

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 & Sign Board Cleaning Services

4) TENDER NUMBER SNDB/COK/ADMIN/TD/643/2015

5) BRIEF DESCRIPTION OF CONTRACT Same as Above

6) FORUM THAT APPROVED THE SCHEME Competent Authority

7) TENDER ESTIMATED VALUE Rs. 6,200,000/-

8) ENGINEER'S ESTIMATE (For civil works only) _____

9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) One Year

10) TENDER OPENED ON (DATE & TIME) 27/11/2015 At 1145 Hours

11) NUMBER OF TENDER DOCUMENTS SOLD 03
(Attach list of buyers)

12) NUMBER OF BIDS RECEIVED 03

13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 03

14) BID EVALUATION REPORT (Enclose a copy) 14/12/2015 Attached

15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Motivated, Room No. 422, Zaha Square
Near Memon Masjid, MA Jinnah Road
Karachi

16) CONTRACT AWARD PRICE Rs. 4,824,180/-

17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e. 1st, 2nd, 3rd EVALUATION BID). 1) M/s. Motivated

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 _____ COMPETENT AUTHORITY _____

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 S. No:25793/2015
No	

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

Yes	Express Tribune, Daily Express & Daily Ibrat. (12th November 2015)
No	

22) NATURE OF CONTRACT

Domestic/ Local	<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 details and 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

[Handwritten Signature]

39) Date of Award of Contract: 06/01/16

Signature & Official Stamp of
Authorized Officer

FOR OFFICE USE ONLY

**Lt Col (R) Shanzad Begg
EVP/Head of Administration
SINDH BANK LIMITED**

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

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SINDH BANK

Provision of Janitorial & Sign Board Cleaning Services Bid Evaluation Report

07/12/2015

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/643/2015
3	Tender Description	Provision of Janitorial & Sign Board Cleaning Services
4	Method of Procurement	Single Stage One Envelop Bidding Procedure
5	Tender Published & SPPRA S.No.	S.No: 25793. Express Tribune, Daily Express, Daily Ibrat (12/11/2015)
6	Total Bid Documents Sold	03
7	Total Bids Received	03
8	Technical & Financial Bid Opening Date & Time	27/11/2015 at 1145 Hrs.
9	No. of bid qualified	01
10	Bid(s) Rejected	-

Details on the above as given below:

S No	Name of Firm or Bidder	Qualified / Disqualified In Eligibility/Technical Criteria	Total Bid Offered (per month)	Ranking In terms of Cost	Comparison with Estimated Cost (Rs.6,200,000)	Reasons for acceptance/rejection	Remarks
0	1	2	4	5	6	7	8
1.	M/s. Motivated Consultancy & Janitorial Services	Qualified	Rs.4,824,180/-	1 st Lowest Bidder	Rs. 1,375,820/- below the estimated cost	Accepted - Only Qualified Bidder	
2.	M/s. Khan & Sons	Disqualified	Rs.5,266,500/-	2 nd Lowest	Rs.933,500/- below the estimated cost	Disqualified - Due to not fulfilling the eligibility criteria	
3.	M/s. Marhaba Traders	Disqualified	Rs.6,424,806/-	3 rd Lowest	Rs.224,806 /- above the estimated cost	Disqualified - Due to not fulfilling the eligibility criteria	

Accordingly going by the Technical/Financial Evaluation offered in the tender document, M/s. M/s. Motivated Consultancy & Janitorial Services stands as only Qualified Evaluated Bidder for Provision of Janitorial & Sign Board Cleaning Services.

