



No. (IR)/ SPPRA /2015-16/294  
SINDH PUBLIC PROCUREMENT REGULATORY  
AUTHORITY  
GOVERNMENT OF SINDH  
Karachi, dated the 10<sup>th</sup> MARCH 2016

To,

The Acting Deputy Director Procurement,  
Sindh Education Foundation.  
**KARACHI.**

**SUBJECT:** RETURN OF CONTRACT EVALUATION FORM

Contract Evaluation Form Ref: No. SEF/568/2016 received on 09.03.2016 of your department is returned herewith due to following reason(s).

- i. **Comparative Statement is not in Original.**
2. It is requested to furnish along with above mentioned documents for further processing.

Assistant Manager  
In-charge (Receipt Section)



# Sindh Education Foundation



Government of Sindh

Date: 09-03-2016

294

Ref: SEF/568/2016.

**DIRECTOR (A&F)**

Sindh Public Procurement Regulatory Authority,  
Government of Sindh,  
**Karachi.**

**SUBJECT: REQUEST TO UP LOAD THE DOCUMENTS OF CLEANING  
WASHING/SERVICES # SEF/NP/15-16/23 IN SPPRA WEBSITE.**

*Dear Sir,*

Please refer to the subject above. In this regard, you are requested to kindly upload the following documents on the official web site of SPPRA.

- 1- Tender Attendance slip (copy).
- 2- Minutes of the Purchase committee meeting (copy).
- 3- Technical Criteria (copy).
- 4- Comparative statement (copy).
- 5- Bid evaluation report (original).
- 6- Constitution of Purchase committee (copy).

Your cooperation in this regard is highly appreciated.

Thank you.

Acting Deputy Director Procurement,  
Sindh Education Foundation,  
Govt. of Sindh,  
Karachi

cc: Director (Administration & IT Unit), SEF

Enclosure: (As above)

**Regional Offices:**



SINDH EDUCATION FOUNDATION

Government of Sindh,

**TENDER ATTENDANCE SLIP**

Date: February 18, 2016

Tender No. SEF/NP/15-16/23

Tender of: OFFICE CLEANING/WASHING SERVICES.

Following firms submitted their bids in this IFB.

| S.No. | NAME OF PARTICPANT FIRM | ATTENDED BY (Name) | CONTACT (Cell #) | SIGNATURES  |
|-------|-------------------------|--------------------|------------------|-------------|
| 1     | MOC                     | TACCI              | 0300-8225924     | [Signature] |
| 2     | [Handwritten Name]      | [Handwritten Name] | 03452317951      | [Signature] |
| 3     | /                       | /                  | /                | /           |
| 4     | /                       | /                  | /                | /           |
| 5     | /                       | /                  | /                | /           |
| 6     | /                       | /                  | /                | /           |
| 7     | /                       | /                  | /                | /           |
| 8     | /                       | /                  | /                | /           |
| 9     | /                       | /                  | /                | /           |
| 10    | /                       | /                  | /                | /           |

Loudly announced bid information of bidders:

| S.No. | Name of Firms        | Bid Value in PKR. | Bid Security in PKR | Bidder's Signatures |
|-------|----------------------|-------------------|---------------------|---------------------|
| 1     | Imtiaz Khan Cleaning | Rs=1380,000/-     | Rs=45000/-          | [Signature]         |
| 2     | M.A.H                | Rs=118,5000/-     | Rs=35,556/-         | [Signature]         |
| 3     | /                    | /                 | /                   | /                   |
| 4     | /                    | /                 | /                   | /                   |
| 5     | /                    | /                 | /                   | /                   |
| 6     | /                    | /                 | /                   | /                   |
| 7     | /                    | /                 | /                   | /                   |
| 8     | /                    | /                 | /                   | /                   |
| 9     | /                    | /                 | /                   | /                   |
| 10    | /                    | /                 | /                   | /                   |

[Signature]  
18/2/2016  
Procurement Department

[Signature]  
18/2/16  
[Signature]  
18/2/2016  
Admin. Department



SINDH EDUCATION FOUNDATION

Government of Sindh,

MEMBERS OF PURCHASE COMMITTEE

Sign: \_\_\_\_\_

**Mr. Muhammad Ashraf**  
Deputy Director Finance,  
Member of Purchase Committee,  
Sindh Education Foundation,  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Nisar Ahmed Banbhan**  
Deputy Director (MAP)  
Secretary Purchase Committee  
Sindh Education Foundation.  
Government of Sindh.

