



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	MDC	TACQI	0300-8225924	
2	in e job vixant		03452317951	gmu s
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/
6	/	/	/	/
7	/	/	/	/
8	/	/	/	/
9	/	/	/	/
10	/	/	/	/

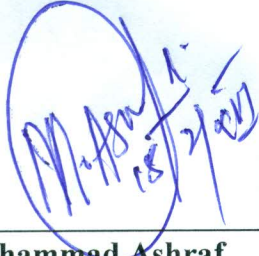
Loudly announced bid information of bidders:

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/-	
2	MAR	Rs=11,85,000/-	Rs=3556/-	
3	/	/	35,556/-	/
4	/	/	/	/
5	/	/	/	/
6	/	/	/	/
7	/	/	/	/
8	/	/	/	/
9	/	/	/	/
10	/	/	/	/

18/2/2016  
Procurement Department

18/2/2016  
Admin. Department

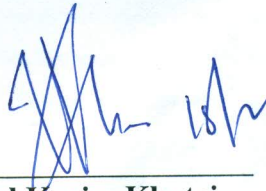
**MEMBERS OF PURCHASE COMMITTEE**



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 signature]*  
1/3

*[Handwritten signature]*  
07/03/16

*[Handwritten signature]*  
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.**

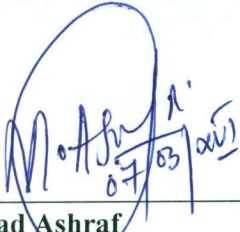
- After opening of envelope the bid value announced loudly in **Rs1,185,000/=**(One Million One Hundred & Eighty Five Thousand only) with bid security amount offered in **Rs.35,556/-** (Thirty Five Thousand Five Hundred & Fifty Six Rupees only) vide pay order #DRA/1004090/367702 & Bank is BANK ISLAMI 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 reaming 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:**

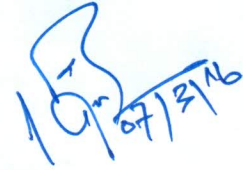


**Acting Deputy Director,  
Procurement Department  
SEF, Govt. of Sindh**

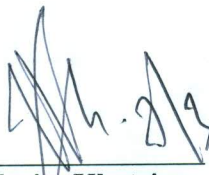
**SIGNED:**



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**

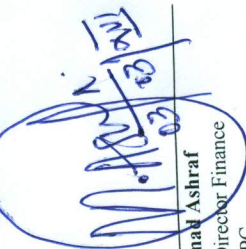
Tender # SEF/NP/15-16/23


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). At least five copies of Purchase orders / Contract are required 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: 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.	Yes	yes
4	Have registration with relevant Tax & Sale Tax Department of the Govt. of Pakistan or Govt. of Sindh. Following evidence documents are required: Copy of sales/services tax return required for last three months duly acknowledge by SRB/ITD(must). Copy of sales/services tax registration certificate required(must). Copy of National Tax Registration certificate required (must). Copy of Tax exemption certificate required(if applicable)	Not Provided Yes yes	yes Yes 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.

  
**Muhammad 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

Sindh Education Foundation Government of Sindh  
 Comparative Statement of Office Cleaning Washing Services

Tender # SEF/NP/15-16/23

Tender Opening Date 18th February, 2016

Item Description	Validity of Bid (In Nos. of Months)	Location	M/S. Imtiaz Khan Cleaning Services.		M/s. Max Pest & Janitorial Company.	
			Unit Price All Inclusive	Total Amount All Inclusive	Unit Price All Inclusive	Total Amount All Inclusive
<p><b>Daily Routines:</b></p> <p><u>CLEANING/WASHING SERVICES OF SEF HEAD OFFICE BUILDING I &amp; II</u></p> <p>3 Workers at least present in each office from 5.00pm to 9.00pm for cleaning.</p> <p>Dusting of Doors, F&amp;F (tables, Chairs, Windows, doors, mirrors etc).</p> <p>Seat &amp; Mirror wash (Soak-wet), washroom cleaning/mop. Gardening &amp; up-keep of vases (Gamlaas) like coloring. Cleaning/mopping of Floors with Surf/Finnalle. Cleaning/mopping of Stairs (Soak-wet). Cleaning/mopping of washrooms. Cleaning/Dusting of equipment.</p> <p><b>Monthly Routines:</b> Coloring on dirty walls as per requirement.</p> <p><b>Yearly Routines:</b> Water tank cleaning (Ground + Roof top) on yearly basis. Fumigated/Chemical cleaning of office (Include all kinds of pesticides &amp; Insecticides), Once in a year or/8 as per requirement.</p> <p><b>Obligation/Note for the potential vendor:</b> All kinds of cleaning material/stuff (insecticides/pesticides/Air-fresheners) shall be provided by the contractor/vendor.</p>	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. Naheed S. Durrani  
 Managing Director  
 Sindh Education Foundation  
 Govt. of Sindh

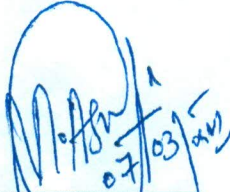
Because of Reason given by the Committee, the second lowest bidder is approved.

Ms. Naheed S. Durrani  
 9/3/2016

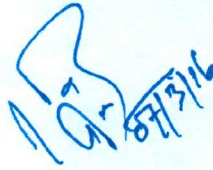
## Bid Evaluation Report

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,  
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