

Provision of Janitorial & Signboard Cleaning Services
Bid Evaluation Report

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1244/2022
3	Tender Description	Provision of Janitorial & Signboard Cleaning Services
4	Method of Procurement	Single Stage One Envelope Bidding Procedure.
5	Tender Published & SPPRA S.No.	T00531-21-0013. Express Tribune, Daily Express, Sindh Express (05/04/2022).
6	Total Bid Documents Sold	05
7	Total Bids Received	05
8	Technical / Financial Bid Opening Date & Time	21/04/2022 at 1200 Hrs
9	No. of bids qualified	04
10	Bid(s) Disqualified / Rejected	01

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.2,588/-)	Reasons for acceptance/rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. National Cleaning & Fumigation Services	Qualified	Rs.1,950/-	1 st Lowest	Rs.638/- Below the estimated cost	Accepted- Most Advantageous Bid	Accepted- Award of Contract
2.	M/s.Motivated Consultancy & Janitorial Services	Qualified	Rs.1,955/-	2 nd Lowest	Rs.633/- Below the estimated cost	2 nd Lowest	-
3.	M/s. Outriders (Pvt) Ltd	Qualified	Rs.2,099/-	3 rd Lowest	Rs.489/- Below the estimated cost	3 rd Lowest	-
4.	M/s. One Source Maintenance (Pvt) Ltd	Disqualified	Rs.3,090/-	4 th Lowest	Rs.502/- Above the estimated cost	Disqualified due to non-fulfillment of eligibility criteria	-
5.	M/s. Prime Human Resources (Pvt) Ltd	Qualified	Rs.1,944/-	—	Rs.644/- Below the estimated cost	The bidder withdrew his bid through letter dated 29-04-2022	Bid Security has been forfeited as per SPPRA Rule 37 (5) (a)

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, M/s.National Cleaning & Fumigation Services is the most advantageous bid and their bid is also below the estimated cost, hence recommended for award of contract to provide the Janitorial & Signboard Cleaning to Sindh Bank Limited - Head Office & 330 existing Branches.

Members Signature- Procurement Committee

Arshad Abbas Soomro
Chairperson-Head of Administration.

Dilshad Hussain Khan
Member-Chief Financial Officer

Syed Muhammad Aqeel
Member- Chief Manager, IDBL Karachi

29th April 2022

Handwritten: 29/5/22
Haris Adnan

President & CEO
Sindh Bank Limited,
Head Office, Federation House,
Abdullah Shah Ghazi Road,
Clifton, Karachi.

Sub: Withdrawal Request from SNDB/COK/ADMIN/TD/1244/2022 Provision of Janitorial & Signboard cleaning services tender

Dear Sir,

This is with reference to the tender and supporting documents for the participation of the above-mentioned tender, we hereby withdraw our participation from this tender due to mis-calculation in our financial proposal due to which we will not be able to provide services to Sindh Bank Limited under that pricing for the year 2022-23.

In view of the above, we are requesting Sindh Bank Limited to consider our request and return our pay order (PO # 24632404) submitted in favor of Sindh Bank Limited as bid security/earnest money in the sum of Rs. 391,000/- (PKR Three Hundred Ninety-One Thousand Only).

Sincerely,

Handwritten signature: Sadiq Fareed

General Manager

Prime Human Resource Services (Private) Limited.

Tel: 021-35873464, 02135363828-29

sadiq.fareed@primehr.com.pk



ATTENDANCE SHEET
 BID OPENING -

FOR SELECTION OF Provision of Janitorial & Sign/Lamp cleaning service

Date: 21-04-2022

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1-	Prime HR	Haque Jadhvi	0300-8241799	111, Park Towers Clifton, Karachi	
2-	Motivated Consulting (Pvt) Ltd.	G. Mustafa	0302-240577	Office No. 217 Shams Chambers KHI	
3-	NLFS	S. H. Jha	0310-2051126	NCP SDA Ph-2 Karachi	
4-	OPL	Arwinder	0311-7467041	ii. Chondalg Road	
5-	One source Maintenance (Pvt) Ltd	Umar Amir	0311-3196445	659/2 PESH Block 2 KHI	

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 Technical & Signboard cleaning services
 TYPE OF TENDER: SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE/TWO STAGE-TWO ENVELOPE
 OPENING DATE: 21-04-22
 OPENING TIME: 12 hrs.