Sign: \_\_\_\_\_

**Mr. Fazal Karim Khatri**  
Director (KMTC)  
Chairman Purchase Committee  
Sindh Education Foundation  
Government of Sindh



# SINDH EDUCATION FOUNDATION



## MINUTES

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

The Purchase Committee Meeting, SEF, Karachi was held at 03:30 P.M on 18<sup>th</sup> February 2016 in the conference room, at Head Office, Sindh Education Foundation, Govt. of Sindh, Karachi.

#### AGENDA:

Tender opened of Office Cleaning/Washing Services (Tender # SEF/NP/15-16/23).

(18<sup>th</sup> February 2016)

#### PARTICIPANTS:

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

| S.No. | NAME OF OFFICERS       | DESIGNATION                 | AUTHORITY                         | ATTENDANCE |
|-------|------------------------|-----------------------------|-----------------------------------|------------|
| I     | Mr. Fazal Karim Khatri | Director, KMTC              | Chairman, Purchase Committee, SEF | Present    |
| II    | Mr. Nisar Bahanbhan    | Deputy Director MAP SEF     | Secretary Purchase Committee, SEF | Present    |
| III   | Mr. Muhammad Ashraf    | Deputy Director Finance SEF | Member Purchase Committee, SEF    | Present    |

Following firm participated in above meeting:

| S.No. | NAME OF FIRM                        |
|-------|-------------------------------------|
| a)    | M/s. Imtiaz Khan Cleaning Services. |
| b)    | M/s. Max Pest & Janitorial Company  |

#### DICUSSION / DECISION:

- The meeting was commenced with the tender box opening permission given by Secretary Purchase Committee SEF.
- Only Two sealed envelopes were found in the box, which opened in front of all meeting members.
- After opening of envelop the bid value announced loudly in **Rs.1,380,000/-** (One Million Three Hundred & Eighty Thousand Only) with bid security amount offered in **Rs.45000/-** (Forty Five

*[Handwritten signatures and dates: 07/03/16]*

Thousand Rupees Only) vide pay order #01195083 & Bank is BANK AL HABIB Limited, Clifton Branch offered by **M/s. Imtiaz Khan Cleaning Services.**

- After opening of envelope the bid value announced loudly in **Rs1,185,000/=**(One Million One Hundred & Eighty Five Thousand only) with bid security amount offered in **Rs.35,556/-** (Thirty Five Thousand Five Hundred & Fifty Six Rupees only) vide pay order #DRA/1004090/367702 & Bank is BANK ISLAMI PAKISTAN LIMITED, Al Hilal Society Branch Karachi offered by **M/s.Max Pest & Janitorial Company.** After reviewed the documents, the Purchase Committee recommended to call the remaining documents from vendors. The Max Pest & Janitorial Company is not able to provide the sales/service tax return and five months bank statement. Hence it is recommended to disqualify. Secretary has handed over all related documents & papers to Purchase committee for further necessary process.

**Minutes recorded by:**

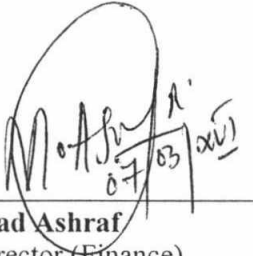


**Acting Deputy Director,  
Procurement Department  
SEF, Govt. of Sindh**

**SIGNED:**

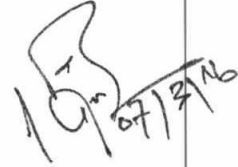
Sign: \_\_\_\_\_

**Muhammad Ashraf**  
Deputy Director (Finance),  
(Member Purchase Committee)  
SEF, Govt. of Sindh



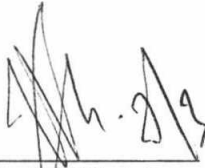
Sign: \_\_\_\_\_

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



Sign: \_\_\_\_\_

**Fazal Karim Khatri**  
Director, KMTC,  
Chairman Purchase Committee,  
SEF, Govt. of Sindh.



**SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH**

**TECHNICAL CRITERIA OF CLEANING/WASHING SERVICES**

Tender # SEF/NP/15-16/23

Tender Opening Date: 18th February, 2016.

