



NO.F.D (CTC-I)/01(10)/2014-2015

GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi dated the 06th March, 2015

To,

✓
The Director Inf-II
S.P.P.R.A,
Govt. of Sindh,
Karachi.

Subject: BID EVALUATION REPORT REGARDING PROCUREMENT OF JANITORIAL SERVICES

I am directed to enclose an Original Bid Evaluation Report; a Original Technical & Financial Minutes regarding the Procurement of Janitorial Services for Finance Department.

It is therefore, requested to post the same report on S.P.P.R.A Website to implement the Rule-45 of SPPRA-2010 (Amended-2013).

Encl. As above



SPPRA INWARD L-577

NO: 13586

DATED: 09-3-2015

(AAMIR ZIA ISHAN)
SECTION OFFICER (B&A)

FD-01



Bid Evaluation Report

1. Name of Procuring Agency: Finance Department, Government of Sindh.
2. Tender Reference No: No. FD (CTC-I) 01(10) / 2014-2015.
3. Tender Name: Hiring of Janitorial Services for the Building of Finance Department.
4. Method of Procurement: Single Stage Two Envelopes Procedure.
5. Tender Published: Daily Dawn English Dated 28th Sep, 2014; Daily Express Dated 01st Sep, 2014; Daily Kawish Dated 30th Aug, 2014 vide INF/KRY No. 2754/14 & 3026/14 and SPPRA Serial No.21277
6. Total Bid documents Sold: (02) Two Nos.
7. Total Bids Received: (02) Two Nos.
8. Technical Bid Opening date: 20th October, 2014 at 01:00 Pm.
9. No. of Bid technically qualified: (02) Two Firms.
10. Bid(s) Rejected: NIL.
11. Financial Bid Opening date: 01st December, 2014 at 11:00 am.

Nisar Ahmad

12. Bid Evaluation Report:

S.No	Name of Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection
0	1	2	3	4	5
1.	M/s. Swift Property Management Services (Pvt) Ltd	Rs. 289,000/-	01 st Lowest	96%	First Lowest in Price
2.	M/s. Master Multi Tech (Pvt) Limited	Rs. 290,000/-	02 nd Lowest	97%	Second Lowest in Price

[Accordingly, to minutes the bid opening meeting (Financial), Para-08 & 09; that the M/s. SWIFT is recommended for the Amount of Rs. 222,176/- lowest Price.]

Property Management (Pvt) awarded of Contract at the (Per month) on the basis of

(AAMIR ZIA ISRAN)
Section Officer (B&A)
Finance Department
Government of Sindh
(Member)

(SYED SHAH HUSSAIN SHAH)
Deputy Secretary (Admn)
Works & Services Department
Government of Sindh
(Member)

(NIZAMUDDIN SOLANGI)
Section Officer (Admn)
Finance Department
Government of Sindh
(Member)

(NISAR AHMED MEMON)
Section Officer (Budget)
SGA & C Department
Government of Sindh
(Member)

(Nisar Ahmed Shaikh)
Additional Finance Secretary
Finance Department
Government of Sindh
(Chairman)



NO.F.D (CTC-I) 01(10)/2014-2015

GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi dated the 22nd Oct. 2014

Subject: **TECHNICAL MINUTES OF THE MEETING REGARDING HIRING THE SERVICES FOR JANITORIAL WORKS FOR THE FINANCE DEPARTMENT BUILDING NO.06**

Meeting of the Departmental Procurement Committee constituted vide Finance Department's Notification No. FD (CTC-I) 01(10)/ 2014-2015 dated 08th September, 2014 was held on Monday, 20th October, 2014 at 1:00 P.m in the office of Additional Finance Secretary (Admn/Sr)/Chairman of the Committee, in order to undertake the Technical Appraisal of the Bids submitted against the Finance Department's Tender Notice published in three leading Newspapers i.e. Daily Urdu Express Dated 01-09-14, Daily English Dawn Dated 28-09-14, Daily Sindhi Sobh Dated 30-08-14 vide advertisement nos. INF-KRY-2754/14 & INF-KRY-3026/14 as well as hoisted on Finance Department & SPPRA official websites with the SPPRA Sr No. 21277, while the SPPRA LD will be withheld till the original minutes & Bid Evaluation report has not been hoisted on SPPRA Website.

