



SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



ATTENDANCE SLIP FOR THE TENDER OPENING MEETING

Date & Time: **18 October, 2017 & 3:30 pm**

Agenda: Tender opening for **Cleaning/Washing Services for SEF Head Office (Building 1&2) & Regional office Karachi** Tender No. SEF/NP/17-18/18 on **18th October, 2017 at 3:30 pm.**

Tender form sold: Five (5)

MEMBERS OF PURCHASE COMMITTEE

S.No.	NAME OF OFFICERS	DESIGNATION	AUTHORITY	SIGNATURE
	Mr. Muhammad Abdullah Abbasi	Director Admin & IT-SEF	Chairman P. C-SEF	
ii	Mr. Muhammad Ashraf	Deputy Director FR/FFM, Finance Department-SEF	Secretary/Member P. C-SEF	
iii	Mr. Shabtab Naseem ul Haq,	Section Officer (O & M-I), SGA&CD	Member P.C-SEF.	
iv	Mr. Shahnawaz Ali Khan	Acting Deputy Director Procurement-SEF	Coopted Member P. C-SEF.	



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Tender form sold: Five (5)

Following Firms participated in the bid.

S. No	NAME OF FIRM PARTICIPATED/ OWNER	ATTENDED BY (Name & Designation)	CONTACT NO/ EMAIL	SIGNATURES
1	MDF	M. AMJAD	0300-8235924	[Signature]
2	MASTER MUEE TECH	M. AMJAD	0312-2284839	[Signature]
3	مستر مبین	M. AMJAD	0345 2317951	[Signature]
4	M. MOHSA VISION Enterprises	M. MOHSA	0300227265	[Signature]
5				
6				
7				



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Tender form sold: Five (5)

Loudly announced bid information of bidders:

S. No.	Name of Firms	Bid Value in PKR.	Bid Security in PKR	Bidder's Signatures
	Imtiyaz Khan Cleaning Services	1 st year Rs = 1,440,000/- 2 nd year Rs = 2,268,000/- 3 rd year Rs = 2,058,065/-	Rs = 45,000/-	
2	vision Enterprises.	1 st year = 1665,000/- 2 nd year = 2375,400/- 3 rd year = 2328,150/-	Rs = 67,800/-	
3	Master Multi-Tech	1 st year = 20,17,800/- 2 nd year = 2,832,000/- 3 rd year = 2,725,800/-	Rs = 85,000/-	
4	Max Pest & Janitorial Company	1 st year = 114,000/- 2 nd year = NIL 3 rd year = NIL	Rs = 41,100/-	
5				
6				
7				

Note:
M/s Max Pest & Janitorial Company did not quote complete financial bid. Hence the bidder is disqualified due to non responsive bidder.

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Document Reference No. SEF/Procurement/Minutes/17-18/16

MINUTES OF THE PURCHASE COMMITTEE MEETING HELD ON WEDNESDAY

18 OCTOBER, 2017, 3:30 PM

- Agenda: 1). Cleaning/Washing Services for SEF Head Office (Building 1&2) & Regional office Karachi Tender no. SEF/NP/17-18/18 on **18.10.2017 at 3:30 pm (SPPRA ID no. 34616)**.
- 2). Rent Basis SEF Office at Khairpur Tender no. SEF/NP/17-18/20 on **18.10.2017 at 4:00 pm (SPPRA ID no. 34616)**.
- 3). Discussion over reply received from SPPRA vide letter no. **A.D(A)/SPPRA/34123/2016-17/1087 and A.D(A)/SPPRA/34054/2016-17/1085**.

PARTICIPANTS:

The following members participated in the meeting of above mentioned agendas':

S.No.	NAME OF OFFICERS	DESIGNATION	AUTHORITY
i	Mr. Muhammad Abdullah Abbasi	Director (General Administration and coordination & IT)-SEF	Chairman P. C-SEF
ii	Mr. Muhammad Ashraf	Deputy Director (FR/FFm Finance Audit & Accounts)-SEF	Secretary/Member P. C-SEF
iii	Mr. Shabtab Naseem Ul Haq,	Section Officer (O&M-I) Services, GA&CD	Member P.C-SEF.
iv	Mr. Shahnawaz Ali Khan	Acting Deputy Director Procurement-SEF	Coopted Member P. C-SEF.
v	Mr. Muhammad Adnan	Deputy Director, General Administration and coordination	Chairman T.C (for Agenda 2) and Coopted Member P.C for (Agenda-1)
vi	Mr. Aneel Ahmed Memon	Acting Assistant Director, Administration coordination	Member T.C (for Agenda 2) and Coopted Member P.C for (Agenda-1)
vii	Mr. Syed Danish Ahmed	Acting Assistant Director, Administration coordination	Coopted Member P.C for (Agenda-1)