| S # | IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS  | M/s. Max Pest & Janitorial Company       | M/s. Imtiaz Khan Cleaning Services |
|-----|--|--|------------------------------------|
|     | <b>Technical Bid Maximum Score</b>   |  |                                    |
|     | Comprises following criteria of marking  |  |                                    |
| 1   | 05 year experience in Cleaning/Washing Services field (evidence required).<br>At least five copies of Purchase orders / Contract are requiring along with three copies of satisfactory report.   | Yes                                      | Yes                                |
| 2   | Minimum Turnover is Rs. 1.00. Million per annum in the same field of Cleaning/Washing Services. For Evidence documents require:<br>Latest twelve month bank statement required duly attested by Bank Manager.  | Only Seven month bank statement provided | Attached                           |
| 3   | List of litigations with the clients (If any) and nature of Litigations & Affidavit @ 50/- rupees stamp/bond paper attested by Oath Commissioner / First class Magistrate that the firm has never been blacklisted.<br>Have registration with relevant Tax & Sale Tax Department of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are required:<br>Copy of sales/services tax return required for last three months duly acknowledge by SRB/ITD.(must) | Yes                                      | Yes                                |
| 4   | Copy of sales/services tax registration certificate required.(must)<br>Copy of National Tax Registration certificate required (must)<br>Copy of Tax exemption certificate required.(if applicable)   | Not Provided<br>Yes<br>Yes               | Yes<br>Yes<br>Yes                  |

Note: 1) The Max Pest & Janitorial Company is not able to provide the copy of Sales/Service tax return & five month bank statement. Hence it is recommended to disqualify M/s. Max Pest & Janitorial Company.

Muhamma Ashraf  
Deputy Director Finance  
Member PC  
Sindh Education Foundation  
Govt. of Sindh

Nisar Baubhan  
Deputy Director MAP  
Secretary PC  
Sindh Education Foundation  
Govt. of Sindh

Fazal Karim Khatri  
Director (KMTC)  
Chairman PC  
Sindh Education Foundation  
Govt. of Sindh

| Item Description  | Validity of Bid<br>(In Nos. of Months) | Location                         | M/s. Imtiaz Khan Cleaning Services. |                               | M/s. Max Pest & Janitorial Company. |                               |
|---|--|----------------------------------|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------|
|   |  |                                  | Unit Price<br>All Inclusive         | Total Amount<br>All Inclusive | Unit Price<br>All Inclusive         | Total Amount<br>All Inclusive |
| <b>CLEANING/WASHING SERVICES OF SEF HEAD OFFICE BUILDING 1 &amp; II</b><br><br>3 Workers at least present in each office from 5.00pm to 9.00pm for cleaning.<br>Dusting of Doors, F&F (Tables, Chairs, Windows, doors, mirrors etc),<br>Seat & Mirror wash (Soak-wet), washroom cleaning/mop, Gardening & up-keep of vases (Garniaas) like coloring, Cleaning/mopping of Floors with Surf/Finiale, Cleaning/mopping of Stairs (Soak-wet), Cleaning/mopping of washrooms, Cleaning/Dusting of equipment.<br><br><b>Daily Routines:</b><br>Coloring on dirty walls as per requirement<br><b>Monthly Routines:</b><br>Water tank cleaning (Ground + Roof top) on yearly basis.<br>Fumigated/Chemical cleaning of office (include all kinds of pesticides & Insecticides), Once in a year or/8 as per requirement.<br><br><b>Obligation/Note for the potential vendor:</b><br>All kinds of cleaning material/stuff (insecticides/pesticides/Air-fresheners) shall be provided by the contractor/vendor. | 12                                     | SEF HEAD OFFICE (BUILDING 1 & 2) | 115,000                             | 1,380,000                     | 98,750                              | 1,185,000                     |
| <b>TOTAL AMOUNT (ALL INCLUSIVE TAXES)</b>   |  |                                  | 115,000                             | 1,380,000                     | 98,750                              | 1,185,000                     |

**Note:**

- As per the Financial Evaluation the Max Pest & Janitorial Company is the Lowest bidder <sup>per</sup> As Purchase Committee remarks, the Max Pest & Janitorial Company is not able to provide the copy of Sales/service tax return and Five months bank Statement. Hence it is recommended to disqualify the vendor.
- After technically disqualify the lowest bidder, the second lowest bidder M/s. Imtiaz Khan Cleaning Services has recommended to award the contract.

