Office File



**Sindh
Education
Foundation**



Government of Sindh

Date: 29-10-14

Ref: SEF/1002/14


**ADDENDUM OF NOTIFICATION FOR
CONSTITUTION OF PURCHASE COMMITTEE
OF SINDH EDUCATION FOUNDATION GoS**

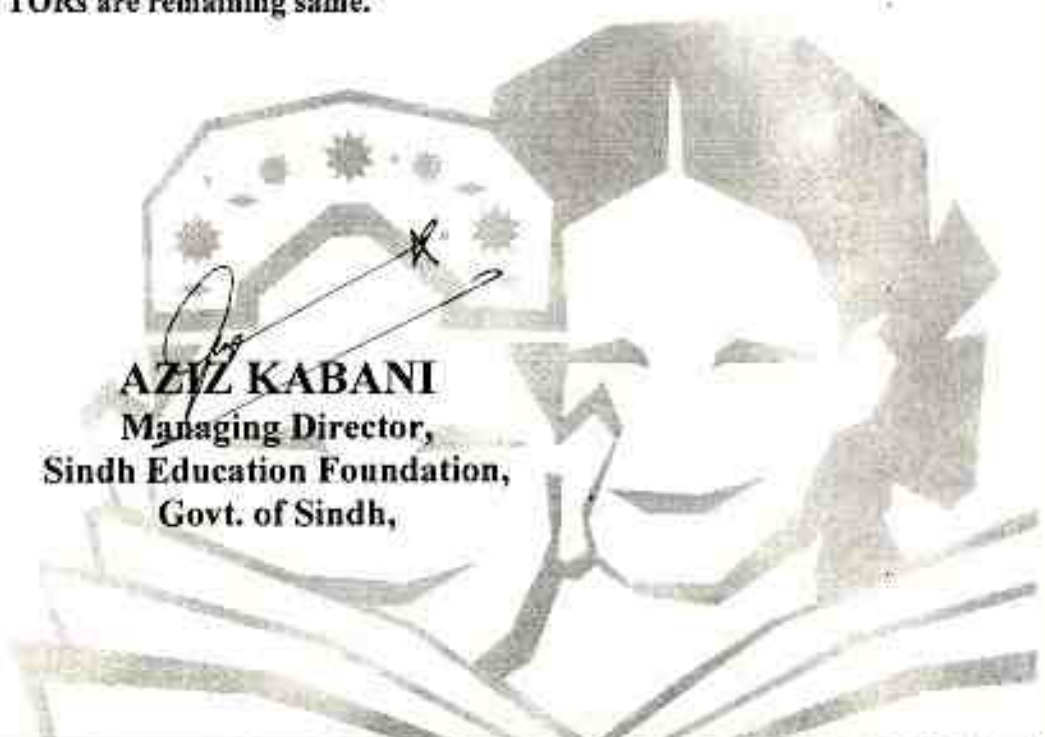
TO: ALL CONCERNED,

With reference to the notification of Purchase Committee issued on dated August 21st 2014, following change has made due to change in designation of one member, Mr. Muhammad Ashraf;

**NAME: MR. MUHAMMAD ASHRAF
DESIGNATION: DEPUTY DIRECTOR OPERATIONS
FIRM: SINDH EDUCATION FOUNDATION
(Member of Purchase Committee)**

The rest of members and TORs are remaining same.


AZIZ KABANI
Managing Director,
Sindh Education Foundation,
Govt. of Sindh,



Bid Evaluation Report

- 1. Name of Procuring Agency: SINDH EDUCATION FOUNDATION GOVT. OF SINDH, KARACHI.
- 2. Tender Reference No: SEE/WEB/14-15/05.
- 3. Tender Description/Name of work/item: OFFICE CLEANING / WASHING SERVICES.
- 4. Method of Procurement: SINGLE STAGE AND ONE ENVELOPS
- 5. Tender Published: SPPRA ID # 1575217313 (27-10-2014)
Print & Electronic Media (SPPRA ID No. with dates).
- 6. Total Bid documents Sold: 01 NOS.
- 7. Total Bids Received: 01 NOS.
- 8. Technical Bid Opening date: (if applicable) 12th November 2014 / *Provide details in separate form.*
- 9. No. of Bid technically qualified (if applicable): 01 NOS.
- 10. Bid(s) Rejected: 0 NOS.
- 11. Financial Bid Opening date: 12th November 2014

12. Bid Evaluation Report:

S.No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance / rejection	Remarks
0	1	2	3	4	5	6
1	M/S. Iniaz Khan Cleaning Services.	748,000	1 st lowest	950,000	Specification matches with quoted items.	Recommended to award contract.


