

## MINUTES OF TECHNICAL BID OPENING MEETING

<b>NIT No.</b>	<b>DUHS/DP/2021/-137/139 Dated 27 April 2021</b>
<b>SPPRA PPMS NIT ID #</b>	<b>T00582-20-0023</b>
<b>Method &amp; procedure of procurement</b>	<b>Single Stage – Two Envelope Procedure SPP Rules – 46(2)</b>
<b>Tender Description</b>	<b>Hiring of Janitorial Services for Academic and Administration Blocks of DUHS (Ref No. DUHS/DP/2021/139)</b>

Meeting of the Procurement Committee (PC) held for opening of **Technical Bids** on **25<sup>th</sup> May 2021** in respect of above NIT. Meeting was attended by the following members of the Procurement Committee and representative of the bidders.


### PROCUREMENT COMMITTEE

1. Prof. Dr. Kartar Dawani, (Chairman)  
Pro- Vice Chancellor,  
Dow University of Health Sciences, Karachi.
2. Mr. Muhammad Khurram Khalid (Member)  
Head of Internal Audit  
IBA – Karachi
3. Mr. Abdul Rahim Khan (Member)  
Project Director, Works & Services  
Dow University of Health Sciences, Karachi

### BIDDERS WITH NAME OF REPRESENTATIVE

<b>Sr.#</b>	<b>Name of Representative</b>	<b>Name of Bidder</b>
1.	Mr. Yawar Haroon	M/s. Prime Human Resource Services Pvt. Ltd.
2.	Mr. Haider Ali	M/s. Al-Basit Facilities Management (Pvt) Ltd.
3.	Mr. M. Naqi Rehmani	M/s. Master Multi-Tech (Pvt.) Limited
4.	Mr. M. Burhan	M/s. Ron Don Enterprises (Pvt.) Ltd.
5.	Mr. M. Amin	M/s. The Care Takers (Pvt.) Ltd.
6.	Mr. Shahid Waseem	M/s. West Busters

Meeting started with recitation from the Holy QURAN. Chair welcomed the participants and then commenced the proceedings. Forum was apprise that the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) besides corrigendum were hoisted on the DUHS and SPPRA websites and

  
**MUHAMMAD KHURRAM**  
Head of Internal Audit  
Institute of Business Administration  
Karachi

published in 3 widely circulated leading dailies of English, Urdu and Sindhi languages viz. Daily Dawn, Daily Jang and Daily Kawish on 27 April 2021 and 19 May 2021.


The receipt of bids was closed at 11:00 a.m. local time on 25 May 2021 as per scheduled date and time. Out of six (06) bidders who purchased the bidding documents, five (05) bidders submitted their bids upto the bid closing date and time. Whereas, a late bid was submitted by M/s. West Busters submitted as joint venture offer, without any legal or valid document of constitution of Joint Venture between two parties, hence their bid was rejected and returned back as late and ineligible bid.

The participants were informed that following bidders purchased the bidding documents:

1. M/s. Prime Human Resource Services Pvt. Ltd.
2. M/s. Al-Basit Facilities Management (Pvt) Ltd.
3. M/s. Master Multi-Tech (Pvt.) Limited
4. M/s. Ron Don Enterprises (Pvt.) Ltd.
5. M/s. NKC (SMC-Pvt) Ltd.
6. M/s. The Care Takers (Pvt.) Ltd.

It was briefed to the participants that initially, only Technical Bids / Proposals will be opened and evaluated in a manner prescribed in bidding documents, without reference to the price and reject any proposal which does not conform to the specified requirements. Financial Bids / Proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance. Financial Bids / Proposals found technically disqualified / non-responsive shall be returned un-opened to the respective bidder(s).

Meeting ended with the vote of thanks to and from the chair.

  
MUHAMMAD KHURRAM  
Head of Internal Audit  
Institute of Business Administration  
Karachi


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**Muhammad Khurram Khalid (Member PC)**  
Head of Internal Audit  
Institute of Business Administration (IBA)  
Karachi

  
ABDUL RAHIM KHAN  
Project Director  
Works & Services,  
Dow University of Health Sciences,  
Karachi.

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**Abdul Rahim Khan (Member PC)**  
Project Director, Works & Services,  
Dow University of Health Sciences,  
Karachi.