**MEMBERS OF PURCHASE COMMITTEE (SEF)**

Mr. Muhammad Ashraf  
Deputy Director (Finance)  
Member PC  
Sindh Education Foundation  
Govt. of Sindh

Mr. Nisar Banbhan  
Deputy Director (MAP)  
Secretary PC  
Sindh Education Foundation  
Govt. of Sindh

Mr. Fazal Karim Khatri  
Director General (KMT)  
Chairman PC (SEF)  
Sindh Education Foundation  
Govt. of Sindh

APPROVED BY

Ms. Nabeed S. Durrani  
Managing Director  
Sindh Education Foundation  
Govt. of Sindh

*Because of Reason given by the committee, the second lowest bidder is approved.*

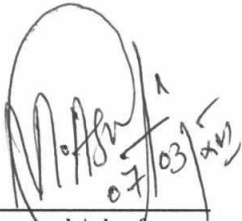
*18/02/2016*



## Bid Evaluation Report

1. Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)
2. Tender Reference No: SEF/NP/15-16/23.
3. Tender Description/Name of work/item: Office Cleaning/ Washing Services.
4. Method of Procurement: SINGLE STAGE ONE ENVELOPE.
5. Tender Published: SPPRA ID # 2147483647 (27-01-2016)  
*Print & Electronic Media (SPPRA ID No. with dates)*  
*(Awami Awaz sindi 26/01/2016, Dawn English 27/01/2016 & Jang Urdu 26/01/2016)*
6. Total Bid documents Sold: 02
7. Total Bids Received: Two Bids Received.
8. Technical Bid Opening date: (if applicable) 18<sup>th</sup> February, 2016.
9. No. of Bid technically qualified (if applicable): One.

| S No | Name of Firm or Bidder             | Total Bid, Cost offered by the Bidder | Ranking in terms of cost | Comparison with Estimated cost | Reasons for acceptance/ rejection                                | Remarks                                |
|------|------------------------------------|---------------------------------------|--------------------------|--------------------------------|--|--|
| 0    | 1                                  |                                       | 3                        | 4                              | 5  | 6                                      |
| 1    | M/s. Imtiaz Khan Cleaning Services | 1,380,000                             | 2nd Lowest               | 1.5 Million                    | Accepted because, the firm is found Technically qualified        | Recommended to award the contract.     |
| 2    | M/s. Max Pest & Janitorial Company | 1,185,000                             | 1st Lowest               | 1.5 Million                    | Not Accepted because, the firm is found Technically disqualified | Not Recommended to award the contract. |



**Muhammad Ashraf**  
Deputy Director Finance  
Member P. C.  
Sindh Education Foundation  
Govt. of Sindh



**Nisar Ahmed Banbhan**  
Deputy Director MAP Unit  
G. Secretary P. C.  
Sindh Education Foundation  
Govt. of Sindh



**Fazal Karim Khatri,**  
Director KMTC  
Chairman P. C.  
Sindh Education Foundation,  
Govt. of Sindh.



**Sindh  
Education  
Foundation**



**Government of Sindh**

Date: 21-08-2014

Ref: SEF/928/2014

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

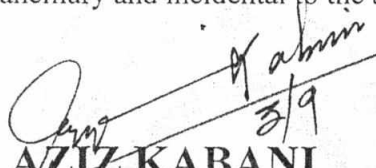
**TO: ALL CONCERNED**

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   | <b>MR. FAZAL KARIM KHATRI</b><br>Director General Karachi Mass Transit Cell<br>at Karachi Metropolitan Corporation<br>(Chairman of Committee) |
| 2   | <b>MR. MUHAMMAD ASHRAF</b><br>Deputy Director FRFFM<br>(Member of Committee)  |
| 3   | <b>MR. NISAR AHMED BANBHAN</b><br>Deputy Director Marketing, Advocacy & Promotion<br>(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 PUBLIC PROCUREMENT REGULATORY AUTHORITY**