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AGENDA WISE PROCEEDING AND DISCUSSION:

AGENDA NO.	AGENDA	DECISION			
		Sr. no	Bidder Name	Bid Value	Bid Security
1	Cleaning/Washing Services for SEF Head Office (Building 1&2) & Regional office Karachi Tender no. SEF/NP/17-18/18 on 18.10.2017 at 3:30 pm (SPPRA ID no. 34616).	1	M/s. Imtiaz Khan Cleaning Services	1 st year Rs. 1,440,000/-	Rs. 45,000/-
				2 nd Year Rs. 2,268,000/-	
				3 rd year Rs. 2,058,065/-	
				Total Rs. 5,766,065/-	
		2	Vision Enterprises	1 st year Rs. 1,665,000/-	Rs. 67,800/-
				2 nd Year Rs. 2,375,400/-	
				3 rd year Rs. 2,328,150/-	
				Total Rs. 6,368,550/-	
		3	M/s. Master Multi-Tech	1 st year Rs. 2,017,800/-	Rs. 85,000/-
				2 nd Year Rs. 2,832,000/-	
				3 rd year Rs. 2,725,800/-	
				Total Rs. 7,575,600/-	
		4	M/s. MaxPest & Janitorial Company	1 st year Rs. 114,000/-	Rs. 41,100/-
				2 nd Year NIL	
				3 rd year NIL	
				Total Rs. 114,000/-	
Sealed Financial proposal of the aforementioned firms were opened and financial bids of the bidders were loudly announced by Secretary Purchase Committee. Whereas, M/s. Max Pest & Janitorial Company did not quote complete Financial bid. Hence, the bidder is disqualified due to non-responsive bidder.					



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		Sr. no	Bidder Name	Bid Value	Bid Security
2	Rent Basis SEF Office at Khairpur Tender no. SEF/NP/17-18/20 on 18.10.2017 at 4:00 pm (SPPRA ID no. 34616).	1	Mr. Irshad Ahmed Memon	Rs. 1,485,000/-	NIL
		2	Ms. Ghazala Shaheen	Rs. 1,540,000/-	Rs. 3000/-
		3	Mr. Mohram Ali Khaskheli	Rs. 1,430,000/-	Rs. 3000/-
		Sealed Financial proposal of the aforementioned firms were opened and financial bids of the bidders were loudly announced by Secretary Purchase Committee. Whereas, Mr. Irshad Ahmed Memon was declared disqualify by the Purchase Committee-SEF due to non-submission of bid security.			
3.	Discussion over reply received from SPPRA vide letter no. A.D(A)/SPPRA/34123/2016-17/1087 Tender for Health Insurance for SEF Employees, their Spouse, Children and Parents Ref no. SEF/NP/17-18/07 & Life Insurance for SEF Employees Ref no. SEF/NP/17-18/08 and A.D(A)/SPPRA/34054/2016-17/1085 Tender for Procurement of 200 & 40 KVA Diesel Generators Ref No. SEF/NP/17-18/13	Referring to letter no: A.D(A)/SPPRA/34123/2016-17/1087: Since the matter was not asked to be referred to SPPRA in view of clear cut definition as mentioned in the bidding document. It is therefore, proposed the reply may please be submitted to concerned whom directed. Referring to letter no: A.D(A)/SPPRA/34054/2016-17/1085: The Purchase Committee-SEF has already final the case in the light of SPPRA Rules.			



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MEMBERS OF PURCHASE COMMITTEE

Danish Ahmed
Mr. Syed Danish Ahemd
Acting Assistant Director,
General Administration and coordination
Coopted Member P.C for (Agenda-1)
Sindh Education Foundation
Govt. of Sindh.

M. Muhammad Adnan
Mr. Muhammad Adnan
Deputy Director
General Administration and coordination
Chairman T.C (for Agenda 2) and Coopted
Member P.C for (Agenda-1)
Sindh Education Foundation
Govt. of Sindh

Aneel Ahmed Memon
Mr. Aneel Ahmed Memon
Acting Assistant Director,
General Administration and coordination
Member T.C (for Agenda 2)
Sindh Education Foundation
Govt. of Sindh.