The following Members of Procurement Committee were present at the time of opening of Technical Bids:

- | | |
|---|-----------------|
| 1. Additional Finance Secretary (Admn/Sr)
Finance Department, Government of Sindh. | <i>Chairman</i> |
| 2. Section Officer (Admn),
Finance Department, Government of Sindh. | <i>Member</i> |
| 3. Section Officer (B&A),
Finance Department, Government of Sindh. | <i>Member</i> |
| 4. Section Officer (Budget),
Services, General, Administration & Co-ordination Department,
Government of Sindh. | <i>Member</i> |
| 5. Representative from Works & Services,
Works & Services Department, Government of Sindh. | <i>Member</i> |

The Committee members were informed that, in response to the Tender advertisement, the following Two firms had gotten the bidding documents issued against a cash of Rs. 2,000/- each (non-refundable Tender Fee), that are:

1. M/s. Master Multi-Tech (Pvt) Limited.
2. M/s. Swift Property Management Services (Pvt) Limited.

However, the same above Two firms have submitted the Bids by the deadline of 12:00 Noon on 20th October, 2014.

The bids were opened at 01:00 P.m in the presence of the above mentioned participants. All the members of the procurement committee signed the Technical Bids.

Finance Department had adopted Single Stage-Two Envelopes Procedure as prescribed in SPPRA Rules "Procedure of open Competitive Bidding" for selection of Firms.


The Committee proceeded as per prescribed procedure of rule-46 sub rule (02) of SPPRA-2010. Initially, only the envelopes marked as "**Technical Proposals**" were opened in presence of Bidders and the envelopes marked as "**Financial Proposals**" retained in the custody of Departmental Selection Committee without being opened.

The Procurement Committee then examined both the Technical Bids without reference to the Prices as per the eligibility Criteria provided in the Bidding Documents, Arithmetical checks and verify the Documents submitted by the Bidders on the basis of parameters specified in Tender Bidding Documents.


Accordingly, Firms above at Sr No. 01 & 02 i.e. **M/s. Multi Tech (Pvt) Limited & M/s. Swift Property Management Services Private Limited** have qualified Technically who attained 66% & 97.5% Points respectively. (Evaluation Criteria of the Bids attached with minutes at Annexure-I), since the minimum score required as specified in Tender Bidding Documents to pass for Technical Proposal were 60% out of 100 Points.

Hence, Departmental Procurement Committee proposed to opening the Financial Proposals of **M/s. Multi-Tech (Pvt) Limited & M/s. Swift Property Management Services Private Limited**.


The meeting ended with the note of thanks to and from the chair.



SECTION OFFICER (B&A)
Finance Department
Government of Sindh
(Member)

AMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Government of Sindh



SECTION OFFICER (ADMN)
Finance Department
Government of Sindh
(Member)

Section Officer (ADMN)
Government of Sindh
Finance Department
Karachi


DEPUTY SECRETARY (ADMN)
Works & Services Department
Government of Sindh
(Member)


SECTION OFFICER (BUDGET)
SGA&C Department
Government of Sindh
(Member)

Section Officer (Budget)
Service, Gen: Admin and
Coordination Department
Govt. of Sindh


ADDITIONAL FINANCE SECRETARY (ADMN/SR)
Finance Department
Government of Sindh
(Chairman)

Nisar Ahmed Shaikh
Add: Finance Secretary (Admn/SR)
Finance Department
Government of Sindh

ANNEXURE-I:

EVALUATION CRITERIA OF THE BIDS FOR HIRING THE SERVICES FOR JANITORIAL WORKS:

