

# 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 BANK LIMITED/ADMINISTRATION
- 2) PROVINCIAL / LOCAL GOVT./ OTHER SCHEDULED BANK
- 3) TITLE OF CONTRACT Provision of Janitorial Services & Signboard Cleaning Services
- 4) TENDER NUMBER SNDB/COK/ADMIN/TD/1196/2021
- 5) BRIEF DESCRIPTION OF CONTRACT Same as above
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs.3184/-
- 8) ENGINEER'S ESTIMATE  
(For civil works only) \_\_\_\_\_
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Year
- 10) TENDER OPENED ON (DATE & TIME) 23/04/2021 at 1130 Hrs
- 11) NUMBER OF TENDER DOCUMENTS SOLD 5  
(Attach list of buyers) \_\_\_\_\_
- 12) NUMBER OF BIDS RECEIVED 5
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 5
- 14) BID EVALUATION REPORT  
(Enclose a copy). 06/05/2021
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. National Cleaning & Fumigation Services  
Plot 48/C.I. Floor
- 16) CONTRACT AWARD PRICE Rs.2250/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID).  
1. National Cleaning & Fumigation Services 2. M/s. Outriders  
3. M/s. Prime HR Pvt. Ltd 4. M/s. Pak Multi Services (Pvt.) Ltd  
5. M/s. Motivated Consultancy & Janitorial Services
- 18) METHOD OF PROCUREMENT USED :- (Tick one)
- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE ☒ 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

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"/>
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21) ADVERTISEMENT :

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

Yes	SPPRA NIT ID:T00531-20-0027
No	

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

Yes	Express Tribune, Daily Express & Sindhi Express (07/04/2021)
No	

22) NATURE OF CONTRACT

Domestic Land	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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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"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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"/>
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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"/>
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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"/>
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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"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	no

Signature & Official Stamp of  
Authorized Officer

Lt. Col. Shahzad Begg (R)  
Executive Vice President  
Head-Administration Division  
SINDH BANK LIMITED

**FOR OFFICE USE ONLY**

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

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**Provision of Janitorial Services & Signboard Cleaning Services**  
**Bid Evaluation Report**

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1196/2021
3	Tender Description	Provision of Janitorial Services & Signboard Cleaning Services
4	Method of Procurement	Single Stage One Envelope Bidding Procedure.
5	Tender Published & SPRA S.No.	T00531-20-0027. Express Tribune, Daily Express, Sindh Express (07/04/2021).
6	Total Bid Documents Sold	05
7	Total Bids Received	05
8	Technical / Financial Bid Opening Date & Time	23/04/2021 at 1130 Hrs
9	No. of bids qualified	05
10	Bid(s) Rejected	-

Details on the above as given below:

S No	Name of Firm or Bidder	Qualified / Disqualified in Technical / Eligibility Inspection	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.3,184/-)	Reasons for acceptance/ rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. National Cleaning & Fumigation Services	Qualified	Rs.2,250/-	1 <sup>st</sup> Lowest	Rs.934/- Below the estimated cost	Accepted- 1st Lowest Qualified Evaluated Bidder	Accepted- Award of Contract
2.	M/s. Out Riders (Pvt) Ltd	Qualified	Rs.2,329/-	2 <sup>nd</sup> Lowest	Rs.785/- Below the estimated cost	2nd Lowest	-
3.	M/s. Prime Human Resources (Pvt) Ltd	Qualified	Rs.2,490/-	3 <sup>rd</sup> Lowest	Rs.694/- Below the estimated cost	3 <sup>rd</sup> Lowest	-
4.	M/s. Pak Muili Services (Pvt) Ltd	Qualified	Rs.2,545/-	4 <sup>th</sup> Lowest	Rs.639/- Below the estimated cost	4 <sup>th</sup> Lowest	-
5.	M/s. Motivated Consultancy & Janitorial Services	Qualified	Rs.3,069/-	5 <sup>th</sup> Lowest	Rs.115/- Below the estimated cost	5 <sup>th</sup> Lowest	-

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, M/s. National Cleaning & Fumigation Services is the 1<sup>st</sup> lowest evaluated bidder and their bid is also below the estimated cost, hence recommended for providing the Janitorial Services & Signboard Cleaning to Sindh Bank Limited - Head Office & Branches.

**Members Signature- Procurement Committee**

Lt. Col. (R) Shahzad Begg  
 Chairperson-Head of Administration

Saeed Jamal  
 Member-Chief Financial Officer

Syed Muhammad Aqeel  
 Member- Chief Manager, IDBL Karachi

## Buyer Record

Provision of Janitorial Services & Sign Board Cleaning Service (1196)				
S.NO	COMPANY NAME	AMOUNT (RS)	PAY ORDER NO	NAME OF BANK
01	Outriders (Pvt) Ltd.	300	07172591	NBP
02	Prime Hr	300	23086437	HBL
03	Cleaning Concepts	300	07350132	Meezan Bank
04	National Cleaning	300	1541008054	Al Baraka
05	Pak Multi Services	300	04713619	Askari Bank
06	Motivated Consultancy	300	00904430	Sindh Bank
Total			1,800/-	