Shabtab Naseem Ul Haq
Mr. Shabtab Naseem Ul Haq,
Section Officer (O&M-I), SGA&CD.
Member of P.C. SEF
Sindh Education Foundation,
Government of Sindh

Shahnawaz Ali Khan
Mr. Shahnawaz Ali Khan
Acting Deputy Director-Procurement
Co-opted Member
Sindh Education Foundation
Govt. of Sindh

M. Muhammad Ashraf
Mr. Muhammad Ashraf
Deputy Director FFM/FR-SEF
(Secretary/ Member P.C)
Sindh Education Foundation
Govt. of Sindh

M. Muhammad Abdullah Abbasi
Mr. Muhammad Abdullah Abbasi
Director (General Administration/
coordination)
Chairman Purchase Committee
Sindh Education Foundation
Government of Sindh.

Sindh Education Foundation

ELIGIBILITY CRITERIA FOR CLEANING/WASHING SERVICES FOR SEF HEAD OFFICE (BUILDING 1&2) & REGIONAL OFFICE KARACHI ITB No. SEF/NP/17-18/18
Tender Opening Date: 18 October, 2017

S. No.	IMPORTANT PRE-QUALIFICATION / ASSESSMENT POINTS	M/s. Imtiaz Khan Cleaning Services	M/s. Vision Enterprises	M/s. Master Multi-Tech
1	5 Year experience in Cleaning/Washing Services field (evidence required). • At least last 5 copies of Purchase orders / Contract are required.	YES	YES	YES
2	Minimum Turnover is Rs. 01 Million per annum in the same field of Cleaning/Washing Services. For evidence documents require: • Latest twelve months Bank Statement required.	YES	YES	YES
3	List of litigations with the clients (If any) and nature of Litigations & Affidavit @ 50/- rupees stamp/Bond paper that the firm has never been blacklisted.	YES	YES	YES
4	Have registration with relevant Tax & Sale Tax Departments of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are required: • Copy of sales/Services tax Registration Certificate required (must)	YES	YES	YES
	• Copy of National Tax Registration Certificate required (must)	YES	YES	YES
	• Copy of Tax Exemption Certificate required (if applicable)	NO	NO	NO

Note:
 The Purchase Committee-SEF found four (4) bidders participated in the tender. Whereas, M/s. Max Pest & Janitorial Company did not quote complete Financial bid. Hence, M/s. Max Pest & Janitorial Company has been disqualified due to non-responsive bidders.
 M/s. Imtiaz Khan Cleaning Services M/s. Vision Enterprises and M/s. Master Multi-Tech were found eligible and recommended by Purchase Committee for further process.

MEMBERS OF PURCHASE COMMITTEE (SEF)

Sign: 

Mr. Syed Danish Ahmed

Acting Assistant Director, Administration coordination

Co-opted Member P.C.SEF
 Sindh Education Foundation,
 Govt. of Sindh

Sign: 

Mr. Muhammad Ashraf

Deputy Director, FR/FFM (Finance Department-SEF)

Secretary/ Member P.C.SEF
 Sindh Education Foundation
 Govt. of Sindh

Sign: 

Mr. Muhammad Adnan

Deputy Director, General Administration and coordination

Co-opted Member P.C.SEF
 Sindh Education Foundation
 Govt. of Sindh

Sign: 

Mr. Abdullah Abbasi

Director General Administration & Coordination and I.T

Chairman Purchase Committee
 Sindh Education Foundation
 Govt. of Sindh

Sign: 

Mr. Shahanawaz Ali Khan

Acting Deputy Director Procurement

Co-opted Member P.C.SEF
 Sindh Education Foundation
 Govt. of Sindh

Sign: 

Mr. Shabtab Naseem Ul Haq

Section Officer (O&M-I), SGA&CD.

Member of P.C. SEF
 Sindh Education Foundation,
 Govt. of Sindh

Subject of Copy to all members as per...



Sindh Education Foundation Government of Sindh



SINDH EDUCATION FOUNDATION GOVERNMENT OF SINDH

FINANCIAL COMPARISON FOR CLEANING/WASHING SERVICES FOR SEF HEAD OFFICE (BUILDING 1&2) & REGIONAL OFFICE KARACHI ITB No. SEF/NP/17-18/18

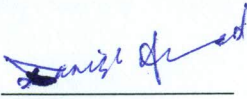
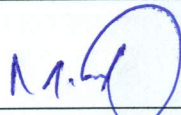
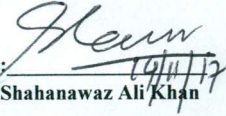
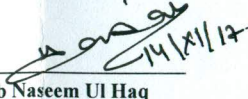
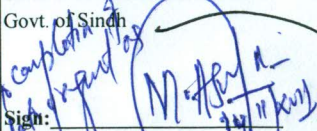
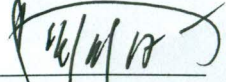
Tender Opening Date: 18 October, 2017