 Deputy Director (Operations)
 Member Purchase committee
 Sindh Education Foundation
 (Mr. Muhammed)
 Ashraf

Members Purchase Committee

 Deputy Director (MAP)
 General Secretary Purchase Committee
 Sindh Education Foundation
 (Mr. Nisar Ahmed)
 Approved


 Director (KMTG)
 Chairman Purchase Committee
 Sindh Education Foundation
 (Mr. Faisal Karam Khatri)


 Managing Director
 Sindh Education Foundation

SINDH EDUCATION FOUNDATION

Form No. SEF/2013/01/02/03/04/05/06/07/08/09/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

Form No. SEF/2013/01/02/03/04/05/06/07/08/09/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

Sl. No.	NAME OF THE CANDIDATE	REGISTRATION NO.
1	1. Name of the candidate	
2	2. Address of the candidate	
3	3. Educational background	
4	4. Experience in the field	
5	5. Other details	
6	6. Remarks	
7	7. Signature of the candidate	
8	8. Date	
9	9. Name of the institution	
10	10. Address of the institution	
11	11. Name of the principal	
12	12. Address of the principal	
13	13. Name of the school	
14	14. Address of the school	
15	15. Name of the district	
16	16. Name of the province	
17	17. Name of the country	
18	18. Name of the city	
19	19. Name of the street	
20	20. Name of the area	
21	21. Name of the block	
22	22. Name of the taluka	
23	23. Name of the district	
24	24. Name of the province	
25	25. Name of the country	
26	26. Name of the city	
27	27. Name of the street	
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29	29. Name of the block	
30	30. Name of the taluka	
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32	32. Name of the province	
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85	85. Name of the block	
86	86. Name of the taluka	
87	87. Name of the district	
88	88. Name of the province	
89	89. Name of the country	
90	90. Name of the city	
91	91. Name of the street	
92	92. Name of the area	
93	93. Name of the block	
94	94. Name of the taluka	
95	95. Name of the district	
96	96. Name of the province	
97	97. Name of the country	
98	98. Name of the city	
99	99. Name of the street	
100	100. Name of the area	

SEF Form No. SEF/2013/01/02/03/04/05/06/07/08/09/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

(Signature)
 Name of the candidate

(Signature)
 Name of the principal

(Signature)
 Name of the school

APPROVED BY

(Signature)
 Name of the official

SINDH EDUCATION FOUNDATION, GOVERNMENT OF SINDH, HEAD OFFICE, KARACHI
COMPARATIVE STATEMENT OF OFFICE CLEANING/WASHING SERVICES

Tender Ref. No. SEP/MS/2014/1994
 Opening Date: 12th November, 2014

Duty/Requirement	Quantity	Unit	Rate	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total
Duty/Requirement: Cleaning of Doors, F&B tables, Chairs, windows, doors, entrance, hall & Minor Wash Room - wall	1	Lot	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00	885,000.00
Washroom cleaning/soap supplying & supply of Goggles like cleaning Cleaning/Mopping of floors with Surfynol Cleaning/Mopping of roof Cleaning/Disinfecting of windows Cleaning/Disinfecting of water body, apparatus and water purifier & purchase of being India with its duly load as per requirement of the project & operations. Cleaning/Disinfecting of equipment. Monthly Routine Cleaning as and when required as per requirement Quarterly Routine Major Task cleaning (General & Roof top) on Quarterly basis 7 temperature/chemical cleaning of office facilities as per requirement of the project & operations. Disinfection for the project tender. All kinds of cleaning material/chemical/pesticide/antiseptic shall be provided by the contractor.	4	SEE HEAD OFFICE	92,500.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	370,000.00	

Note:

MS/Head Office Cleaning was only one participated in the

MS/Al Masjid Education & Sharifia Section members after flow open tender

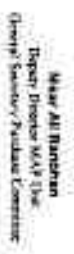
As per the Financial Committee analysis, MS/Head Office Cleaning bid found the lowest bidder, therefore the recommended bid tender for approval from committee subject to further criteria

The tender of Office Cleaning/Washing Services of SEP/MS/14-1994 has approved budget 925,000.00. It can be considered as Extension of budget for the

Financial year of 2015-2016.