**SUMMARY OF EVALUATION FOR PROVISION OF JANITORIAL SERVICES & SIGNBOARD CLEANING SERVICES**

SUMMARY OF EVALUATION FOR PROVISION OF JANITORIAL SERVICES & SIGNBOARD CLEANING SERVICES															
Particulars		Status of Firm		Points Obtained	Average Turn Over in last three years		Points Obtained	Banks Presently on Clientel List (60 Branches of each Bank are mandatory)		Points Obtained	Number of Offices in Provinces		Points Obtained	Grand Total	Qualified (70%) marks / Disqualified
		Total Points			Total Points			Total Points			Total Points				
S.No	Bidders	5 years & above	3 years & above	20	70 million & Above	25 million & Above	20	1 Bank & Above	2 Bank & Above	20	10 & Provinces	11 & 2 and Above Provinces	20	25	
		20	15		20	15		15	20		25	15			
1	Pak Multi Services (Pvt) Ltd	20		20	20		20		20	20		15	15	75	Qualified
2	Motivated Consultancy (Pvt) Ltd	20		20		15	15		20	20	25		25	80	Qualified
3	Quordere (Pvt) Ltd	20		20	20		20		20	20		15	15	75	Qualified
4	Prime Human Resource Services (Pvt) Ltd	20		20	20		20	35		35		15	15	90	Qualified
5	National Cleaning & Fumigation Services	20		20	20		20		20	20	25		25	85	Qualified

**Members Signature- Evaluation Team**

  
 M. Anwar Iqbal  
 Admin Director

  
 Faraz Shereef  
 Operation Director

  
 Farooq Chaudhry  
 Finance Director

**Members Signature- Procurement Committee**

  
 Lt. Col. (R) Shahzad Bhatti  
 Head of Administration

  
 Saad Jinnah  
 Chief Financial Officer




  
 Syed Muhammad Aqeel  
 Chief Manager (DBL Karachi)

**DISQUALIFICATION CONDITIONS**

**PROVISION OF JANITORIAL SERVICES & SIGNBOARD CLEANING SERVICES**

S.No	Contractors	Blacklisted/Noted on SPPRA/Sindh Bank Ltd (Yes/No)	2.3 Warning Letters Issued by SNDB (Yes/No)	FSR Registration/ Provincial Revenue Collecting Authority (Yes/No)	Alternate Bid Offered (Yes/No)	Tender Fee Submitted (Yes/No)	History of Premature cancellation of tender in the past with SNDB (Yes/No)	Qualified / DisQualified
1	Pak Mail Services (Pvt) Ltd	No	No	Yes	No	Yes	No	Qualified
2	Moonvates Consultancy (Pvt) Ltd	No	No	Yes	No	Yes	No	Qualified
3	Quaders (Pvt) Ltd	No	No	Yes	No	Yes	No	Qualified
4	Prime Human Resource Services (Pvt) Ltd	No	No	Yes	No	Yes	No	Qualified
5	National Cleaning & Maintenance Services	No	No	Yes	No	Yes	No	Qualified

**Members Signature- Evaluation Team**

		
M. Athar Iqbal Admin Division	Fouzia Shamin Operation Division	Taimoor Ghwani Finance Division

**Members Signature- Procurement Committee**

1. Lt. Col. (R) Shahzad Begg  
HEAD OF ADMINISTRATION
2. Saeed Jamal  
CFO
3. Syed Muhammad Aqeel  
Chief Manager, IDBL



## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2021-2022)

Name of Bidder National Cleaning & Sanitation Services

Sr. No.	Description	Service Charges in (Rs.)
1	Please quote your service charges (excluding taxes) per individual including provision of uniform (for detail refer note no.13 below), material (For detail refer scope of work at page no.14 & 15 of tender document); and cleaning of signboards (For scope of work refer page no.13 of tender document & List of Branches attached as Annexure "H")	2250
	<b>*GRAND TOTAL</b>	<b>2250</b>

\*This Grand Total will be considered as the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7 below).

#### Note

- Approximately 364 janitorial staff will be deployed in our exiting countrywide branches (names of branches attached) including Head Office at Karachi who will be paid Rs. 17,500/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional Rs 2,500/- i.e. (Rs. 17,500 + Rs.2,500/- = Rs.20,000/-)
- Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
- No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security.** 5% of Rs 6,370,000/- (364 x 17,500/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Contract Start Time:** After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs.5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
- Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- EOBI & SESSI will be paid as actual by the procuring agency.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.



## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2021-2022)

Name of Bidder Outsiders (Pvt.) Ltd

Sr. No.	Description	Service Charges in (Rs.)
1	Please quote your service charges (excluding taxes) per individual including provision of uniform (For detail refer note no.13 below), material (For detail refer scope of work at page no.14 & 15 of tender document), and cleaning of signboards (For scope of work refer page no.13 of tender document & List of Branches attached as Annexure "H")	2399/-
<b>*GRAND TOTAL</b>		<b>2399/-</b>

\*This Grand Total will be considered as the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below).

#### Note

- Approximately 364 janitorial staff will be deployed in our existing countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs. 17,500/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional Rs 2,500/- i.e. (Rs.17,500 + Rs.2,500/- = Rs.20,000/-)
- Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
- No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security:** 5% of Rs 6,370,000/- (364 x 17,500/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Contract Start Time:** After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs.5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
- Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/Items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- EOBI & SESSI will be paid as actual by the procuring agency
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report finalising period (3 days) on SPPRA website
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.



## FINANCIAL PROPOSAL

### PRICE SCHEDULE

Applicable for the year 2021-2022

Name of Bidder: M/S Prime Human Resource Services Pvt Ltd

Sr. No.	Description	Service Charges in (Rs).
1	Please quote your service charges (excluding taxes) per individual including provision of uniform (For detail refer note no.13 below), material (For detail refer scope of work at page no 14 & 15 of tender document), and cleaning of signboards (For scope of work refer page no 13 of tender document & list of Branches attached as Annexure "H")	2,490/-
<b>*GRAND TOTAL</b>		

\*This Grand Total will be considered as the "Bid Offered", Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below).