  
PROF. DR. KARTAR DAWANI  
Pro Vice Chancellor  
Dow University of Health Sciences  
Karachi


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**Prof. Dr. Kartar Dawani (Chairman PC)**  
Pro-Vice Chancellor  
Dow University of Health Sciences,  
Karachi

**EVALUATION OF ELIGIBILITY OF BIDDER (MANDATORY REQUIREMENTS)  
HIRING OF JANITORIAL SERVICES FOR ACADEMIC & ADMINISTRATION BLOCKS OF DUHS  
N.I.T No. DUHS/DP/2021/137/139 Dated 27 April 2021 (Ref: No. DUHS/DP/2021/139)  
Technical Bids Opened on 25 May 2021 AT 11:30 A.M.**

Clause Ref #	Parameters of Eligibility Criteria	AI-Basit Facilities Management (Pvt) Ltd.		Master Multi-Tech (Pvt.) Limited		Prime Human Resource Services Pvt. Ltd.		Ron Don Enterprises (Pvt.) Ltd.		The Care Takers (Pvt.) Ltd.	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
ITB 2.1	Original Tender Purchase Receipt / Pay Order of Tender Fee.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.2	Bidder should be based in Karachi or should have a branch in Karachi.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.3	Copy of CNIC of signatory of the Bid Forms.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.4	Bidder must be available on 'List of Active Tax Payers' of FBR website (for Income Tax).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.5	Bidder must be available on 'List of Active Tax Payers' SRB website (for Sales Tax).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.6	Valid Professional Tax Certificate.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No Expired on 30-06-2020	Yes	Yes
ITB 2.7	Valid registration with SECP / Registrar of Firms.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.8	Valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.9	Valid certificate of Social Security Registration of employees. Registration Certificate with SESSI.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.10	Duly signed and stamped General Compliance Certificate as per the format given at Annexure-B of this document.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.11	Duly signed and stamped Compliance to Scope of Work as mentioned vide Annexure-C of this document.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.12	Bidder / Company Profile / Details as per Annexure – D.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

  
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Project Director Works & Services  
(Member)  
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**MR. MUHAMMAD KHURAM**  
Head of Internal Audit  
(Member)  
Institute of Business Administration

  
**PROF. DR. KARTAR DAWANI**  
Pro Vice-Chancellor  
Dow University of Health Sciences  
Karachi

**Prof. Dr. Kartar Dawani**  
(Chairman)

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**EVALUATION OF ELIGIBILITY OF BIDDER (MANDATORY REQUIREMENTS)  
HIRING OF JANITORIAL SERVICES FOR ACADEMIC & ADMINISTRATION BLOCKS OF DUHS  
N.I.T No. DUHS/DP/2021/137/139 Dated 27 April 2021 (Ref: No. DUHS/DPI/2021/139)  
Technical Bids Opened on 25 May 2021 AT 11:30 A.M.**

Clause Ref #	Parameters of Eligibility Criteria	AI-Basit Facilities Management (Pvt) Ltd.		Master Multi-Tech (Pvt.) Limited		Prime Human Resource Services Pvt. Ltd.		Ron Don Enterprises (Pvt.) Ltd.		The Care Takers (Pvt.) Ltd.	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
ITB 2.13	Average annual turnover in preceding 3 years (on closing of last fiscal year) should not be less than Rs. 25.000 million, demonstrated through Income Tax Returns (ITR – FBR), details to be submitted as per Annexure – E.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.14	Valid Clients List as per specimen given at Annexure – F.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.15	Percentage of payment (tentative) to be paid to the staff out of total payment claimed by the bidder from DUHS (attach progressive schedule month-wise for complete one year).	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
ITB 2.16	Duly signed and stamped Affidavit on Stamp Paper of Rs. 100/- as per Specimen at Appendix – 1.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ITB 2.17	Original Reference Letters / Satisfactory Performance Certificates from current employer(s) on their official letter head duly signed and stamped by the competent authority, showing that bidder is providing 100 or more Janitor's Services at a time on yearly contract basis. The bidder already working in the DUHS must submit the original satisfactory performance certificate issued by the Registrar, DUHS,	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No
<b>REMARKS</b>											

  
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**Mr. Abdul Rahim Khan**  
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**MR. MUBASHIR AHMAD**  
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**TECHNICAL EVALUATION REPORT**