Tender Description	M/s. Vision Enterprises		M/s. Master Multi-Tech	
	Per month Rate	Total Bid Price (All Inclusive)	Per month Rate	Total Bid Price (All Inclusive)
Cleaning Washing Janitorial Services (October, 2017 - 30th June, 2017)	185,000	1,665,000	224,200	2,017,800
Cleaning Washing Janitorial Services (1st July 2018, 2017 - 30th June, 2019)	197,950	2,375,400	236,000	2,832,000
Cleaning Washing Janitorial Services (1st July, 2019 - 9th May, 2020)	211,650	2,328,150	247,000	2,725,800
Total Amount all inclusive		6,368,550		7,575,600

Note: The Purchase Committee found Three (3) Bidders eligible. Whereas, M/s. Imtiaz Khan Cleaning Services was found non responsive bidder due to submitting bid security amount of Rs. 45000/- for 8 months against initial year bid. Whereas, the bid was called for 9 months for initial year.

Hence, it is recommended by the Purchase Committee to award Contract to M/s. Vision Enterprises (lowest Evaluated bidder).

MEMBERS OF PURCHASE COMMITTEE (SEF)

Sign:  Mr. Syed Danish Ahmed Acting Assistant Director, Administration coordination Co-opted Member P.C.SEF Sindh Education Foundation, Govt. of Sindh	Sign:  Mr. Muhammad Adnan Deputy Director, General Administration and coordination Co-opted Member P.C.SEF Sindh Education Foundation Govt. of Sindh	Sign:  Mr. Shahanawaz Ali Khan Acting Deputy Director Procurement Co-opted Member P.C.SEF Sindh Education Foundation Govt. of Sindh	Sign:  Mr. Shabtab Naseem UI Haq Section Officer (O&M-I), SGA&CD. Member of P.C. SEF Sindh Education Foundation, Govt. of Sindh
Sign:  Mr. Muhammad Ashraf Deputy Director, FR/FFM (Finance Department-SEF) Secretary/ Member P.C.SEF Sindh Education Foundation Govt. of Sindh	Sign:  Mr. Abdullah Abbasi Director General Administration & Coordination and I.T Chairman Purchase Committee Sindh Education Foundation Govt. of Sindh.		

Subject to compliance
of all the terms and
conditions of the
tender document
18/10/17



Sindh Education Foundation Government of Sindh



Bid Evaluation Report

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

2. Tender Reference No: SEF/NP/17-18/18

3. Tender Description/Name of work/item:

CLEANING/WASHING SERVICES FOR SEF HEAD OFFICE (BUILDING 1&2) & REGIONAL OFFICE KARACHI

4. Method of Procurement: **SINGLE STAGE ONE ENVELOPE PROCEDURE.**

5. Tender Published: SPPRA S.N. 34616 (2-10-2017)

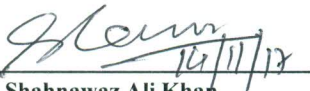
Dawn (30.9.2017), Jung News (1.10.2017), Kawish (30.9.2017)

6. Total Bid documents Sold: Five (5)

7. Total Bids Received: **Four (4) bids received**

8. No. of Bid technically qualified (if applicable): **Three (3).**

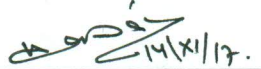
S No	Name of Firm or Bidder	Total Bid, Cost offered by the Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6	7
1	M/s. Vision Enterprises	6,368,550	6,368,550	1st	9.141 Million	Accepted because the firm is found 1st Lowest	Accepted
2	M/s. Master Multi-Tech	7,575,600	7,575,600	2nd		Rejected because the firm is found 2nd Lowest	Rejected


Mr. Shahnawaz Ali Khan
Acting Deputy Director Procurement
Co-opted Member P. C.

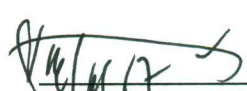
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Mr. Muhammad Ashraf
Deputy Director FR/FFM

Secretary/Member P.C
Sindh Education Foundation,
Govt. of Sindh


Mr. Shabtab Naseem Ul Haq
Section Officer (O&M-I), SGA&CD.

Member PC
Sindh Education Foundation
Govt. of Sindh


Mr. Muhammad Abdullah Abbasi
Director (General Administration & Coordination Department and IT)

Chairman P. C.
Sindh Education Foundation,
Govt. of Sindh.

Subject to completion of all the bids by 14/11/18