#### Note

- Approximately 364 janitorial staff will be deployed in our existing countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs. 17,500/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional Rs. 2,500/- i.e. (Rs.17,500 + Rs.2,500/- = Rs.20,000/-)
- Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
- No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security:** 5% of Rs 6,370,000/- (364 x 17,500/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Singh Bank Ltd.
- In case of over writing/cutting/use of Bianco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Contract Start Time:** After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs.5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
- Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- EOBI & SESSI will be paid as actual by the procuring agency.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.



Head - Admin 0

## Member-JOB

### PRICE SCHEDULE

Date:

(Applicable for the year 2021-2022)

Name of Bidder

Sr. No.	Description	Service Charges In (Rs).
1	Please quote your service charges (excluding taxes) per individual including provision of uniform (For detail refer note no.13 below), material (For detail refer scope of work at page no 14 & 15 of tender document), and cleaning of signboards ( For scope of work refer page no.13 of tender document & List of Branches attached as Annexure "H")	2545/-
	<b>*GRAND TOTAL</b>	<b>2545/-</b>

\*This Grand Total will be considered as the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 7. below).

### Note

1. Approximately 354 janitorial staff will be deployed in our existing countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs. 17,500/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional Rs.2,500/- i.e. (Rs.17,500 + Rs.2,500/- = Rs.20,000/-)
2. Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
3. No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
4. Calculation of bid security: 5% of Rs 6,370,000/- (364 x 17,500/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
5. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
6. Contract Start Time: After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs.5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
7. Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
8. EOBI & SESSI will be paid as actual by the procuring agency.
9. All conditions in the contract agreement attached as Annexure G are part of this tender document.
10. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report holding period (3 days) on SPPRA website.
11. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.

**4 FINANCIAL PROPOSAL**
**SIGNATURE MEMBERS PC-ADMIN**

Head - Fin Div.

Head - Admin Div.

Member-IDL

**PRICE SCHEDULE**

(Applicable for the year 2021-2022)

Name of Bidder Motivated Consultancy

Sr. No.	Description	Service Charges in (Rs)
1	Please quote your service charges (excluding taxes) per individual including provision of Uniform (For detail refer note no. 13 below), material (For detail refer scope of work at page no. 14 & 15 of tender documents), and cleaning of signboards (For scope of work refer page no. 13 of tender documents & list of Branches attached as Annexure "H")	Rs. 3069/- per month per Person.
	<b>GRAND TOTAL</b>	Rs. 3069/-

This Grand total will be considered as the "Bid Offered" Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For Further clarifications refer Note 7.

**Note**

- Approximately 364 janitorial staff will be deployed in our existing countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs. 17,500/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional Rs. 2,500/- i.e. (Rs. 17,500 + Rs. 2,500/- = Rs. 20,000/-)
- Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
- No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security. 5% of Rs 6,370,000/- (364 x 17,500/-) will be submitted with the tender document as bid security in shape of Pay Order / Bank Guarantee in favour of Sindh Bank Ltd
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Contract Start Time: After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs. 5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
- Lowest Evaluated Bidder is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- EQBI & SESSI will be paid as actual by the procuring agency.

Office No. 217, Shams Chamber, Shahr-e-Jaouad, Karachi.

Ph. 021-32412264, 0303 2405771 Karachi motivatedconsultancy@yahoo.com

**SUMMARY**

**EVALUATION RESULT - JANITORIAL & SIGNBOARD CLEANING**

S#	Name of Bidders	Service Charges Offered Per Janitorial Staff (Rs)	Bid Financial Ranking	Remarks
1	National Cleaning & Fumigation Services	2,250	1st	Qualified
2	Outriders (Pvt) Ltd	2,399	2nd	Qualified
3	Prime Human Resources (Pvt) Ltd	2,490	3rd	Qualified
4	Pak Multi Services (Pvt) Ltd	2,545	4th	Qualified
5	Motivated Consultancy (Pvt) Ltd	3,069	5th	Qualified

SIGNATURE HEADERS PC ADMIN

Head - Fin Div.

Head - Admin Div.

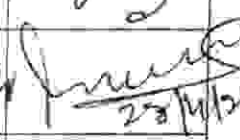

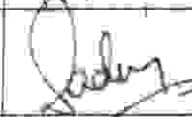
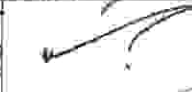
Member-BSL

Date:

ATTENDANCE SHEET  
BID OPENING -

FOR SELECTION OF Provision of junction & signal along corridor

Date: 23-04-2021

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
01	Pak Multi Services	فہر ہ	03011431937		Laij
02	Mohamed Consulting	G. M. M. M. M.	0302-2405771	Office No 217 Shams ul Uloom	
03	Construction (Pvt) Ltd	M. ASIF	0300 2563102	I P Chhinda Muhammad Ali Khan	
04	Prime HR	Indy Vard	0303-3444444	Park Tower Clifton	
05	National Group	S. Hafiz	0323-24 25494	DHA-PH-II East Plot 848-E 5650	

Signature - Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)


# MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)

TYPE OF PROCUREMENT: ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME: Provision of janitorial & Signboard Cleaning Services

TYPE OF TENDER: SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE: 21-01-21

OPENING TIME: 11:00 AM

ATTENDANCE (MEMBER PC)

	NAME	FIRM
ATTENDANCE (REPS. OF BIDDERS)		
	<u>A. Park Mohite Services</u>	
	<u>B. National of Cleaning</u>	
	<u>C. Subhanshu (Pvt) Ltd</u>	
	<u>D. P. Inc. etc</u>	
	<u>E. National Cleaning</u>	
TOTAL BIDS ACCEPTED FOR EVALUATION	<u>4</u>	
ALL BIDS REJECTED		
REMARKS		

SIGNATURE MEMBERS PC-ADMIN

Head - Ho Dir. [Signature]

Head - Admin. [Signature]

Member-IGEL [Signature]