Sr. No	Evaluation parameters	Total Points	Brief	M/S. Master Multi-Tech (Pvt) Ltd Firm No. 01	M/S. Swift Property Management Services (Pvt) Ltd Firm No. 02	Points Obtained	Points Obtained
	Required Field						
1.	MARKET PRESENCE (02-Points for each year Establishment)	Max 10 Points	<ol style="list-style-type: none"> 1. Firm Name, its status, address, telephone number(s), fax number, e-mail address. 2. Copy of Incorporation or Registration Certificate. 3. Copy of Income Tax Return for the Last 03-Years. 4. Copy of Firm's National Tax Number Certificate. 5. Copy of Firm's Sindh Sales Tax Number Certificate. 6. Copy of Chamber of commerce or its allied body. 7. Copy of N.I.C of Firm's Authorized Representative. 8. Details of Offices/ branches operated nationally. 	<p>Provided Documentation Evidence</p> <p>Copy of Incorporation Certificate provided</p> <p>Copies Tax Return Provided for the last (02) Years.</p> <p>NTN Copy Provided NTN No: 3980777-7</p> <p>SST Copy Provided STN No: 3980777-7</p> <p>Chamber of Commerce Copy Provided.</p> <p>Firm's representative copy of N.I.C Provided.</p> <p>Details Provided.</p>	<p>Provided Documentation Evidence</p> <p>Copy of Incorporation Certificate provided</p> <p>Copies Tax Return Provided for the last (03) Years.</p> <p>NTN Copy Provided NTN No: 2302510-7</p> <p>SST Copy Provided STN No: 2302510-7</p> <p>Not Provided</p> <p>Firm's representative copy of N.I.C Provided.</p> <p>Details Provided.</p>		10 Points
2.	FINANCIAL SOUNDNESS (01-Point for each Rs. 100,000-revenue generated every month during the last 12 months)	Max 10 Points	<ol style="list-style-type: none"> 1. Financial soundness certificate. 2. Bank statement for atleast last 24-months. 	<p>Provided Financial soundness certificate</p> <p>02-Years Bank Statement i.e. Year 2012 & Year 2013 not provided</p>	<p>Provided Financial soundness certificate</p> <p>02-Years Bank Statement i.e. Year 2012 & Year 2013 has provided</p>		00 Points

[Handwritten signatures and notes]

<p>EXPERIENCE OF JANITORIAL FACILITY MANAGEMENT SERVICES (01 Window Solution)</p> <p><i>(Experience of "Janitorial Facility Management Services" Firms should secure minimum 60% mark i.e. 9-Points for pre-qualification)</i></p>	<p>Max 15 Points</p> <p>1. Only firms having minimum 03-years experience of multidisciplinary Facility Management Services (One Window Solution), operations, Maintenance & Management may apply. Documentary evidence should be submitted.</p> <p>2. Catalogue evidence of workshop, products and machinery and tools installed.</p> <p>3. List of similar nature Successful and In-Hand Projects.</p>	<p>Provided Documentary Evidence which indicates that the firm served the each service for 03-Years</p>	<p>15 Points <i>(Total 100% Points Secured)</i></p> <p>Provided the Catalogue evidence of workshop, Products, Machinery & tools which are in the use of Firm.</p>	<p>15 Points <i>(Total 100% Points Secured)</i></p> <p>Provided Documentary Evidence which indicates that the firm served the each service for 03-Years</p>
<p>KEY PROFESSIONALS</p> <p><i>(05-Points for each submission of List of Professionals including managers, supervisors and other staff and customer feedback certificate atleast from 10-clients.)</i></p>	<p>Max 10 Points</p> <p>1. List of Key personnel/Professionals including senior executives, managers, supervisors and other staff.</p> <p>2. Submission Customer Feedback certificate from the clients/customers atleast from 10-clients.</p>	<p>As per provided Documents, 41-staff members including Senior Executive, Manager, supervisor and other staff operated the entire Firm.</p> <p>Only Five (05) Feed Back Certificates from Clients/customers submitted by the Firm.</p>	<p>06-Points</p>	<p>7.5-Points</p>
<p>ISO 9001:2008 CERTIFICATION</p> <p><i>(20-Points for Certified Organization)</i></p>	<p>Max 20 Points</p> <p>Copy of ISO 9001:2008 Certificate with Scope of "Facility Management Services"</p>	<p>Copy of ISO 9001:2008 certificate submitted by the firm belongs to "Food & Beverage Services", which is other than the requisite requirement.</p>	<p>00 Points</p>	<p>20-Points</p>
<p>QUALITY ASSURANCE & OTHERS PROCEDURES</p> <p><i>(15-Points for comprehensive Policies & Procedures, Methodology, Approach & Organogram.)</i></p>	<p>Max 15 Points</p> <p>1. Submission of comprehensive Quality Assurance, Health, Safety & Environment Policies & Procedures.</p> <p>2. Submission of Proposed Methodology & Approach for the Project.</p>	<p>The Procedure submitted by the firm regarding quality Assurance, Health, Safety & Environment Policies is healthier.</p> <p>Program for Performing the services & Methodology submitted by the firm which is in a standardized manner.</p>	<p>15-Points</p>	<p>15-Points</p>

(Handwritten signatures and notes)

