

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 / Department. Jinnah Postgraduate Medical Centre (JPMC)
- 2). Provincial / Local Government / Other Provincial Government
- 3). Title of Contract. Outsourcing Janitorial Services
- 4). Tender Number. F.AD(G)/19/2022-2023/JPMC
- 5). Brief description of contract. Hiring of Janitorial/Cleaners from private firms
- 6). Forum that approved the scheme. Jinnah Postgraduate Medical Centre (JPMC)
- 7). Tender estimated value. 31.79 Millions
- 8). Engineer's estimate.
(For civil works only) -
- 9). Estimate completion period (as per contract). 30th June,2023
- 10). Tender opened on (date & time) 26th July,2022 at 11:30 AM
- 11). Number of tender documents sold.
(attach list of buyers) Eight (08)
- 12). Number of Bids received. Seven (07)
- 13). Number of bidders present at the time of opening of Bids. Seven (07)
- 14). Bid evaluation report.
(enclose a copy) Attached
- 15). Name and address of the successful Bidder. M/s:Master Multi Tech (Pvt) Limited
Mezzanine Floor, Business Avenue, 26-A, Block-6, PECHS, Ka
- 16). Contract award price. @Rs.3,027,800/- per month janitorial package
- 17). Ranking of successful Bidder in evaluation report.
(i.e 1st, 2nd, 3rd Evaluation report).
- 1). M/s:Master Multi Tech (Pvt) Limited
- 2). M/s:Sharplink Services
- 3). M/s:Prime Human Resources Services (Pvt) Ltd
- 18). Method of Procurement uses:- (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. -----

(Cont.....2)

19). Approving authority for award of contract. Executive Director, Jinnah Postgraduate Medical Centre, Karachi

20). Whether the procurement was included in annual procurement plan?

Yes	(✓)	No	
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21). Advertisement:

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

Yes (✓)	NIT ID # T00522-22-0003, BER ID # BE00522-22-0003-1, Dated 03/07/2022 & 05/08/2022
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ii). Newspapers
(If yes, give name of news papers & dates.

	INF-KRY-2952/2022
Yes (✓)	Daily Jang, dated 30/06/2022 (Urdu)
	Daily Sobh, dated 30/06/2022 (Sindhi)
	Daily Express Tribune, dt.30/06/2022 (Eng)

iii). JPMC Website

Yes (✓)	Dated 30 th June, 2022
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22). Nature of Contract

Domestic/ Local	(✓)	International	
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23). Whether qualification criteria was included in bidding/tender Documents ? (If yes, enclose a copy).

Yes	(✓)	No	
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24). Whether Bid Evaluation criteria was included in bidding/tender Documents ? (If yes, enclose a copy).

Yes	(✓)	No	
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25). Whether approval of competent authority was obtained for using a method other than open competitive bidding ?

Yes	(✓)	No	
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26). Was Bid Security obtained from all the Bidders ?

Yes	(✓)	No	
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27). Whether the successful Bid was lowest evaluated Bid/Best Evaluated Bid (in case of Consultancies)

Yes	(✓)	No	
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28). Whether the successful Bidder was technically complaint ?

Yes		No	(x)
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29). Whether names of the Bidders and their quoted prices were read out at the time opening of Bids ?

Yes	(✓)	No	
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30). Whether Evaluation report given to Bidders before the award of contract ? (attach copy of the Bid Evaluation Report).

Yes	(✓)	No	
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(Cont.....3)

31). Any complaints received (if yes, result there)

Yes		No	(x)
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32). Any deviation from specifications given in the tender notice/documents (If yes, give details).

Yes		No	(>)
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33). Was the extension made in response time ? (If yes, give reasons).

Yes		No	(>)
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34). Deviation from qualification criteria (If yes, give detailed reasons).

Yes		No	(>)
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35). Was it assured by the procuring agency that the selected firm is not Black listed ?

Yes	(✓)	No	
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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.


Yes		No	(x)
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37). Were proper safeguards providing on mobilization advance payment in the contract (Bank Guarantee etc).