Date: 21-01-21

SNDB/COK/ADMIN/TD/1196/2021

Dated: 01/06/2021

M/s. National Cleaning & Fumigation Services  
Plot No.48-E, 1<sup>st</sup> Floor, 21<sup>st</sup> Commercial Street  
DHA Phase - II (Extension)  
Karachi

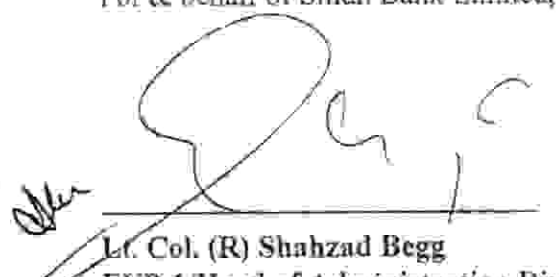
**Subject: Contract Award - Provision of Janitorial Services & Sign board**  
**Cleaning Services**

Dear Sir,

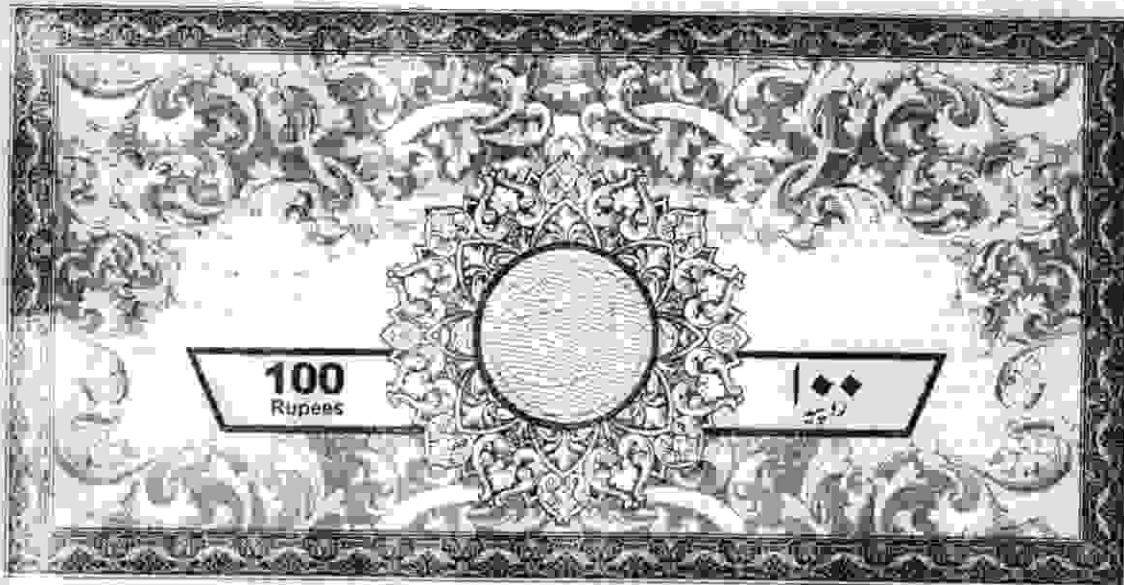
The management of Sindh Bank Limited is pleased to award the subject contract to  
  
M/s. National Cleaning & Fumigation Services in accordance with terms and  
conditions mentioned in our tender dated 07/04/2021.

Sincerely,

For & behalf of Sindh Bank Limited,

  
Lt. Col. (R) Shahzad Begg  
EVP-1/Head of Administration Division



**SHAHABUDDIN STAMP VENDOR**

Lic # 140, Office # 30, 4th Floor, Court Chambers Building,

Opposite City Courts, Sd. No. \_\_\_\_\_

Karachi DATE \_\_\_\_\_

ISSUED BY WITH ADDRESS: MUHAMMAD TAQOOR

THROUGH WITH ADDRESS: Address No. 1459

PURPOSE: \_\_\_\_\_

VALUE: \_\_\_\_\_ ATTACHED \_\_\_\_\_

STAMP BY: \_\_\_\_\_

(NOT FOR FREE WILL &amp; DIVORCE PURPOSE)

Vendor: \_\_\_\_\_ Responsible For Fake Documents

(RUPEES ONE HUNDRED ONLY)

124258

26 APR 2021

Agreement for Janitorial Services & Signboard Cleaning Services

This Agreement is entered into at Karachi  
on this the 1 day of June, 2021

**BETWEEN**

M/S. National Cleaning & Fumigation Services, Sole Proprietor Concern, having its principal place of business at Plot No.48/E, 1<sup>st</sup> Floor, 21<sup>st</sup> Commercial Street, D.H.A Phase -II, (Extension) Karachi hereinafter referred to as "Supplier", which expression shall be deemed to mean and include its successors-in-interest and assigns of the First Part;

**AND**

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3<sup>rd</sup> Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan hereinafter referred to as "THE BANK" which expression shall be deemed to mean and include its successors-in-interest and assigns of the Second Part.

WHEREAS:

"THE BANK" intends to acquire the services of "Supplier" for Provision of Janitorial Services (services) for General Office for main and 330 existing branches and Supplier agrees to provide the following services to the bank its main branch opening date 23-04-2021, along with Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

The terms and conditions are as follows

Supplier agrees to provide outstanding services to M/s Sindh Bank Limited ("Bank") its workers and the company has accepted the offer by the contractor for cleaners as per financial proposal attached as Annexure "A".