**CONTRACT EVALUATION FORM**

**TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF  
WORKS, SERVICES & GOODS**

- 1) NAME OF THE ORGANIZATION / DEPTT. Sindh Education Foundation Govt. Of Sindh
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Government of Sindh
- 3) TITLE OF CONTRACT Tender Notice for Cleaning/Washing Service of SEF
- 4) TENDER NUMBER SEF/NP/15-16/23
- 5) BRIEF DESCRIPTION OF CONTRACT Cleaning/Washing Services of SEF Head Office
- 6) FORUM THAT APPROVED THE SCHEME Senior Management
- 7) TENDER ESTIMATED VALUE PKR. 1,500,000/-
- 8) ENGINEER'S ESTIMATE N/A  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 9th May, 2017
- 10) TENDER OPENED ON (DATE & TIME) 18th February, 2016 at time 03.30 pm
- 11) NUMBER OF TENDER DOCUMENTS SOLD 02  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 02
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 02
- 14) BID EVALUATION REPORT (Enclosed a copy)  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Imliaz Khan Cleaning washing
- 16) CONTRACT AWARD PRICE PKR.1,380,000/=
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 2nd Lowest

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE  Local  Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

Managing Director

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT \_\_\_\_\_

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

|     |                            |
|-----|----------------------------|
| Yes | SPPRA SN#26263(27-01-2016) |
| No  |                            |

ii) News Papers  
(If yes, give names of newspapers and dates)

|     |   |
|-----|---|
| Yes | Daily Dawn English 27/01/16 & Awami<br>Awaz Sindhi, Daily Jang Urdu on 26/01/16 |
| No  |   |

22) NATURE OF CONTRACT

|                    |                                     |      |                          |
|--------------------|-------------------------------------|------|--------------------------|
| Domestic/<br>Local | <input checked="" type="checkbox"/> | Int. | <input type="checkbox"/> |
|--------------------|-------------------------------------|------|--------------------------|

23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED  
BID / BEST EVALUATED BID (in case of Consultancies)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT  
THE TIME OF OPENING OF BIDS?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF  
CONTRACT?  
(Attach copy of the bid evaluation report)

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

|     |    |
|-----|----|
| Yes |    |
| No  | No |

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

|     |    |
|-----|----|
| Yes |    |
| No  | No |

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

|     |    |
|-----|----|
| Yes |    |
| No  | No |

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

|     |    |
|-----|----|
| Yes |    |
| No  | No |

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

|     |                          |    |                                     |
|-----|--------------------------|----|-------------------------------------|
| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|--------------------------|----|-------------------------------------|

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

|     |                                     |    |                          |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|

38) SPECIAL CONDITIONS  
(If yes, give Brief Description)

|     |    |
|-----|----|
| Yes |    |
| No  | No |

Signature & Official Stamp of  
Authorized Officer



**FOR OFFICE USE ONLY**

***SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi***  
***Tele: 021-9205356; 021-9205369 & Fax: 021-9206291***

Print

Save

Reset

## Bid Evaluation Report

Name of Procuring Agency: Sindh Education Foundation (Govt. of Sindh)

2. Tender Reference No: SEF/NP/15-16/23.

3. Tender Description/Name of work/item: Office Cleaning/ Washing Services.

4. Method of Procurement: SINGLE STAGE ONE ENVELOPE.

5. Tender Published: SPPRA ID # 2147483647 (27-01-2016)

*Print & Electronic Media (SPPRA ID No. with dates)*

*(Awami Awaz sindi 26/01/2016, Dawn English 27/01/2016 & Jang Urdu 26/01/2016)*

6. Total Bid documents Sold: 02

7. Total Bids Received: Two Bids Received.

Technical Bid Opening date: (if applicable) 18<sup>th</sup> February, 2016.