Yes	(✓)	No	
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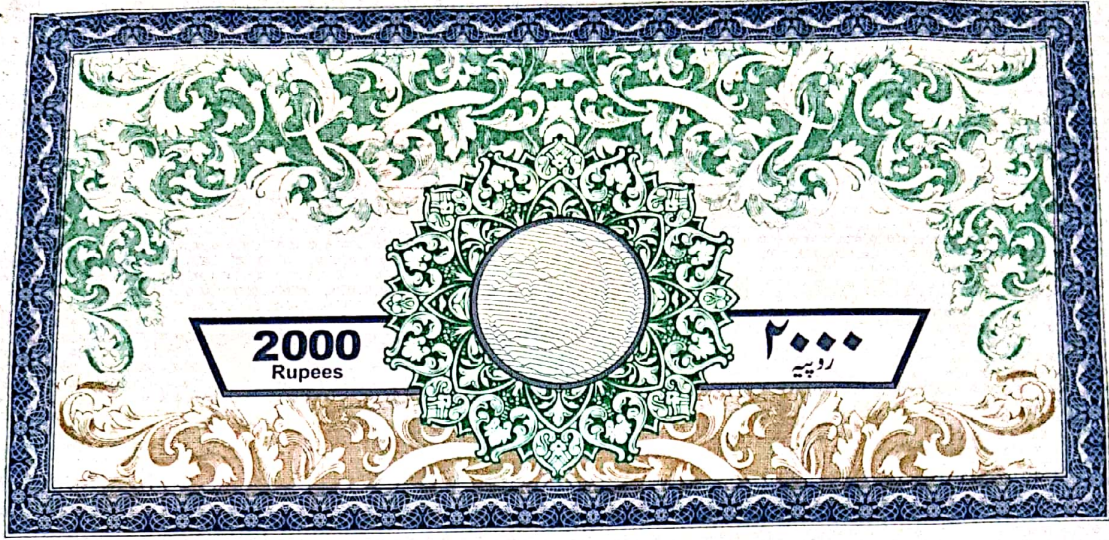
38). Special conditions, If any (If yes, give Brief Description)

Yes		No	(x)
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Signature & Official Stamp of
Authorized Officer
DR. MUHAMMAD SULEMAN
Deputy Executive Director
Jinnah Postgraduate Medical Centre
Karachi

LIST OF BIDDERS\FIRMS FOR PURCHASE OF BID DOCUMENTS
TENDER OF OUTSOURCING JANITORIAL SERVICES
FOR THE YEAR 2022-2023

1. M/s:Al-Basit Facilities Management (Pvt) Ltd.
2. M/s:Sharplink Services.
3. M/s:Prime Human Resource Services (Pvt) Limited.
4. M/s:Master Multi Tech (Pvt) Limited.
5. M/s:Captain Cleaning Services.
6. M/s:Saad Abdullah & Co.,
7. M/s:M.M.Associates (Private) Limited.
8. M/s:Muniba Enterprises.



M. Rizwan Stamp Vendor

Lic. No. 191, Shop No. 348, Babar Market Karachi.

S. No. 98764 Date 16-8-22

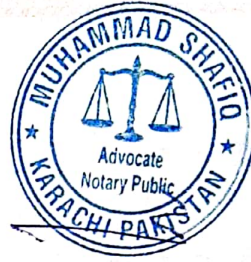
Issued to With Address

Through With Address

Purpose - 2000/- SALMAN SHAIKH

Value Rs. 2000/- Attested [Signature] Advocate

Stamp Vendor's Signature



16 AUG 2022

CONTRACT AGREEMENT FOR OUTSOURCING JANITORIAL SERVICES

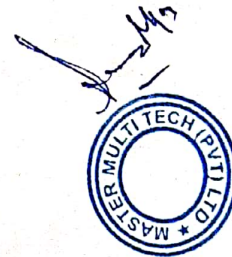
This agreement is being made between M/s:Jinnah Postgraduate Medical Centre, Karachi herein after called First Party\JPMC (which expressions shall whenever context so admites, mean and include its legal representatives and successor).

AND

M/s:Master Multi Tech (Pvt) Limited having registered Mezzanine Floor, Business Avenue, 26-A, Block-6, PECHS, Shahrah-e-Faisal, Karachi hereinafter called the Second Party\Contractor (expressions shall when over context so admits, mean and include his legal heirs, executors administrator & assignees).