Nora Ahmed

M. A. Jaffer


7.	WEEKLY MAINTENANCE PLANS	Max 10 Points	Submission of all equipments Weekly maintenance plans.	Submitted all details regarding equipments annual maintenance plan.	10-Points	Submitted all details regarding equipments annual maintenance plan.	10-Points
8.	PROGRESS REPORT FORMAT	Max 10 Points	Submission of Comprehensive performance report formats.	Submitted the Comprehensive performance report format.	10-Points	Submitted the Comprehensive performance report format.	10-Points
	Total Marks:	Max 100 Points		Total Points obtained by M/s. Master Multi-Tech (Pvt) Limited	66- Points	Total Points obtained by M/s. Swift Property Management Services (Pvt) Ltd	97.5 Points


SECTION OFFICER (B&A)
 Finance Department
 Government of Sindh
(MEMBER)
AMIR ZIA ISRAN
 Section Officer (B&A)
 Finance Department
 Government of Sindh


SECTION OFFICER (ADMN)
 Finance Department
 Government of Sindh
(MEMBER)
Section Officer (ADMN)
 Government of Sindh
 Finance Department
 Karachi


DEPUTY SECRETARY (ADMN)
 Finance Department
 Government of Sindh
(MEMBER)


SECTION OFFICER (BUDGET)
 Services, General, Administration &
 Co-ordination Department
 Government of Sindh
(MEMBER)


Section Officer (Budget)
 Service, Gen Admin and
 Coordination,
 Govt. of S.


ADDITIONAL FINANCE SECRETARY (Admn/Sr)
 Finance Department
 Government of Sindh
(Chairman)

Nisar Ahmed Shaikh
 Add: Finance Secretary (Admn/SR)
 Finance Department
 Government of Sindh



NO.F.D (CTC-I) 01(10)/2014-2015
GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi dated the 06th March, 2015

Subject: MINUTES OF THE MEETING FOR OPENING OF FINANCIAL PROPOSAL HELD ON 01st DECEMBER-2014 REGARDING HIRING THE JANITORIAL SERVICES FOR THE BUILDING OF FINANCE DEPARTMENT NO.06 FOR A PERIOD OF (03) THREE YEARS.

Meeting of the Departmental Procurement Committee was held on 01st December, 2014 at 11:00 am in the Office of Additional Finance Secretary (Admn/Sr)/ Chairman at 06th Floor in order to undertake the Financial Appraisal of M/s. Master Multi-tech (Pvt) Limited & M/s. Swift Property Management Private Limited who were qualified in Technical Proposal, against the Finance Department's Tender Notice regarding Hiring the Janitorial Services for the Building of Finance Department Building No.06.

The following Members of Procurement Committee were present at the time of opening of Financial Bids:

1. Additional Finance Secretary (Admn/Sr) **Chairman**
Finance Department, Government of Sindh.
2. Section Officer (Admn), **Member**
Finance Department, Government of Sindh.
3. Section Officer (B&A), **Member**
Finance Department, Government of Sindh.
4. Section Officer (Budget), **Member**
Services, General, Administration & Co-ordination Department,
Government of Sindh.
5. Representative from Works & Services, **Member**
Works & Services Department, Government of Sindh.

2. The Bid was opened at 11:00 am in presence of the above mentioned firm's participants and the rates quoted by the Bidders was read aloud and encircled by the Chairman of the Procurement Committee. All the members of the Procurement Committee signed each & every page of Financial Proposals. The Bids does not contain any over-writing or cutting. Following is the comparative statement of the Bids announced.

Sr. No	Name of Bidder	Offered Prices with all Taxes on Monthly Basis	Amount of Bid Security @ 5% of the Total Bid Price	Pay Order No & Date	Remarks
1.	M/s. Swift Property Management Services (Pvt) Ltd	Rs. 289,000/-	Rs. 210,000/-	07668771 18-10-2014	01 st Lowest
2.	M/s. Master Multi Tech (Pvt) Limited	Rs. 290,000/-	Rs. 175,000/-	0652522 20-10-2014	02 nd Lowest

3. The above comparative statement illustrated that M/s. Swift Property Management Services (Pvt) Ltd found to be 01st lowest while M/s. Master Multi Tech (Pvt) Limited have the 02nd lowest in prices.