Annexure "B"

**CERTIFICATE**

It is certified that this given below items of uniform has been provided by  
M/s. National Cleaning & Fumigation Services on the date as mentioned on  
the Performa

Name of Branch \_\_\_\_\_ Date \_\_\_\_\_

S.No	Description	Quantity	Remarks
1	Uniform - Shirt		
2	Uniform-Trouser		
3	Shoes		
4	Socks		
5	Woolen Jersey		

Signed by Branch Manager \_\_\_\_\_

Branch Stamp \_\_\_\_\_



A handwritten signature in dark ink, appearing to be "Shahid Hussain", written over a faint circular stamp.

Annexure " C "

CERTIFICATE

It is certified that branch signboard has been cleaned to entire satisfaction of the branch.

Name of Branch \_\_\_\_\_

Date \_\_\_\_\_

S.No	Month	Signboard Cleaning (Yes/No)	Remarks

Signed by Branch Manager

\_\_\_\_\_

Branch Stamp

\_\_\_\_\_



A handwritten signature in dark ink, appearing to be "Shahid Hussain", written over a faint, oval-shaped background.

**A. Services to be provided.**

- Daily dusting and cleaning of all workstations.
- Monthly buffing of tiled floor.
- Daily cleaning of internal and outside glass panels and blinds.
- Frequent cleaning and dry / wet mopping of all areas including praying area, cafeteria, reception area and stairs etc.
- Scrubbing / washing (with moderate interval) of all washroom floors, commode, urinal and washbasin with disinfectants.
- Sweep and clean entrances and small patios.
- Fortnightly clean and remove smudges from entry door glass.
- Monthly clean and polish entry handles, sills, doorplates and metal rim.
- Weekly dust and clean baseboards, ledges and exit signs.
- Disposal of waste and garbage as designated area.
- Weekly scrubbing and washing of tiled floors.
- Hygienic cleaning of washrooms on weekends includes walls.
- Dry mopping periodically.
- Empty trash receptacles.
- Remove debris from landscape pots and planters.
- Clean and sanitize sink and counter tops.
- Upholstery (cleaning of sofa and other clothing furniture).
- Fortnightly cleaning of ducts & ventilators.
- Monthly Cleaning of Signboard of Head Office and Branches.

**Services to be Provided – Cleaning of Signboard**

1. Thorough Monthly Cleaning of all signboards in country wide region of the branches with requisite cleaning material/chemical (viper along with required length of sections) sufficient enough to reach the height of the signboard.
2. Cleaning of signboards also on need basis prior to completion of one month period as per the demand of the branch.
3. Ensuring availability of relevant cleaning material in the branch at all times.
4. Any damage to the signboard during cleaning process will be the liability of the vendor. Specially damage to the electric circuit etc.



A handwritten signature in dark ink, appearing to read "Shahid Ali", enclosed within an oval border.

- h. Similarly, in the event of any upward revision in minimum wages as and when notified by the Government, the bank shall reimburse to the supplier the amount of difference paid to its employees effective the date Government announced revision in minimum wages.
- i. The Supplier shall provide insurance cover for all his staff engaged in carrying out his contractual obligations. He shall be responsible to carry out his obligations and liabilities under the Compensation Act or other relevant laws. The Supplier hereby indemnifies the Bank for any claim whatsoever in respect of any claim, expenses and damages caused by its employees.
- j. The Supplier shall have the complete administrative control over his employees.
- k. The Supplier shall be responsible for providing necessary tools and cleaning items / material (at page no. 3 and 4 of the agreement).
- l. The Supplier shall be responsible to exercise and maintain proper record of its employees' attendance and payment of wages as prescribed under the relevant laws of the Country. The Supplier shall ensure that there is no violation, non-observance and irregularity of any kind under the labor laws and the Bank will, therefore, remain absolved from all and every liability on this account.
- m. The Supplier shall be responsible to see that his employees do not interfere in the working of the Bank, restrict themselves to the place of their work and do not roam without any reason in the Bank / Branch / Division. The Supplier shall also ensure that its employees do not take part in any meeting or meetings, agitation either of political, social or antisocial and do not indulge in any activities subversive to the Bank's discipline in particular and law and order of the country in general.
- n. The Supplier shall ensure that its employees strictly adhere to the relevant rules and regulations of the Bank and security arrangements. The Supplier shall be responsible to see that the supplier and his employee with the security instruction and do not object to personal search etc. Security Guards, designated employees will have full power to satisfy themselves as the material, garbage carried out of the building by the cleaners, the security guards can thoroughly check the cleaners before leaving the premises to avoid any complaint regarding missing of BANK'S any belonging of the bank.
- o. The Supplier shall be responsible for uninterrupted working of the assigned job and for ensuring that in cases of absence of its employees, insufficient control, strikes or any other reason, the Bank work is not withheld. In such cases, The Supplier shall be responsible to make alternate arrangements; otherwise the bank has full rights to make alternate arrangements and impose reasonable penalty, and to recover the cost from the Supplier.
- p. The Supplier Employees shall wear proper uniform, identification badges, indicating that they are Supplier employees.
- q. The Supplier hereby accepts the rights of the Bank to Control entry into and exit from the Bank premises of men and material.
- r. For operational purposes, the Supplier personnel deployed at any specific premises shall not be used at any other premises without the prior written approval of the contractor.
- s. The Supplier shall provide complete Two pairs of uniform (With Company Logo) i.e. shirt, trouser, along with one pair of slippers/socks including one woolen Jersey in winter seasons in branches per year to its employees with The Bank. Certificate to this effect (Specimen attached as annexure "B") duly signed by branch manager of the branch will be submitted to this office within a month of award of contract falling which Rs.100/- per branch per janitorial staff will be deducted from the monthly invoice till the uniform items are provided.
- t. The Bank reserves the right to terminate this contract without notice, if the Supplier performance remains constantly poor. Or if the clauses of this contract are violated. The management of the Bank shall be sole judge of the quality of work of the Supplier in this regard and Bank reserves the right to terminate this agreement without assigning any reasons.
- u. Sunday, Govt. Holidays and all religious Holidays will be considered as holiday.
- v. The Supplier hereby indemnifies the bank any loss, theft, damages to the property of the Bank caused by any of the supplier deployed in the Bank.
- w. The Supplier will not assign or sublet the job to anyone, except prior permission of the bank.