No. of Bid technically qualified (if applicable): One.

| S No | Name of Firm or Bidder             | Total Bid, Cost offered by the Bidder | Ranking in terms of cost | Comparison with Estimated cost | Reasons for acceptance/ rejection                                | Remarks                                |
|------|------------------------------------|---------------------------------------|--------------------------|--------------------------------|--|--|
| 0    | 1                                  |                                       | 3                        | 4                              | 5  | 6                                      |
| 1    | M/s. Imtiaz Khan Cleaning Services | 1,380,000                             | 2nd Lowest               | 1.5 Million                    | Accepted because, the firm is found Technically qualified        | Recommended to award the contract.     |
| 2    | M/s. Max Pest & Janitorial Company | 1,185,000                             | 1st Lowest               | 1.5 Million                    | Not Accepted because, the firm is found Technically disqualified | Not Recommended to award the contract. |



Muhammad Ashraf  
Deputy Director Finance  
Member P. C.  
Sindh Education Foundation  
Govt. of Sindh



Nisar Ahmed Banbhan  
Deputy Director MAP Unit  
G. Secretary P. C.  
Sindh Education Foundation  
Govt. of Sindh



Fazal Karim Khatri,  
Director KMTC  
Chairman P. C.  
Sindh Education Foundation,  
Govt. of Sindh.

G548019

11/5/2016 4050 298



**RODAN ALI SHAIKH STAMP VENDOR**  
 Licence # 87, Room # 16, 3rd Floor  
 Fortiswala Building, 2nd Avenue, Karachi  
 No. 18840  
 ISSUED TO WITH ADDRESS: HASAN YAR KHAN DILAL  
 MEDICAL WITH ADDRESS: ADVOCATE  
 PURPOSE: 100/-  
 VALUE AS: ATTACHED  
 VENDOR SIGNATURE: [Signature]

05 MAY 2016

RUPEES ONE HUNDRED ONLY

### CONTRACT

THIS AGREEMENT made the 10<sup>th</sup> day of May 2016 between [Sindh Education Foundation Govt. of Sindh] of [Karachi] (hereinafter called "the Procuring agency") of the one part and [M/s. Imtiaz Khan Cleaning washing] of [Karachi, Pakistan] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for [Cleaning Washing] against Tender published dated January 27<sup>th</sup> 2016 in SPPRA website and bid was opened on 18<sup>th</sup> February, 2016, and accepted a bid by the Supplier for services. Contract value in PKR.1,380,000/= (Average Rate Rs.115, 000/= per month) [Thirteen Lac & Eighty Thousand Rupees Only] (hereinafter called "the Contract Price"); the contract period is for Twelve Months and will effect from 10<sup>th</sup> May, 2016 to 9<sup>th</sup> May, 2017.

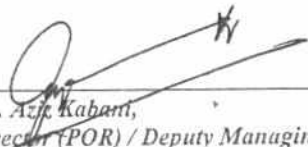
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

For and on behalf of [Employer]

*Sindh Education Foundation Govt. of sindh.*

  
\_\_\_\_\_  
Mr. Aziz Kabani,  
Director (POR) / Deputy Managing Director,

For and on behalf of [Service Provider]

*M/s. Imtiaz Khan Cleaning Washing Services.*

Mr. Imtiaz Khan,  
Proprietor,

  
**IMTIAZ KHAN**  
**CLEANING SERVICES**  
Proprietor







**Sindh  
Education  
Foundation**



Government of Sindh

No. \_\_\_\_\_

(PROCUREMENT DEPARTMENT)

Dated: 10-05-2016

**SAY NO TO CORRUPTION**

To,  
**Mr. Imtiaz Khan,**  
Proprietor,  
M/s. Imtiaz Khan Cleaning Services,  
Shop No. G-59, Marina Shopping Mall,  
Block No. 2, Clifton,  
Karachi, Pakistan.

**SUBJECT: Letter of Award the Contract for Tender Notice for Cleaning/Washing Service of SEF Head Office (SEF/NP/15-16/23).**

With reference to above subject, we are pleased to inform you that your submitted bid has been found first lowest and accepted at following detail and price.