4. Further, the Break-up of the lowest firm cost is as under:-

Sr. No.	Description	Quantity as per Tender Bidding Documents	Unit Price quoted by Firm	Total Cost Offered
1.	Per Supervisor Salary	01- Supervisor	Rs. 20,492/-	Rs. 20,492/-
2.	Per Janitor Salary	14-Janitors	Rs. 14,522/-	Rs. 203,308/-
3.	Monthly Consumable Articles	02- Supplies in a Month	Rs. 21,000/-	Rs. 42,000/-
4.	Cleaning Equipments	12-Cleaning Machinery Equipments	Rs. 933/-	Rs. 11,200/-
5.	Plumbing	Plumbing work & replacement of damage accessories of all washrooms	Rs. 7,000/-	Rs. 7,000/-
6.	Fumigation Service	02-General Fumigation Services in a Year	Rs. 5,000/-	Rs. 5,000/-
Total Monthly Remuneration:				Rs. 289,000/-

5. However, due to lack of Funds, the Procurement Committee has determined to negotiate with the Lowest Firm regarding the cost they offered, but as per Rule-52 of SPPRA-2010 (Amended-2013) which stated that: ***"There shall be no negotiations with the Bidder having submitted the Lowest evaluated Bid or with any other Bidder"***.

6. Therefore, the Procurement Committee has decided to reduce the quantity in the items of services as Procuring Agency was already mentioned in the Standard Bidding Documents regarding the Flexibility in Quantity, so with the same unit price as quoted by the Lowest Bidder in its Financial Proposal and after getting the Guidelines from the SPPR Authority, since there is no specific Rule regarding reduction in quantity of items of Goods or Services without changing its unit Price before awarding the Contract to the Lowest Bidder.

7. Hence, the case sent to SPPR Authority for examined and in response SPPR Authority advised vides their letter No. Dir (Enf-II) SPPRA/FD-03(N)/2014-15/6441, dated 04th February, 2015, to this Procuring Agency that the reduction in quantity without changes the unit price may be allowed with the condition that if the Procuring Agency have already forecast the Flexibility in its Bidding Documents.

8. Therefore, after reduction in Quantity as per advised of SPPRA, the total Monthly services Remuneration charges will be transformed into **Rs. 222,176/- (Two Lac Twenty Two Thousand One Hundred & Seventy Six)** per month and the Break-up of transformed amount is as under:-

Sr. No	Description	Change in Quantity as per the advice of Procurement Committee	Unit Price Quoted by Firm	Expected Total Cost
1.	Per Supervisor Salary	01-Supervisor	Rs. 20,492/-	Rs. 20,492/-
2.	Per Janitor Salary	<u>10-Janitors</u>	Rs. 14,522/-	<u>Rs. 145,220/-</u>
3.	Monthly Consumable Articles	02-Supplies in a Month	Rs. 21,000/-	Rs. 42,000/-
4.	Cleaning Equipments	<u>08- Cleaning Machinery Equipments</u>	Rs. 933/-	<u>Rs. 7,464/-</u>
5.	Plumbing	Plumbing work & replacement of damage accessories of all washrooms	Rs. 7,000/-	Rs. 7,000/-
6.	Fumigation Service	<u>Omitted /Not required now</u>	Rs. 5,000/-	<u>NIL</u>
Total New Monthly Remuneration:				Rs. 222,176/-

9. Accordingly, the Procurement committee proposed that the Janitorial Services contract for a Term of 03-Years which will be renew each year after verified the performance of the Firm should be placed with M/s. Swift Property Management Services (Pvt) Ltd with the transformed bid amount of Rs. 222,176/- (Two Lac Twenty Two Thousand One Hundred & Seventy Six) per month inclusive of all cost of manpower, labor, Sindh sales tax, surcharges, local and federal taxes, insurances, royalties, overhead and profit.

10. The meeting ended with the vote of thanks to and from the chair.



(Aamir Zia Isran)
Section Officer (B&A)
Finance Department
Government of Sindh
(Member)



(Nizamuddin Solangi)
Section Officer (Admn)
Finance Department
Government of Sindh
(Member)



(Syed Shah Hussain Shah)
Deputy Secretary (Admn)
Works & Services Department
Government of Sindh
(Member)



(Nisar Ahmed)
Section Officer (Budget)
SGA&C Department
Government of Sindh
(Member)




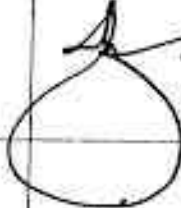
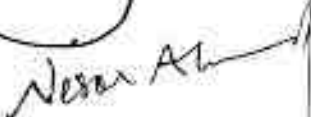