- x. This agreement is valid for a period of one year commencing from 01-06-2021 to 31-05-2022.
- iv. Supplier shall submit an evidence / certificate for the payments made to EDBI & SESSI for the national staff outsourced to Sindh Bank.

#### INSPECTION REPORT OF SIGN BOARD CLEANING

The Supplier will get signature of the Branch Manager for inspection of signboard cleaning and the same will be dispatched to Head Office on monthly basis duly filled / signed by the Branch Manager. (Specimen attached as annexure " C ")

#### PENALTY

- i. In case of repeated complaints from a location and non-performing of monthly tasks mentioned in the scope of work a fine of Rs.500/- will be deducted from the monthly tasks are as given below:

- Dust high and low, including clocks, all surfaces on which dust gathers.
- Thoroughly clean, scrub by agitation all ceramic, tiled floors with special attention to grouting, corners of floors etc.
- Providing cleaning material to branches on or before 25<sup>th</sup> of every month, supplier has to submit the list of items provided to the branches duly signed by branch manager along with monthly invoice. In case of failure amount will be deducted from the monthly billing and will be deposited by the Bank on behalf of supplier.
- Late Coming of Staff.
- Non provision of absentee/staff salary of the day will be deducted.

If any property of the Bank is wholly destroyed, removed, stolen or in any way damaged by supplier employees, the Supplier shall pay the actual amount.

#### SECURITY

The security Guards, designed employees will have full power to satisfy themselves as the removal of garbage carried out of the building by the cleaners, the security should thoroughly check the cleaners before leaving the premises to avoid any complaint regarding missing of Bank's any belonging.

#### Performance Security:

As per SPMA Rule 39, the performance security can only be submitted in shape of pay order/demand draft/bank guarantee. 5% of the total tender amount of will be retained by the Bank as "Performance Security" and will be returned to the supplier after 90 days of receipt of complete tender items, including satisfactory confirmation by the bank manager where the items have been supplied.

#### Signature Representative:

Any act is required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Supplier may be taken or executed by the signatory,

#### Termination of Agreement by the Bank:

- a) If the Supplier, in the judgment of the Bank has engaged in corrupt or fraudulent practice in competing for or in executing the Agreement.
- b) If as the result of Force Majeure, the Supplier is unable to perform a material part of the Services for a period of not less than thirty (30) days; and
- c) If in the sole discretion and for any reason whatsoever including breach of any of the terms of this agreement decided to terminate this Agreement.
- d) If two (2) unsatisfactory warnings letters / emails are issued by the Bank for unsatisfactory performance by the Supplier.



*Signature*

#### Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

#### Settlement of Disputes

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth operation of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its implementation.

If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within 15 days of commencement of such informal negotiations, the dispute shall first be referred to a Dispute Resolution Committee of the Bank and if parties could not reach an amicable settlement then the matter will be referred to arbitration of two arbitrators, one to be nominated by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be at Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

#### Confidentiality

The Parties shall hold the Bank's interests paramount, without any consideration for future gains and strictly avoid conflict with other assignments or their own corporate interests.

#### Confidentiality

Without the prior written consent of the Bank, the supplier and the Personnel shall not at any time communicate to any person or entity and confidential information acquired in the course of the Services, nor shall the supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

#### INDEMNIFICATION

The Indemnifier agrees that it shall indemnify, defend, and hold harmless the BANK, its subsidiaries, affiliates, successors, and assigns and their respective directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, damages, suits, actions, demands, settlements, losses, judgments, costs, damages and expenses, including, without limitation, reasonable attorneys', accountants' and experts' fees) resulting from, in whole or in part: (i) any act, error or omission, whether intentional or unintentional, by the Indemnifier or its officers, directors, employees, or subsidiaries, related to or arising out of the business covered by this Agreement, or (ii) an alleged breach by the Indemnifier of any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of Indemnifier to comply with applicable local, state, provincial or federal regulations concerning Indemnifier's obligations under this Agreement).

This obligation shall survive after termination of this Agreement.

#### ACCESS TO RECORDS

The BANK agree to provide State Bank of Pakistan necessary access to the financial and accounting records in relation to the Provision of Janitorial & Signboard Cleaning Services to conduct on-site inspection, if required.

#### Anti-Money Laundering

The Parties acknowledge that they do not violate any statutory / prudential requirement on anti-money laundering or record keeping procedure as per existing laws / rules and regulations of the relevant foreign jurisdiction.



# **Support Escalation Matrix:**

For all the addressing of complaints given support escalation matrix will be utilized/followed:-

LEVEL-1	Name/Designation (support staff)	
Complain if the call is not resolved "within specified response time" (24 hours)	Landline Phone	021-35897
	Email	gfs@pkb.com.pk
	Cell	0310-252126
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	
Complain, if the call is attended within "Specified Response Time" and not attended / or "Unresolved even after complaining at Level-1 (48 hours)	Landline Phone	021-35897
	Email	gfs@pkb.com.pk
	Cell	0310-252126
LEVEL-3	Name/Designation (CEO of the firm)	
Complain, if the call is attended within "Specified Response Time" and not attended / or "Unresolved even after complaining at Level-2	Landline Phone	021-35897
	Email	gfs@pkb.com.pk
	Cell	0310-252126

Note: Ensure that no column above is left blank

In witness whereof all the parties have set their hands on the day and year above first mentioned.