ATTENDANCE (MEMBER PC)

Mr.
 Mr.
 Mr.
 Mr.

ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM	BID OFFERED
1-	<u>Prime HR</u>		<u>Rs 1944/-</u>
2-	<u>Motivated Consulting (PVT) Ltd.</u>		<u>Rs 1955/-</u>
3-	<u>NCFE</u>		<u>Rs 1950/-</u>
4-	<u>OPC</u>		<u>Rs 2099/-</u>
5-	<u>One Source Maintenance (PVT) Ltd.</u>		<u>Rs 3510/-</u>

TOTAL BIDS ACCEPTED FOR EVALUATION: #05

TO: BIDS REJECTED: _____

REMARKS: _____

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. _____
 Head - Admin Div. _____
 Member-ADM _____
 Date: _____

SUMMARY OF TECHNICAL EVALUATION CRITERIA FOR PROVISION OF JANITORIAL & SIGNBOARD CLEANING SERVICES

S.No	Bidders	Years in Business in Relevant Field		Points Obtained	Average Turn Over in last three years		Points Obtained	Bank Presently on Cliental List (For counting of each bank services to at least 50 branches are mandatory)		Points Obtained	Number of Offices in Provinces			Points Obtained	Grand Total	Qualified marks / Disqualified	
		Total Points			Total Points			Total Points			Total Points		Total Points				
		5 years & above	3 years & above		70 Million & Above	35 Million & Above		4 Banks & Above	2 Banks & Above		In 4 provinces	In 2 and above provinces	Total Points				
1	Prime Human Resources Services (Pvt) Ltd	20	15	20	20	20	20	35	20	35	15	15	15	90	Qualified		
2	Motivated Consultancy (Pvt) Ltd	20		20	20	20	20		20	20	15	15	15	75	Qualified		
3	National Cleaning & Fumigation Services	20		20	20	20	20		20	20	15	15	15	75	Qualified		
4	Outriders (Pvt) Ltd	20		20	20	20	20		20	20	15	15	15	75	Qualified		
5	One Source Maintenance (Pvt) Ltd	20		20	20	20	20				15	15	15	55	Disqualified		

Members Signature: Evaluation Team

 M. Afzal Iqbal
Admin Division

 Fouzia Siddiqui
Operation Division

 Taimoor Ghous
Finance Division

Members Signature: Procurement Committee

 Arshad Abbas Soomro
Head of Administration

 Dilshad Hussain Khan
Chief Financial Officer

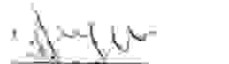
 Syed Muhammad Azeem
Chief Manager, IDBL Karachi


DISQUALIFICATION CONDITIONS


PROVISION OF JANITORIAL & SIGN BOARD CLEANING SERVICES

S.No.	Bidders	Black Listing on SPPRA /SINDH BANK LTD (Yes/No)	FBR Registration/ Provincial Revenue Collecting Authority (Yes/No)	Alternate Bid Offered (Yes/No)	Tender Fee Submitted (Yes/No)	2 X Warning Letters issued by SNDB (Yes/No)	History of Premature cancellation of tender in the past with SNDB (Yes/No)	Qualified / DisQualified
1	Prime Human Resources Services (Pvt) Ltd	No	Yes	No	Yes	No	No	Qualified
2	Motivated Consultancy (Pvt) Ltd	No	Yes	No	Yes	No	No	Qualified
3	National Cleaning & Fumigation Services	No	Yes	No	Yes	No	No	Qualified
4	Outdoors (Pvt) Ltd	No	Yes	No	Yes	No	No	Qualified
5	One Source Maintenance (Pvt) Ltd	No	Yes	No	Yes	No	No	Qualified

Members Signature- Evaluation Team


M Athar Iqbal
Admin Division


Fouzia Shamim
Operation Division


Taimoor Ghausi
Finance Division

Members Signature- Procurement Committee

1. Arshad Abbas Soomro
HEAD OF ADMINISTRATION
2. Dilshad Hussain
CFO
3. Syed Muhammad Aqeel
Chief Manager, IDBL





FINANCIAL PROPOSAL

SIGNATURE MEMO

Head - Fin Div.