Members - Procurement Committee

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

Chief Financial Officer
(Mr. Saeed Jamal)

Chief Manager, IDBL
(Mr. Syed Muhammad Aqeel)





Dated: 3/12/15
Provision of Janitorial Services

Serial No: 03
 Bidder MALWA

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Years in Business in relevant field <i>ATW 2008</i>	20	20	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business with evidence is required to be enclosed	Assessment "A"
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20	20	On an average of 70 M and above per year	Audit Report / Tax Return of last 3 years	Assessment "B"
		15		On an average of 35 M and above per year		
3	Bank presently on Chemical List (For counting of each bank services to at least 50 branches are mandatory)	38	20	4 and above Banks	Award letters to be attached daily issued from each concerned Bank for the Year 2015.	Assessment "C"
		20		2 and above Banks		
4	Number of Offices in Provinces	25	15	In 4 Provinces	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted	Assessment "D"
		15		In 2 and above Provinces		
Total		100	75	QUALIFIED/DISQUALIFIED		

Members Signatures- Evaluation Committee

 Farhan A Siddiqui Administration Division	 Tahawar Raza Operations Division	 Dilshad Hussain Khan Finance Division
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Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature





Dated: 30/11/15
Provision of Janitorial Services


Serial No: 01
 Bidder KHAN S S

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Years in Business in relevant field	20	20	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business with evidence is required to be enclosed	Annexure "A"
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20	15	On an average of 70 M and above per year	Audit Report / Tax Returns of last 3 years	Annexure "B"
		15		On an average of 35 M and above per year		
3	Bank presence on Cliental List (For counting of each bank services to at least 50 branches are mandatory ISBP)	36	20	4 and above Banks	Award letters to be attached duly issued from each concerned Bank for the Year 2015.	Annexure "C"
		20		2 and above Banks		
4	Number of Offices in Provinces	24	15	In 4 Provinces	AT&T Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted	Annexure "D"
		15		In 3 and above Provinces		
Total		100	35	QUALIFIED/DISQUALIFIED		

Members Signatures- Evaluation Committee

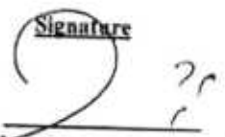
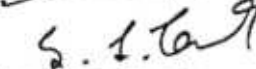
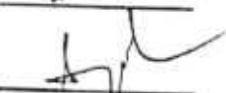

 Farhan A Siddiqui
 Administration Division


 Tahawar Raza
 Operations Division


 Dilshad Hussain Khan
 Finance Division

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature




Dated: 03/11/15
Provision of Janitorial Services

Serial No: 02
 Bidder: MARHABA TRADE

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Years in Business in relevant field	20	20	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business with evidence is required to be enclosed	Annexure "A"
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20		On an average of 70 M and above per year	Audit Report / Tax Return of last 3 years	Annexure "B"
		15		On an average of 35 M and above per year		
3	Bank presently on Cliental List (For counting of each bank services to at least 50 branches are mandatory)	35		4 and above Banks	Award letters to be attached duly listed from each concerned Bank for the Year 2015.	Annexure "C"
		20		2 and above Banks		
4	Number of Offices in Provinces 20 offu	25		In 4 Provinces	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted.	Annexure "D"
		15		In 3 and above Provinces		
Total		100	20	QUALIFIED/DISQUALIFIED		

Members Signatures- Evaluation Committee


 Farhan A Siddiqui
 Administration Division

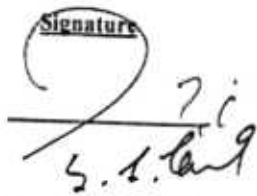

 Tahawar Raza
 Operations Division

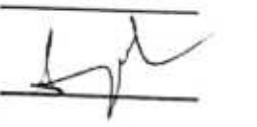

 Dilshad Hussain Khan
 Finance Division

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature





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

TYPE OF PROCUREMENT

✓
ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Provision of Sanitorial Services & sign board cleaning

TYPE OF TENDER

✓
SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE

27/11/2015

OPENING TIME

1145 hours

ATTENDANCE (MEMBER PC)

Head of Administration

Chief Financial Officer

Chief Manager IDBL, Karachi

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

1) Asif

Marhaba Tenders

2) Mustafa

Motivative

3) Amjad Ali

Khan & Sons.