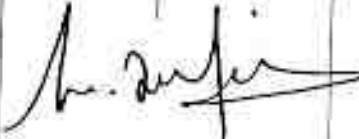
(Nisar Ahmed Shaikh)
Additional Finance Secretary (Admn/Sr)
Finance Department
Government of Sindh
(Chairman)


DEPARTMENTAL PROCUREMENT COMMITTEE ATTENDANCE SHEET

Date: 20th October, 2014
Monday

Time: 01:00 Pm

**OPENING OF TECHNICAL PROPOSAL FOR THE TENDER OF ACQUIRING THE
JANITORIAL SERVICES**

Sr.#	Designation	Signatures
1.	Additional Finance Secretary (Admn/Sr) Finance Department, Govt. of Sindh. <i>(Chairman)</i>	 20/10/14
2.	Section Officer (Admn) Finance Department, Govt. of Sindh. <i>(Member)</i>	 20/10/14
3.	Section Officer (Budget) Services, General, Administration & Co-ordination Department, Govt. of Sindh. <i>(Member)</i>	 Nesar Ahmad
4.	Section Officer (B&A) Finance Department, Govt. of Sindh. <i>(Member)</i>	 20/10/14
5.	Representative from Works & Services Works & Services Department, Govt. of Sindh. <i>(Member)</i>	


AMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Government of Sindh

BIDDERS ATTENDANCE SHEET

Date: 29th October, 2014
Monday

Time: 01:00 Pm

OPENING OF TECHNICAL PROPOSAL FOR THE TENDER OF ACQUIRING THE JANITORIAL SERVICES

Sr.#	Name of Firm	Focal Person	Contact No.	Signatures
1.	Swift Property Management Services (Pvt) Ltd.	Mateen Sybal	0346-855 752	Jalees
2.	Mastel Multi Tech (MMT)	Waseem Rehman	0333-2237791 0333-3483782	Waseem
3.	/	/	/	/
4.	/	/	/	/
5.	/	/	/	/

Handwritten signature

AAMIR ZIA ISHRAN
Section Officer (B&A)
Finance Department
Government of Sindh


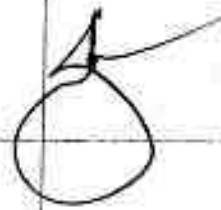
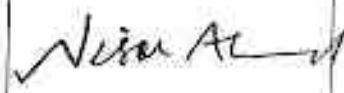




DEPARTMENTAL PROCUREMENT COMMITTEE ATTENDANCE SHEET

Date: 01st December, 2014
Monday

Time: 11:00 am

OPENING OF FINANCIAL PROPOSAL FOR THE TENDER OF ACQUIRING THE JANITORIAL SERVICES

Sr.#	Designation	Signatures
1.	Additional Finance Secretary (Admn/Sr) Finance Department, Govt. of Sindh. <i>(Chairman)</i>	 11/12/14
2.	Section Officer (Admn) Finance Department, Govt. of Sindh. <i>(Member)</i>	
3.	Section Officer (Budget) Services, General, Administration & Co-ordination Department, Govt. of Sindh. <i>(Member)</i>	
4.	Section Officer (B&A) Finance Department, Govt. of Sindh, <i>(Member)</i>	
5.	Representative from Works & Services Works & Services Department, Govt. of Sindh. <i>(Member)</i>	


AAMIR ZIA ISRAN
 Section Officer (B&A)
 Finance Department
 Government of Sindh





BIDDERS ATTENDANCE SHEET

Date: 01st December, 2014
Monday

Time: 11:00 am

OPENING OF FINANCIAL PROPOSAL FOR THE TENDER OF ACQUIRING THE JANITORIAL SERVICES

Sr.#	Name of Firm	Focal Person	Contact No.	Signatures
1.	Mastel MOHI TECA	Waseem Rehman	0333-2237791	
2.	Swift Property	Mateen Ishaq	0345-820782	



AMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Government of Sindh



FINANCIAL QUOTATION

For the services rendered under the scope of services, the Facility Manager shall be paid as under:

Monthly fee for Janitorial Services at Finance Department Multi-story building, Sindh Secretariat, Karachi includes charges of the staff deployed and services attached herewith at Annexure-F.I:-

Monthly Service Charges Including all Taxes

A. Janitorial Service Charges Rs. 270,000/-

B. Misc. Service Charges Rs. 20,000/-

Grand Total Monthly remuneration of Rs. 290,000/- Per month
(Rupees Two Lac Ninety Thousand only Only)

Amir Zia Isran
AAMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Government of Sindh