JPMC is desirous of securing Annual Janitorial Services for the year 2022-2023 and Contractor is desirous of providing such services to JPMC. The two parties hereby agree to the following:-
(Cont.....2)

[Signature]
Executive Director
Jinnah Postgraduate Medical Centre
Karachi.

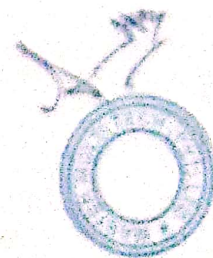



NOW IT IS HEREBY AGREED AS FOLLOWS:-

- 1) This agreement shall be commence from 16th August, 2022 to 30th June, 2023 and may be renewed for successive terms by mutual consent of JPMC and Contractor, with or without changes in this agreement. However, this agreement is initially valid for three (03) months and shall be considered automatically extended to cover the full contract period subject to the satisfactory performance.
- 2) There is no other agreement or understanding between JPMC & Contractor other than what is stated in this agreement. Either party has a right to terminate this agreement by giving the other party 30 days notice in writing if the other party defaults under the terms of this agreements and does not rectify the problem(s) after such matters are brought to its attention in writing, by other party and reasonable time has been given to remedy the issue.
- 3) The First Party\JPMC will pay a fixed monthly charges/payment amounting to @Rs.28,778/- per cleaner\janitor total amounting to Rs.3,027,800/- (Rupees Three Millions Twenty Seven Thousands Eight Hundred Only) per month package (including all prevailing Government Taxes, levies, benefits, allowances & other expenses etc., including chemical and cleaning materials with supervisors and tipping/dumping charges of Sindh Solid Waste Management Board).
- 4) The Second Party\Contractor is bound to pay the monthly fixed tipping/dumping charges of Rs.150,000/- per month in the shape of pay order in favour of Sindh Solid Waste Management Board (SSWMB) and submit before 5th day of each calendar month with the Cashier of this Centre for disposal charges of garbage of JPMC at Landfill sites of SSWMB.
- 5) Second Party\Contractor will be responsible for the supervision of their staff (total number of employees to be 100 Nos. per day in two shift) and the Contractor shall be bound to provide the sanctioned strength of Janitorial\Cleaner Staff at all time even on holidays including Sunday.




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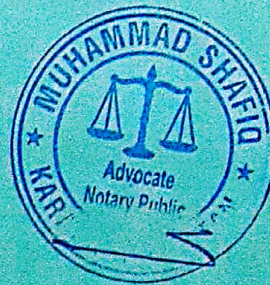



Executive Director
Sindh Solid Waste Management Board
Karachi.

- 6). The Contractor is bound to pay minimum wage as notified by the Government to the all employees hired on contract basis and it is the sole responsibilities of bidders to pay all Government Taxes, levies, benefits, allowances & other variable expenses etc.,
- 7). The Contractor shall pay the salary to their employees by cross cheque or through Bank account only before 10th of each month and submit copy of pay roll to the JPMC Administration before 20th of each calendar month.
- 8). All the applicable Government Taxes will deducted from monthly bills as per Govt. rules/laws/policy.
- 9). The monthly fixed contract price includes the cost of human resources, transportation SESSI and EOBI for Contractor employees, uniforms for employees & staff supervision. Contractor shall be responsible for the cost of all cleaning equipment and their maintenance. All cleaning equipments will be brought by Contractor at the site of work which will remain the property of Contractor.
- 10). The Contractor is responsible for vaccination of Covid-19 all the janitorial staff posted at JPMC and shall strict follow the SOPs of Covid-19 during duty hours while wearing mask.
- 11). The JPMC Administration will conduct interviews of the contract employees hired by the Contractor, before deployment at JPMC, if required.
- 12). The contractor shall provide Janitorial Services at JPMC, Karachi comprising the areas areas will be continuously cleaned and kept immaculately clean round the clock on 24 hours basis and Solid Waste Disposal of Hospital, Cat Catcher, Spray Man and Fumigation and all corridors, Stairs, Open & Road Side Area & related Offices.
- 13). The Executive Director, Jinnah Postgraduate Medical Centre, Karachi can increase and decrease the number of Janitorial staff in the premises at any time, on the same terms & conditions and monthly rent. Contractor is bound to provide the same to this first party as required.