**HIRING OF JANITORIAL SERVICES FOR ACADEMIC & ADMINISTRATION BLOCKS OF DUHS**


**N.I.T No. DUHS/DP/2021/137/139 Dated 27 April 2021 (Ref: No. DUHS/DP/2021/139)**

**Technical Bids Opened on 25 May 2021 AT 11:30 A.M.**

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Al-Basit Facilities Management (Pvt) Ltd.	Master Multi-Tech (Pvt.) Limited	Prime Human Resource Services Pvt. Ltd.	The Care Takers (Pvt.) Ltd.	Ron Don Enterprises (Pvt.) Ltd.
<b>1</b>	<b>Head office and Regional offices across the Pakistan:</b>	<b>Max. 10</b>					
1.1	Head Office with 3 regional offices	10	10	10	10	10	10
1.2	Head Office with 2 regional offices	8	0	0	0	0	0
1.3	Head Office with 1 regional office	5	0	0	0	0	0
1.4	Head Office in Karachi	3	0	0	0	0	0
<b>2</b>	<b>Experience in Handling Janitorial Services contracts throughout Pakistan</b>	<b>Max. 15</b>					
2.1	Established during 2016-2020	5	0	0	0	0	0
2.2	Established during 2011-2015	10	10	10	0	10	0
2.3	Established during 2010 or early	15	0	0	15	0	15
<b>3</b>	<b>Past Experience: Number of ongoing / completed projects for providing the Janitorial Services during the last 5 years to any Public Sector Organization OR any Private Sector large National / Multi-National organization registered with SECP. NOTE:- If a contract extended by the employer(s) for next 12 month or more period all such projects shall be considered as a separate yearly Project(s). No point shall be</b>	<b>Max. 30</b>					
3.1	Providing ≥ 200 Janitorial Staff for min. 12 month period (6 Marks for each project – Maximum 30 Marks) ≥	30	6	6	30	0	0
3.2	Providing ≥ 150 Janitorial Staff for min. 12 month period (4 Marks for each project – Maximum 20 Marks)	20	4	12	0	4	4
3.3	Providing ≥ 100 Janitorial Staff for min. 12 month period (3 Marks for each project – Maximum 15 Marks)	15	6	12	0	6	6
3.4	Providing ≥ 50 Janitorial Staff for min. 12 month period (1 Marks for each project – Maximum 5 Marks)	5	4	0	0	0	2
<b>4</b>	<b>Client's Satisfactory Performance Certificate issued during the last 5 years by any Public Sector Organization OR any Private Sector large National / Multi-National organization registered with SECP.</b>	<b>Max. 20</b>					
4.1	Above 20 Clients	20	0	0	0	0	0
4.2	Above 15 Clients	15	15	0	0	0	0
4.3	Above 10 Clients	10	0	10	10	0	0
4.4	Above 5 Clients	5	0	0	0	0	5
4.5	Above 2 Clients	2	0	0	0	0	0
<b>6</b>	<b>Human Resource / Total Number of Employees on Bidder's Payroll</b>	<b>Max. 10</b>					
6.1	Above 200 Employees	10	10	10	10	0	10
6.2	Above 100 Employees	7	0	0	0	7	0
6.3	Above 50 Employees	4	0	0	0	0	0
<b>7</b>	<b>Relevant &amp; valid ISO Certification</b>	<b>Max. 5</b>					
7.1	Yes	5	0	0	5	0	0
7.2	No	0	0	0	0	0	0
<b>8</b>	<b>Average Annual Turnover during last three (03) financial years</b>	<b>Max. 10</b>					
8.1	Above 150 Million	10	0	0	10	0	10
8.2	Above 100 Million	7	0	0	0	0	0
8.3	Above 50 Million	5	5	5	0	0	0
8.4	Above 25 Million	3	0	0	0	3	0
8.5	Below 25 Million	0	0	0	0	0	0
<b>TOTAL POINTS</b>		<b>100</b>	<b>70</b>	<b>75</b>	<b>90</b>	<b>40</b>	<b>62</b>
<b>REMAKRS / FINDINGS</b>			Responsive / Qualified	Responsive / Qualified	Responsive / Qualified	Not Responsive/ Not Qualified	Not Responsive/ Not Qualified

  
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