Authorized Signature: _____

M. N. Rehman
M. N. Rehman, G.M. Operations

Company Official Seal: _____



Date: _____

17/10/2024

Janitorial Services



STAFF PLAN ALONG WITH MONTHLY SERVICE CHARGES ALL INCLUSIVE

A. Janitorial Service with all cleaning Materials & Equipments				
01.	Supervisor	01	20,100-	20,100-
02.	Janitors Male	12	17,850-	214,200-
03.	Janitors Female	02	17,850-	35,700-
Sub Total:			15	270,000-

B. Misc. Services				
01.	Misc. Services (General Maintenance)	Lumsum	20,000-	20,000-

Grand Total:				290,000-
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Summary:

Total Employees = 15-
 Total Service Charges including Taxes = Rs. 290,000/- Per month

[Handwritten Signature]
AMIR ZIA ISRAH
 Section Officer (B&A)
 Finance Department
 Government of Sindh



[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

Janitorial Services



Bank Islami Pakistan Limited

LIBINS ROAD BRANCH KARACHI
1079-BLOCKING ROAD (SUB BR. 5)
Artillery Maidan Quarter,
Karachi.
Ph: 021-2213505, 2215527, 221568

DATE: 26-10-2014



PAY ORDER NO: DRAW#2522-285788

AMOUNT: PKR 175,000.00

A/C PAYEE ONLY

AY TO THE ORDER OF: SECTION OFFICER (B&A) FINANCE DEPT, GOVT-OF SINDH ON A/C OF SECURITY DEPOSITS****

AMOUNT: Pakistani Rupee One Hundred Seventy Five Thousand Only.

For Bank Islami Pakistan Limited

For copy verification please call 2215527 and 221568
For internet verification please call 2215527 and 221568

0652522

STICHOJ SATIUNBY

Available at any branch of the bank

065252202100078

100000

AMIR ZIA ISHAN
Section Officer (B&A)
Finance Department
Government of Sindh



FINANCIAL QUOTATION

For the services rendered under the scope of services, the Facility Manager shall be paid as under:

Monthly fee for Janitorial Services at Finance Department Multi-story building, Sindh Secretariat, Karachi includes charges of the staff deployed and services attached herewith at Annexure-F I:-

Monthly Service Charges Including all Taxes

A. Janitorial Service Charges Rs. 276,000/-

B. Misc. Service Charges: Rs. 13,000/-

Grand Total Monthly remuneration of Rs.

289,000/-

(Rupees Two hundred Eighty Nine thousand

Only)

Total amount of Earned money is Rs. 210,000/-

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AAMIR ZIA ISIRAN
Section Officer (B&M)
Finance Department
Government of Sindh

(Authorized Signature):

[Handwritten signature]

Mateen Javed Essami

Company Official Seal:



Date:

18-Oct-14

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Janitorial Services



STAFF PLAN ALONG WITH MONTHLY SERVICE CHARGES ALL INCLUSIVE

A. Janitorial Service with all cleaning Materials & Equipments				
01.	Supervisor	01	24,000/-	24,000/-
02.	Janitors Male	12	12,000/-	216,000/-
03.	Janitors Female	02	18,000/-	36,000/-
Sub Total:			15	276,000/-

B. Misc. Services				
01.	Misc. Services (General Maintenance)	Lumsum	13,000/-	13,000/-

Grand Total:				289,000/-
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Summary: (Two hundred Eighty Nine thousand only)
 Total Employees = 15
 Total Service Charges including Taxes = 289,000/-

Judith

AAMIR ZIA ISRAH
 Section Officer (B&A)
 Finance Department
 Government of Sindh



Note:

All above charges included Minimum wages, Fobi, BESI, uniform, shoes, monthly Taxes, Sales Tax Consumable Material, Tools and Equipments, fumigation twice a year and General Maintenance services.