MEMBER PURCHASE COMMITTEE


 Mr. N. H. Khan
 Deputy Director (Finance)
 Member, Finance Committee


 Mr. Ali Raza
 Deputy Director (M&A)
 Deputy Secretary, Finance Committee


 Mr. Faraz Karim
 Director (M&A)
 Chairman, Finance Committee

APPROVED BY


 Mr. Asif Raza
 Managing Director
 Trade Extension Facilities



No.Dir(ENF-II)SEF-03(N)/2014-15/ 5400
GOVERNMENT OF SINDH
SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

Karachi, dated the 11th December, 2014

The Deputy Director (Procurement),
Sindh Education Foundation,
Government of Sindh,
Karachi

Subject: **NIT FOR OFFICE CLEANING/ WASHING SERVICES FOR SEF HEAD OFFICE (SPPRA SR. # 21702).**

I am directed to refer to the bid evaluation report of subject NIT received vide your letter No.SEF/1040/2014 dated 27.11.2014 and to inform that the same (BER) is returned herewith without hoisting on SPPRA's website due to non-compliance of following SPP rules/ instructions issued vide this Authority's policy letter dated 15.07.2014 (copy enclosed):

- φ Rule 7 – Constitution of Procurement Committee: The procuring agency shall, with approval of its Head of the Department, constitute as many procuring committees, as it deems fit, each comprising odd number of persons and headed by a gazetted officer not below the rank of BS-18, or if not available, the officer of the highest grade, and shall ensure that at least one third of the members of a procurement committee are from the agencies or departments other than the procuring agency.
- φ Rule 45 – Announcement of Evaluation Reports: Procuring agencies shall announce the results of bid evaluation in the form of a report giving reasons for acceptance or rejection of bids. The report shall be hoisted on website of the Authority and that of the procuring agency if its website exists and intimated to all the bidders at least seven (07) days prior to the award of contract. Specimen of Bid Evaluation Report can be downloaded from www.pprasindh.gov.pk. It may kindly be noted that Bid Evaluation Report (BER) furnished to this Authority for hoisting purpose must be on standard format, duly signed by all the members of Procurement Committee on each page, along with name and designations, otherwise the same shall be returned to the Procuring Agency.

02. In addition to the above, it is observed that:

- i. The procuring agency has not furnished standard bidding documents and evaluation criteria that were required at the time of issuance of NIT for hoisting on SPPRA's website in terms of Rule-21(A), 21(4), & 24(2) of SPP Rules, 2010 (Amended 2013).

O/c

- ii. Minutes of opening of the tenders, bidders' qualification report, and bidders' attendance sheet as required under Rules-41(9), 46(1)(a), and 41(6) are also awaited.

03. In view of the aforesaid observations, procuring agency is advised to furnish requisite documents along with clarification/ justification with regard to the observations exhibited above.

04. An early response, in this regard, will be appreciated and non-compliance of SPP Rules, 2010 (Amended 2013) may render the procurement "**mis-procurement**" under relevant provisions of SPP Rules, 2010 (Amended 2013).



(MUHAMMAD AYUB CHANDIO)
MANAGER (ENFORCEMENT-II)

A copy is forwarded for information to:

01. The Managing Director, Sindh Education Foundation, Government of Sindh, Karachi.
02. The Director, Sindh Education Foundation, Government of Sindh, Karachi.



SINDH EDUCATION FOUNDATION

Government of Sindh



(Annex-D)

MINUTES

(BID OPENING MEETING OF TENDER FOR OFFICE CLEANING / WASHING SERVICES)

The Purchase Committee Meeting, SEF, Karachi was held at 11:00 A.M on 12th November 2014 in the conference room, Sindh Education Foundation, Gov. of Sindh, Karachi.

AGENDA:

Tender open of Office Cleaning & Washing Services (Tender # SEF/WEB/14-15/05).

(12th November 2014)

PARTICIPANTS:

The following Purchase committee members & SEF Officers were participated in meeting:

S.No.	NAME OF OFFICERS	DESIGNATION	AUTHORITY	ATTENDANCE
I	Mr. Aziz Kabani	Managing Director SEF	Competent Authority	Present
II	Mr. Fazal Karim Khatri	Director (KMTC) Govt. of Sindh	Chairman Purchase Committee	Present
III	Mr. Nisar Bahanbhan	Deputy Director MAP SEF	Secretary Purchase Committee	Absent
IV	Mr. Muhammad Ashraf	Deputy Director Operations SEF	Member Purchase Committee	Present
V	Shahnawaz Ali Khan	Acting Deputy Director Procurement	Present

Following firm participated in above meeting:

S.No.	NAME OF FIRM
a)	M/s. Imtiaz Khan Cleaning Services.