Supplier:

Signature

Name

Designation

Company Name

Address

City

State

Country

Confidential

Signature

Name

Designation

Company Name

Address

City

State

Country

Confidential

Signature

Name

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Company Name

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Designation

Company Name

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City

State

Country

Confidential





## ANNEXURE "A"

### PRICE SCHEDULE

(Applicable for the year 2021-2022)

Sl. No. 01 M/s. National Cleaning & Fumigation Services

Description	Service Charges In (Rs).
For your service charges (excluding taxes) per individual including uniform (For detail refer note no.13 below), material (For detail work at page no.14 & 15 of tender document), and cleaning of "in scope of work refer page no.13 of tender document & list of item as Annexure "H")	2,250/-
<b>*GRAND TOTAL</b>	<b>2,250/-</b>

- ensure that amount of salary paid on account of monthly pay to janitorial staff (per janitorial staff per month) is disseminated without fail as and when it is due. If any complaint in this regard received the tender will be disqualified.

• Supplier is bound to supply items as mentioned at page no.14 & 15 of the tender document. No cash to the branch will be given to buy any janitorial item at their end. If disseminating cash to branch will make the supplier disqualified from the tender without any warning.



*Shahid Ali*

SINDH BANK LTD  
LIST OF BRANCHES  
SINDH BANK LTD  
Karachi

1. DHA Head Office, Pakistan Defence Officers Housing Authority, Plot No 2/B, East Street, Phase-I, DHA, Karachi
2. Razia Shuhro Shahid University, Fakir Muhammad Durr Khan Road Near Chel Chowk, Lyari, Karachi

S. No.

KARACHI

Branch Name

**GROUP BUSINESS HEAD SOUTH OFFICE**

Plot # Misc -2, Bahria Complex-II  
FAT Khan Road, Karachi

**ILLAMA SHABBIR AHMED USMANI ROAD (ISLAMIC)**

Shop No.2,3, & 4, Shaheen Heights, Block-7,  
UDA Scheme No.24, Gulshan-e-Iqbal,  
Karachi

**ABUL HASAN ISPHAHANI ROAD BRANCH**

Plot No. A-1/10, Block No.4,  
Gulshan-e-Iqbal, Karachi

**IMHADURSHAH ZAFAR MARKET BRANCH**

Property No G-3 of R.B. 11/22, (I)-A-239-B,  
Imbogh Quarters, Gwali Lane No.1,  
Karachi

**DIFFERZONE NAGAN CHITRANGI BRANCH**

Plot No. 32, Sector 11-H,  
Karachi Township Scheme, Karachi

**IMHADURABAD BRANCH**

Plot No 111, Slind No 4, The City Towers,  
Imhadur Yarjeng Co-operative Housing Society  
Imgin Road, Karachi

**IMHAINS COLONY BRANCH**

Plot No. 217, Block-A, Cattle (Hains) Colony  
Karachi

**IMHIA COMPLEX-II BRANCH**

Plot # Misc -2, Bahria Complex-II  
Khan Road, Karachi

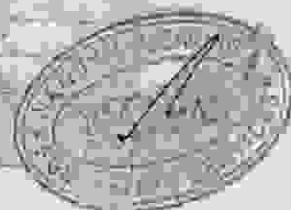
**IMHRAPIR BRANCH**

Plot No.3 & 4 Plot Survey No. 88, RC,12  
More Limb Quarter, Karachi

**IMHIA TOWN BRANCH**

Plot No 667, Arjari Colony  
Town, Karachi

**IMHIA TOWN BRANCH**





# STAN-E-IQBAL BRANCH

# 7 & 8 E-10th Paradise, Block-18,  
# 33, Gulshan-e-Iqbal, Karachi

## STAN-E-IQBAL BRANCH

STAN-E-IQBAL

ST

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL KDP Scheme No 24,

STAN-E-IQBAL es IV Gulshan-e-Iqbal Karachi

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL Section 14-Sector IV,

STAN-E-IQBAL ar-Karachi

STAN-E-IQBAL

STAN-E-IQBAL No/Cl- 23

STAN-E-IQBAL Are

STAN-E-IQBAL 127

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL Zakat 14th Sector,

STAN-E-IQBAL

### STAN-E-IQBAL K-13D-2 BRANCH

STAN-E-IQBAL op No 2,

STAN-E-IQBAL Scheme Gulshan-e-Iqbal, Karachi

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL BRANCH Ground Floor,

STAN-E-IQBAL 14th Sector 14-B,

STAN-E-IQBAL 13th Sector Karachi

STAN-E-IQBAL

STAN-E-IQBAL Scheme No 2,

STAN-E-IQBAL 14th Sector Karachi

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL DTP Opposite

STAN-E-IQBAL

### STAN-E-IQBAL BRANCH

STAN-E-IQBAL 10th Sector Block 25,

STAN-E-IQBAL

STAN-E-IQBAL BRANCH

STAN-E-IQBAL 14th Sector

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C	C	Floor,
		Karachi

ANKING BRANCH	
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	Karachi

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11	11
	Karachi



Sheet No LY-6







## NATIONAL CLEANING & FUMIGATION SERVICES

Plot L-27, St1/10, 48-C Korangi.

ncfspakistan@gmail.com

021-35897688 0300-3737688

0310-2052126

### INTEGRITY PACT

Contract Number: SN03/L0K/ADMIN/1196/2021

Dated: 01-06-2021

Contract Value: Rs. 9,228,000/-

Contract Title: Promission of Jointed Services & Signature of cleaning services

Declaration of Fees, Commissions and Brokerage etc. Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010.

M/s. National Cleaning & Fumigation Services hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (Gos) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Gos) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. National Cleaning & Fumigation Services represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gos, except that which has been expressly declared pursuant hereto.