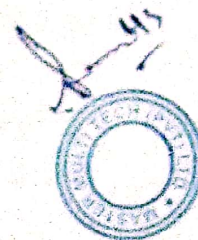
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Executive Director
Jinnah Postgraduate Medical Centre
Karachi.



- 14) The Contractor shall provide services 24 hours (12 hours shifts) i.e. 7:00 AM to 7:00 PM & 7:00 PM to 7:00 AM. They will be deployed after consultation with JPMC Administration & provide the complete deployment duty roster of Janitors along with attendance will be submitted by the Contract by 10:00 AM including Sunday and holidays to the JPMC Administration. The regular Sanitary Superintendent & Sanitary Inspector of Jinnah Postgraduate Medical Centre, Karachi will be a signatory to daily attendance, counter signed by Deputy Director as and when required.
- 15) That the strength of Janitorial\Cleaner staff can be increased by the client with notice period of 03 days. On additional payment, within contractual wages.
- 16) The Contract will be initially for three months and will liable to be discontinued in case of un-satisfactory service/performance of firm after issuance of 15 days notice.
- 17) That if the Contractor desires to terminate the contract before the expiry of the contract period he will have to serve a written notice of 30 days in advance to the J.P.M.C. Administration.
- 18) Contractor shall be responsible for ensuring the delivery of high quality cleaning services in a consistent manner for the term of the Agreement.
- 19) The Contractor shall submit invoice to JPMC every month for the monthly fixed costs, to be paid within 30th days in next month.
- 20) The areas have to be kept clean at all times. Window cleaning will be done from the inside Floor and carpet areas have to be maintained year-round, that will include dry mopping, wet mopping of floors, vacuum cleaning of carpets and spot removal of carpets.
- 21) JPMC shall be responsible to provide hot/cold water outlets electric power points for operation of equipment, storage hooks, installation of washing machines (to be supplied by Contractor) for proper cleaning of mop-heads.

(Cont..... 5)



A handwritten signature in black ink, appearing to be 'M. M. M.', written over a faint circular stamp.

Executive Director
Jinnah Postgraduate Medical Centre
Karachi.

22). All bathrooms have to be cleaned, sanitized and deodorized daily, **once every two hours**. Wards, Offices and corridors will be dry-mopped & wet mopped every two to three hours to ensure no paper pieces or other waste items are lying on them & that the floor remains clean, The dry mopping of floors will be a continuous process all day long, six days a week, however, the Ward areas shall be provided with cleaning services on all the seven days of the week including Sunday & gazetted holidays.

23). All provided janitors must fully trained in proper cleaning & janitorial methods and Techniques for proper and satisfactory performance to maintain & provide described services on day-to-day basis.

24). JPMC will be the sole judge of the efficiency and acceptability of each janitorial employee's performance while on site JPMC reserves the right to ask the Contractor to remove any janitorial personnel from further duty at JPMC's premises.

25). The Contractor's employees shall be neat clean in appearance & shall wear an uniform that clearly identifies them as an employee of the Contractor. The expenses of uniforms of uniforms shall be born by the Contractor

26). The Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserve the right to take ex-part decision without assigning the reason.

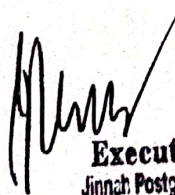
27). The Contractor should provide complete date of staff employed for providing the Services to JPMC, including copy of CNIC's and security clearance of Janitorial staff from Police.

28). Cleaning chemicals, materials, supplies and other consumables shall be provided by the Contractor, that shall include brooms, brushes, dust cloths, wet and dry mop:

bucket trolleys, multipurpose trolleys, sponges, squeegees, liquid & powder detergent
detergents, disinfectants, glass cleaner, floor cleaners, face masks, gloves, medic
shoes, aprons, dungarees, ladders, hanging chairs for cleaning roofs and cobweb

(Cont.....6)




Executive Director
Jinnah Postgraduate Medical Centre
Karachi.



window glasses, walls, and other compounds necessary to properly maintain the premises. Cost of liners for waste paper baskets & uniforms are included, Liner will be provided in two colour, bathroom consumable. e.g, tissues paper, tissue towels, tissue boxes and liquid hand soap fragrance dispensers to be installed in the Executive authorities' washrooms.