**Description:** Cleaning/Washing Services of SEF Head Office

**Bid Price:** PKR. 1,380,000/- (including of all taxes)

2. Therefore now we would like to share our draft of contract for your review, kindly return us within a week along with your confirmation of acceptance letter and further get immediate visit to our Head Office for any prior preparation work.
3. After signing of contract, please contact to our Procurement Department and arrange 5% performance security too within given time.

Acting Deputy Director

(Procurement)

Enclosure: As stated above

A copy is forwarded for information to:

Director (Admin & IT), SEF.  
P.S to MD, SEF.  
Master File.

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 99251652



**SINDH EDUCATION FOUNDATION  
GOVT. OF SINDH**

PLOT NO.21, BLOCK-7/8, OVERSEAS HOUSING, AMEER KHUSRO ROAD  
KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 99251652



We .....  
the ur .....

**Price Schedule in Pak. Rupees**

Name of Bidder Imtiaz Khan cleaning service IFB Number . Page of .

*To be filled in Annex-A attached herewith*

*(Amount in PKRs)*

| 1    | 2   | 3                 | 4        | 5                                       | 6                      | 7   |
|------|---|-------------------|----------|---|------------------------|---|
| Item | Description   | Country of origin | Quantity | Unit price DDP/EXW named place          | Total DDP/EXW per item | Unit price of Delivered duty paid (DDP) / (EXW) to final destination plus price of other incidental services if required <sup>3</sup> |
| 01   | CLEANING/WASHING SERVICES<br><br>(As per Technical specification sheet) | Karachi           |          | Rs. 115000/= Per month Service charges. |                        | Rs. 115000/= Per month Service charges with Labours and Material  |

*ALL INCLUSIVE TAXES -*

**GRAND TOTAL**  
(Inclusive of all kinds of taxes, transportation & other service charges) Rs. 115000/= x 12 = 1380000

Grand Total amount in Words: Rupees thirteen lakh eighty thousand

3% Security amounting to Rs. 45000/= yearly / month working 6 months in labour continue month working  
Imp: Saturday and Sunday jernal working with cut absent

**IMTIAZ KHAN  
CLEANING SERVICES**

Proprietor



**SINDH EDUCATION FOUNDATION  
GOVT. OF SINDH**

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD  
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## Section IV. Schedule of Requirements



**SINDH EDUCATION FOUNDATION  
GOVT. OF SINDH**

PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD  
KARACHI, PAKISTAN.

Phone: (92-21) 34169141-5, FAX #: (92-21) 99251652

## **SCHEDULE OF REQUIREMENTS**

### **CLEANING/WASHING SERVICES OF SEF HEAD OFFICE**

SEF Head office (Building 1&2) in Karachi should be covered in this service, the required services should cover the following works to be carried out under the tender:

#### **Daily Routines:**

- 3 Workers at least present in each office from 5.00pm to 9.00pm for cleaning
- Dusting of Doors, F&F (tables, Chairs, Windows, doors, mirrors etc.),
- Seat & Mirror wash (Soak-wet),
- Washroom cleaning/mop,
- Gardening & up-keep of Vases (Gamlaas) like coloring,
- Cleaning/moping of Floors with Surf/Finnaile,
- Cleaning/moping of roofs,
- Cleaning/moping of Stairs (Soak-wet),
- Cleaning/moping of washrooms,
- Cleaning/Dusting of equipment,

#### **Monthly Routines:**

- Coloring on dirty walls as per requirement.

#### **Yearly Routines:**

- Water tank cleaning (Ground + Roof top) **on yearly basis**,
- Fumigated/Chemical cleaning of office (Include all kinds of pesticides & Insecticides),  
Once in a year or/& as per requirement.

#### **Obligation/Note for the potential vendor:**

All kinds of cleaning material/stuff (insecticides/pesticides/Air-fresheners) shall be provided by the contractor/vendor.

OF

The Procuring agency must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of letter of credit, or the date of confirmation of the Letter of Credit, as appropriate. **Initial Contract shall be of 12 months may be extendable as per conditions of contract.** The Bid Form should include only a cross-reference to this Schedule.

*Signature*  
**EMT  
CLEANING**  
Proprietor