M/s. National Cleaning & Fumigation Services certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Gos and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. M/s. National Cleaning & Fumigation Services, accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Gos under any law, contract or other instrument, be voidable at the option of Gos.

Notwithstanding any rights and remedies exercised by Gos in this regard, M/s. National Cleaning & Fumigation Services, agrees to indemnify Gos for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Gos in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by, as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gos.

For and On Behalf of  
M/S. National Cleaning & Fumigation Services

Signature: [Signature]  
Name: Shakeel Ahmed Mughal



### **3 SCOPE OF WORK / TECHNICAL PROPOSAL**

Sindh Bank Limited (SNDB) requires provision of Provision of Janitorial Services with all material for its Head Office, 330 existing branches in countrywide regions.

Requirement of service will depend on the opening of the branches. A notice of 10 days will be given prior to the opening of the branch and it will be expected that the Janitorial staff will be deployed at least 5 days prior to the opening of the branch.

#### **Services to be Provided – Provision of Janitorial & Sign Board Cleaning Services**

1. Daily dusting and cleaning of all workstations.
2. Monthly buffing of tiled floor.
3. Forte nightly cleaning of internal and outside glass panels and blinds.
4. Frequent cleaning and dry / wet moping of all areas including praying area, cafeteria, reception area and stairs etc.
5. Scrubbing / washing (with moderate interval) of all washroom floors commode urinal and washbasin with disinfectants.
6. Sweep and clean entrances and small patios.
7. Forte nightly clean and remove smudges from entry door glass.
8. Monthly clean and polish entry handles, sills, doorplates and metal rim.
9. Weekly dust and clean baseboards, Ledges and exit signs.
10. Daily disposal of waste and garbage at designated area.
11. Weekly scrubbing and washing of tiles floors.
12. Hygienic cleaning of washrooms on weekends includes walls.
13. Dry moping periodically.
14. Daily empty trash receptacles.
15. Daily remove debris from landscape pots and planters.
16. Daily clean and sanitize sink and counter tops.
17. Daily upholstery (clean of sofa and other clothing furniture).
18. Fortnightly cleaning of ducts and ventilators.

#### **Services to be Provided – Cleaning of Signboard**

1. Thorough Monthly Cleaning of all signboards in country wide region of the branches with requisite cleaning material/chemical (viper along with required length of sections) sufficient enough to reach the height of the signboard.
2. Cleaning of signboards also on need basis prior to completion of one month period as per the demand of the branch.
3. Ensuring availability of relevant cleaning material in the branch at all times.
4. Any damage to the signboard during cleaning process will be the liability of the vendor. Specially damage to the electric circuit etc.



**1. Janitorial Material Required Per Month for Head Office, Clifton, Karachi**

S. No.	Description	Quantity
1	Tissue Roll double Houns.	700Pcs (Pink)
2	Tissue Roll Jasmine or Leema	50Pcs (white)
3	Bonitas Surf ½ Kg	06 Packet
4	Scotch Local	06 Pcs
5	Soap Dove	01 Pcs
6	Ass Dish powder	05 packet
7	Phenyl Caroline/Jasmine 500ml	8 Bottle
8	Air freshener or Poppy 300ml	10 Pcs
9	Dusters	24 Pcs
10	Broom Soft	04 Pcs
11	Hand wash Safi Gard 400ml	02 Bottle
12	Dry Map rifle	02 Pcs
13	Wet Map rifle 400gm	08 Pcs
14	Roomies (king Tox) or Equivalent	24 Pcs
15	Hex It/Caroline Glass Cleaner 550ml	04 Pcs
16	Naphthalene Balls	12 Dozen
17	Shoppers Blue+ Garbage	1 ½ Kg + 3K.G
18	Sweep 500ml	04 Bottle
19	Bleach 500ml	04 Bottle
20	Liquid Soap (Hand wash)	18 Litres
21	Acid 300ml	02 Bottle
22	Harpic 300ml	08 Bottle
23	Rose Petal for Box Machine	50 Pcs
24	Soap Safe guard	10 Pcs
25	Viper	2 Per Quarter
26	Bursh	2 Per Quarter
27	Supply	2 Per Quarter
28	Broom Hard	2 Per Quarter
29	Wet mop Stick	2 Per Quarter
30	Dry Stick	2 Per Quarter
31	Balti	2 Per Quarter

2. In addition to above a vacuum cleaner machine (800 waltz – 50 to 60 htz) is also required to be placed at Head Office, Karachi for cleaning of carpeted area including floor cleaning machine on need basis.

3. Janitorial Material Required Per Month per Branch

S. No.	Description	Quantity
1	Tissue Roll double Hours	20 Pcs (Pink)
2	Tissue Box Prime/Gulf	2 Boxes
3	Bonus Surf	1/2 Kg
4	Scotch Local	3 Pcs
5	Soap Tibet	05 pcs / Hand Wash Local Made (300ml)
6	Ass dish Powder	2 Pcs
7	Phenyl Freshener Jasmine	500ml
8	Phenyl Naphthalene balls	12 pcs
9	Hex It/Caroline Glass Cleaner	550ml
10	Air Freshener/ Poppy	300ml
11	Garbage	1/2 Kg
12	Map Refill	1Pcs
13	Duster	4 Pcs
14	Broom Soft	1Pcs
15	Roomies (king Tox) or Equivalent	2 Pcs
16	Dry Refill	On Need Basis
17	Acid or Equivalent	300ml
18	Wet Mop stick	1 Per Quarter
19	Dry Stick	1 Per Quarter
20	Broom Hard	1 Per Quarter
21	Supply	1 Per Quarter
22	W.C Brush	1 Per Quarter
23	Viper medium Size	1 Per Quarter