[Signature]

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[Signature]

Nasir Ahmad

[Signature]

SWIFT Property Management Services Pvt Ltd

List of Standard Consumable and Cleaning Material

Annex "B"

A	B	C	D
Sr	ITEM	Unit	Qty
1	Air Fresheners	Nos	70
2	Broom Hard 225gm	Nos (225 GM)	8
3	Broom Soft	Nos (20 GM)	19
4	Furniture Polish (KIWI Spray polish 400 ml)	Nos	12
5	General cleaning Dusters	Nos	32
6	Floor cleaning dusters (Towel Dusters)	Nos	16
7	Wet Mop Refill for floors	Nos	20
8	Dry Mop Refill	Nos	7
9	Sponge (4" x 4")	Nos	14
10	Rest Room Fragrance Bars (Room)	Nos	62
11	Cleaning Detergent (Soft surfaces)	Kg	10
12	Cleaning Detergent (Hard surfaces)	Kg	13
13	Glass cleaning chemical	Liter	1
14	Floor wash liquid soap for Floor Washing	Ltr	20
15	Floor wash liquid soap for Mopping	Ltr	47
16	Small Liners (Black)	Kg	600
17	Large Liners (Black)	Kg	200
18	Toilet bowl cleaner	Ltr	30
19	Floor Disinfectant	Ltr	60
20	Chlorine Bleach	Ltr	30
21	Carpet Brush	Nos	4
22	Dust Pan	Nos	8
23	Dust Pan Brush	Nos	8
24	W.C Brush	Nos	7
25	W.C Plunger	Nos	7
26	Window Wiper	Nos	7
27	Buffing Pad	Nos	2
28	Floor Wipers	Nos	7
29	Wet Mop Stick	Nos	15
30	Dry Mop Stick	Nos	7
Total Amount			

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 Verin A...



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AAMIR ZIA
 Section Officer (B&A)
 Finance Department
 Government of Sindh

SWIFT Property Management Services Pvt Ltd
List of Equipments ""

Annex " C "

Equipments			
S#	ITEM	Unit	Total Req
1	Floor Scrubbing Machine (old)		
2	Wet & Dry vaccum Cleaner	Nos	1
3	Mop Buckets	Nos	1
4	Floor caution board	Nos	8
5	Window Squeegee	Nos	8
		Nos	1
Total Amount			12320



[Signature]
AAMIR ZIA ISRAN
Section Officer (B&A)
Finance Department
Government of Sindh

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

sync's Account Only

VALID FOR SIX MONTHS FROM THE DATE OF ISSUE

HMB/PO : 07668771
Date: 18-Oct-2014

HABIB METROPOLITAN BANK LTD.

Tips Sultan Road (Sub Stadium)
Karachi

This payment order requires endorsement

Not Over PKR***210,000.00***

PAY SECTION OFFICER BQA FINANCE DEPARTMENT, GOVT OF SINDH

OR ORDER

Rupees two hundred and ten thousand only

PKR***210,000.00***

For Habib Metropolitan Bank Ltd.

[Signature]
ATTORNEY

[Signature]
ATTORNEY

7668771

DBM NO:

*07668771*0610185:000000000010252631*0201800021000000*

AAMIR ZIA ISHAN
Section Officer (B&A)
Finance Department
Government of Sindh





NO.F.D (CTC-I)/ 01 (10)/2014-2015
GOVERNMENT OF SINDH
FINANCE DEPARTMENT

Karachi dated the 14th January, 2015

Mr. Mateen Iqbal,
Head of Operations,
M/s, SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD,
C-32/7, K.D.A Scheme-1, Noble House,
Tipu Sultan Road, Karachi- Pakistan.
Tel: 021-3450950-53.

Subject: EXTENSION OF BID VALIDITY TIME PERIOD

I am directed to refer to the subject noted above and to state that the Bid submitted by you on 20th October, 2014 regarding the Tender of Janitorial Services which is still in process and the said Tender Bid Validity will Expire on 20th January, 2015. Consequently with the approval of Competent Authority, this department has decided that Bid validity period has to be extended for a period of 60-days including your bid security validity for which your valuable consent is required.

It is therefore requested to kindly give your consent in positive within 03-days enabling this department to extend the Bid Validity Period for a period of 60-days.



(AAMIR ZIA ISKAN)
SECTION OFFICER (B&A)

Copy for information to:

1. R.O to Secretary to Government of Sindh, Finance Department, Karachi.
2. All Procurement Committee Members.
3. The Director, Sindh Public Procurement Regulatory Authority, Karachi.
4. Office Concerned Copy.

SECTION OFFICER (B&A)

Address: Room No. 171, Care Taker Cell-1, Ground Floor Finance Department, Government of Sindh,
Building No. 06, Sindh Secretariat A.K Ladhvi Block, Shah-e-Kamal Area-Turk, Karachi
Phone No: 021-99222113

SPRA INWARD DIARY

NO: 10726

DATED: 23-01-15

6-11 file pl.
JAN 23 / 15
ME-15