29). The Contractor shall be responsible for all coordination and supervision of personnel associated with the janitorial service. These activities include the following:-

- a). Ensure security protocols and procedures of the JPMC, are abided
- b). Furnish cleaning supplies, material and equipments, necessary for performance of the Janitorial service.
- c). Provide cleaning equipment like vacuum cleaner, floor scrubber & power washing Equipment etc., needed for the performance of the work of this contract.
- d). Supply Consumable supplies as mentioned above in scope of services.
- e). Provide adequate supervision to ensure janitorial staff arrive at assigned post in time, and perform their duties throughout their assigned shift.
- f) At all time performance its obligation efficiently and professionally accordingly to the verbal or written instructions mutually agreed upon.
- g). The Contractor shall not employ any person who has been dismissed from Govt. Service due to criminal activity.
- h). The Contractor will also provide Plastic Bags for use in Hospital wastages in 03 (three) colours, as per the approved colour of the Environmental Protection Agency (EPA) and disposed as per rules for Medical Solid Waste Management.
- i). Deployment of male & female Janitorial/cleaner staff will be made as per decided JPMC Administration.
- j). The Contractor will follow all verbal/written instructions of JPMC Administration issued in connection with Sanitation\Janitorial Service.

(Cont.....7)




Executive Director
Jinnah Postgraduate Medical Centre
Karachi.

- k). The Contractor should not violate himself or allow his Janitorial staff\Cleaner to violate the rules of the Environmental Protection Agency (EPA).
- l). The Contractor will not be allowed to participate in any political/immoral/illegal activities in the premises of JPMC, Karachi.
- m). Child Labour rules and basic human rights will not be violated by the Contractor. Age of Janitorial\Cleaner worker shall not be less than 18 years.
- n). The Contractor is responsible for vaccination of each Janitor and periodical Medical Fitness.
- o). The Contractor will be responsible for vaccination of Covid-19 for each Janitor and strictly follow the SOPs of Covid-19.
- p). Provide the complete deployment duty roster of employees along with attendance report will be submitted by the Contractor by 10:00 AM including Sunday and holidays to the JPMC Administration.
- 30). The JPMC will be responsible for providing direction & assistance to Contractor. These activities include the following:-
- a). Provide training assistance to Contractor's staff in security protocols & procedures.
- b). Furnish existing electrical power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work.
- c). Provide storage room for Contractor to store necessary supplies, material and equipment. In this room, provide hot/cold water and drainage pipes for food washing machines.
- 31). The Second Party\Contractor has already agreed and submitted affidavit on judicial stamp paper with written consent that firm is financially sound, have sufficient funds to pay three (03) months salary to their janitors from their own sources as per Government Policy.

(Cont.....8)




Executive Director
Jinnah Postgraduate Medical Centre
Karachi.



22) In case of non-compliance/ violation of the any clause of contract agreement, the contract will be cancelled without any further reason and their 5% security money will be forfeited into Government Treasury

23) The Contractor shall have no right to challenge the JPMC intention of terminating the contract, if it finds the contractor's performance unsatisfactory or violation of any clause of contract agreement.

In witness where of the parties have subscribed their respective hands at Jinnah Postgraduate Medical Centre, Karachi this day of 19th Aug, 2022.

For and on behalf of JPMC

Executive Director
of Postgraduate Medical Centre
Karachi.

Prof. Shaukat Ali
Executive Director
Jinnah Postgraduate Medical Centre,
KARACHI

For and on behalf of Contractor

Muhammad Wasim
Manager

M/s Master Multi Tech (Pvt) Limited
KARACHI

WITNESS:

1) Signature

Name Dr. Muhammad Suleman
CNIC No 42301-1264046-1

2) Signature

Name Abdul Wahab
CNIC No 42301-6020904-1

ATTESTED

Thabir Ahmad
S.A. U.S.
NOTARY PUBLIC
CITY COURTS AREA, KARACHI