Seen
M. Ashraf
19/12/14

DISCUSSION / DECISION:

- The meeting was commenced with the tender box opening permission given by Chairman Purchase Committee SEF.
- Only one sealed envelope was found in the box, which opened in front of all meeting members.
- After opening of envelop the bid value announced loudly in **Rupees.748,000/-** (Seven Lac & Forty Eight Thousand Rupees Only) with bid security amount ~~37,500/-~~ **Rupees.37,500/-** (Thirty Seven Thousand & Five Hundred Rupees Only) vide pay order #6783757 & ~~Bank~~ Bank Al Habib Limited Clifton Branch offered by **M/s. Imtiaz Khan Cleaning ~~and~~ Services** .
- After reviewed the documents, Managing Director has handed over all related documents & papers to Purchase committee for further necessary process.

Minutes recorded by:



Shahnawaz Ali Khan
Acting Deputy Director

SIGNED:



Sign: _____
Muhammad Ashraf
Deputy Director (Operations)
(Member Purchase Committee)
SEF
Govt. of Sindh



Sign: _____
Nisar Bahanbhan,
Deputy Director (MAP)
(Secretary Purchase Committee)
SEF
Govt. of Sindh



Sign: _____
Fazal Karim Khatri
Director (KMTC)
Govt. of Sindh
(Chairman Purchase Committee)



Sign: _____
Aziz Kabani,
Managing Director
(Competent Authority)
Sindh Education Foundation Govt. of Sindh

SINDH EDUCATION FOUNDATION

Evaluation Criteria for Office Cleaning/Washing Services

Tender Ref: SEP/WE/14-1503

Tender Opening Date: 17th November, 2014

Tender Upload ID: SEPRA.17331713 on dated: 27-10-2014

S. No.	IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS	M/S IMTIYAZ KHAN CLEANING SERVICES
	Technical Bid Maximum Score	
	Completed following criteria of marking	
1	Office should be in Karachi	Yes
2	Approx. 5 years experience in (same discipline/field)	Yes
3	Turnover approx. 0.3 million per annum	Yes
4	List of institutions with the clients (if any) and nature of institutions & Affidavit that the firm has never been blacklisted	Yes
5	Share registration with relevant tax & sales tax Department	Yes

Note:

M/s Imtiyaz Khan has only one who participated so bid
 As per our (Purchase Committee) analysis, M/s Imtiyaz Khan Cleaning has found technically qualified therefore we recommended this vendor for approval from competent authority for further process.


 DEPUTY DIRECTOR OPERATIONS
 Member Purchase Committee


 DEPUTY DIRECTOR MAP UNIT
 General Secretary Purchase Committee


 DIRECTOR (SMTC)
 Chairman Purchase Committee

APPROVED BY

 MANAGING DIRECTOR
 SINDH EDUCATION FOUNDATION



TENDER SLIP

Date: 12th November, 2014

Tender No. SEF/WEB/14-15/05


Tender of: OFFICE CLEANING / WASHING SERVICES

Following firms submitted their profiles and were present in the Tender:

S.No.	NAME OF PARTICPANT FIRM	ATTENDED BY (Name)	CONTACT (Cell #)	SIGNATURES
1	M/A IMTIAZ KHAN CLEANING SERVICES		(ABSENT)	
2	/	/	/	/
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/
6	/	/	/	/
7	/	/	/	/
8	/	/	/	/
9	/	/	/	/
10	/	/	/	/

OPENING VERIFICATION

Sign: 
M. M. ASIF
AD (Procurement)

Sign: 
Shahnawaz Ali Khan,
DD(Procurement)

1/2



SINDH EDUCATION FOUNDATION
Government of Sindh,
Karachi

Page 2 of 2

Sign: _____
M. Adnan Mustaqeem,
Deputy Director G. Admin

Sign: _____
Muhammad Abdullah Abassi,
Director Admin & H.R.

Sign: _____
Muhammad Ashraf,
Deputy Director Operations
Member Purchase Committee

Sign: _____
Nisar Banbhan, Deputy Director MAP Unit
General Secretary Purchase Committee

Sign: _____
Fazal Karim Khatri,
Director (KMTC)
Chairman Purchase Committee

COUNTERSIGNED

AZIZ KABANI
Managing Director

Sindh Education Foundation, GoS, Khi.