TOTAL BIDS ACCEPTED FOR EVALUATION

3

TOTAL BIDS REJECTED

-

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. [Signature]

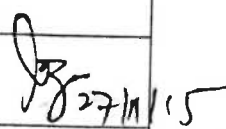

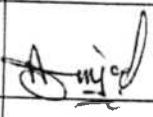
Head - Admin Div. [Signature]

Member-IDBL. [Signature]

Date: _____

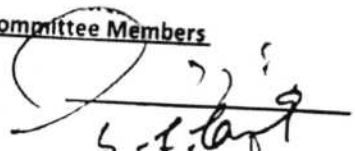
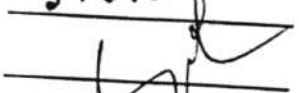

**ATTENDANCE SHEET
BID OPENING -**

FOR SELECTION OF Provision of Sanitorial Services & Cleaning of sign Bo
Date: 27/11/15

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Motivated Consultancy Janitorial Ser.	G. Mustafa	03022405771	Zahra Square P.H. No. 420	 27/11/15
2	Muda Ser	A. Sattar	03009229623		
3	M/s Khan & Sons	Amjad Ali	0311-807428	Jamiana Cantonment D.H.A. Korakki	

Signature - Procurement Committee Members

Head of Administration
Chief Financial Officer
Chief Manager (IDBL)

SIGNATURE MEMBERS PG ADMIN

Head - Fin Div. [Signature]

Head - Admin Div. [Signature]

Member-IDBL. [Signature]

Date: _____

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-2016)

Name of Bidder M/S Alshaba Traders.

S. No.	Description	Cost
1	Monthly Pay of Individual Supervisor (For Head Office, Karachi)	17,460-
2	Monthly Pay of Individual Uniformed Janitorial Staff	16,273-
3	Monthly cost of material required to be supplied at Head Office as per the list attached as mentioned in Scope of Work	34,410-
4	Monthly cost of material required to be supplied at Branch as per the list attached as mentioned in Scope of Work	4,440-
5	Service Charges per Janitorial Staff	1,665-
6	Signboard Cleaning Charges: As per given scope of work.	777-
7	Applicable Government Taxes	7,502-
	a. Sindh Government Sales Tax	
	b. Punjab Government Sales Tax	
	c. Any Other Taxes, if applicable	
*Total Amount		82,527-

This * Total Amount will be taken as the financial bid offered by the vendor.

NOTE:

- 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.
- If the item is not provided/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labour charges.
- No advance payment for the supply of equipment 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 the $[(Total\ Amount) \times 250]$ will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.

~~82527~~
25471 + 250 = 6367750

57056
57056

642486



Note:- Payorder No. 00818159 dated 26-11-15 Amounting Rs. 3,600,000/-
Bank Al Habib Etal for Bid Security in favor of
Sindh Bank Ltd is enclosed with financial proposal.

SIGNATURE MEMBERS PO-ADMIN

Head - Fin Div. [Signature]

Head - Admin Div. [Signature]

Member-IDBL. [Signature]

Date: [Signature]

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-2016)

Name of Bidder M/S KHAN & SONS

S. No.	Description	Cost
1	Monthly Pay of Individual Supervisor (For Head Office, Karachi)	Rs. 21000/=
2	Monthly Pay of Individual Uniformed Janitorial Staff	Rs. 12000/=
3	Monthly cost of material required to be supplied at Head Office as per the list attached as mentioned in Scope of Work	Rs. 18000/=
4	Monthly cost of material required to be supplied at Branch as per the list attached as mentioned in Scope of Work	Rs. 15000/=
5	Service Charges per Janitorial Staff	Rs. 2228/=
6	Signboard Cleaning Charges: As per given scope of work. (Per Branch)	Rs. 1000/=
7	Applicable Government Taxes	
	a. Sindh Government Sales Tax	Rs. 2091/=
	b. Punjab Government Sales Tax $Rs. 3345.80 = KPK Rs. 3345.80$ OR $Rs. 10457$	
	c. Any Other Taxes, if applicable	
	*Total Amount	Rs. 20910/=

*This * Total Amount will be taken as the financial bid offered by the vendor. Rs. 20910 x 250 = Rs. 5227500*
Head office supervisor & Material
G. TOTAL Rs. 5266500/-
Per month

NOTE:

- 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.
- If the item is not provided/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labour charges.
- No advance payment for the supply of equipment 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 the *[(Total Amount) x 250] will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
- 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.

57910

[Signature]
Khan & Sons