Head - Admin Div.



PRICE SCHEDULE per IOBL

Applicable for the year 2022-2023

Date: _____

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")	1,944/-
*GRAND TOTAL		1,944/-

*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 391 janitorial staff will be deployed in our exiting countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs. 20,000/- 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.20,000 + Rs.2,500/- = Rs.22,500/-)
- 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 7,820,000/- (391 x 20,000/-) 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.

12. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the eligibility criteria evaluation.
13. The successful bidder will be required to provide neat and clean uniform along with black shoes/socks during their employment with Branches/Head Office.
14. While quoting salary/wages, bidder has to ensure that government notifications have been complied with.
15. Minimum salary will stand revised as & when notified by the government.
16. Service Provider has to ensure that amount of salary paid on account of monthly pay to janitorial staff i.e. (Rs.20,000/- per janitorial staff per month) is disseminated without fail as and when without single rupees deduction. If any complaint in this regard is received then tender will stand cancelled.
17. The service provider is bound to supply items as mentioned at page no.14 & 15 of the tender document in kind, no cash to the branch will be given to buy any janitorial item as their end. And complaint of disseminating cash to branch will make the service provider disqualified form the subject tender without any warning.
18. The tender will be extendable for further period of two years on mutual consent on the same terms & conditions and service charges rates.

We, hereby accept all the terms and conditions as given above.



Sadiq Fareed
GM-Verification/Recruitment & Account Management
Prime Human Resource Services Pvt. Ltd
Dated: 13th April 2022

SIGNATURE MEMBERS PC-ADM:

Head - Fin Div. _____
Head - Admin Div. _____
Member-IDBL. _____
Date: _____

SIGNATURE MEMBERS PC-ADM & I

Head - Fin Div. _____

Head - Admin Div. _____

Member-IDBL. _____

Date: _____

4. FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2022-2023)

Name of Bidder *National Cleaning & Sanitation*

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")	1950 /m
*GRAND TOTAL		1950 /m

***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 391 janitorial staff will be deployed in our existing countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs 20,000/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional of Rs.2,500/- i.e. (Rs.20,000 + Rs.2,500/- = Rs.22,500/-)
- 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 7,820,000/- (391 x 20,000/-) 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 working 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.
12. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the eligibility criteria evaluation.
13. The successful bidder will be required to provide neat and clean uniform along with black shoes/socks during their employment with Branches/Head Office.
14. While quoting salary/wages, bidder has to ensure that government notifications have been complied with.
15. Minimum salary will stand revised as & when notified by the government.
16. Service Provider has to ensure that amount of salary paid on account of monthly pay to janitorial staff i.e. (Rs.20,000/- per janitorial staff per month) is disseminated without fail as and when without single rupees deduction. If any complaint in this regard is received then tender will stand cancelled.
17. The service provider is bound to supply items as mentioned at page no.14 & 15 of the tender document in kind, no cash to the branch will be given to buy any janitorial item as their end. Any complaint of disseminating cash to branch will make the service provider disqualified from the subject tender without any warning.
18. The tender will be extendable for further period of two years on mutual consent on the same terms & conditions and service charges rates.

We, hereby accept all the terms and conditions as given above.

Shakeel Ahmad / C.E.O.

(Signature of bidder with name, Designation and Company Seal/Stamp)

Dated: 21-06-2022

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. _____

Head - Admin Div. _____

Member-IDBL. _____

Date: _____

Stamp
21/06/2022

SIGNATURE MEMBER IS PC-ADMIN

Head - Fin Div. _____

Head - Admin Div. _____

Member-IDBL. _____

Date: _____

4 .FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2022-2023)

Name of Bidder Motivated Consultancy Pvt. Ltd.

Sr. No.	Description	Service Charges in (Rs).
	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")	1955/-
	*GRAND TOTAL	1955/-

***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 391 janitorial staff will be deployed in our exiting countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs 20,000/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional of Rs.2,500/- i.e. (Rs:20,000 + Rs.2,500/- = Rs.22,500/-)
- 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 7,820,000/- (391 x 20,000/-) 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.

