

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

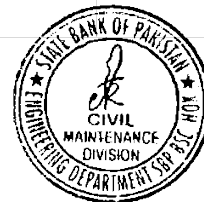
**(As Per Rule 47 of PP Rules, 2004)**

**To be filled and uploaded on PPRA website in respect of all public contracts of  
Works, Services and Goods.**

➤ Name of the Organization/Deptt.	State Bank of Pakistan Banking Services Corporation (Bank), Engineering Department, 1 <sup>st</sup> Floor, Bolton Market Building, M.A. Jinnah Road Karachi
➤ Federal / Provincial Govt.	Federal / Autonomous
➤ Title of Contract	Procurement of Janitorial, Gardening & Maintenance Services at State Bank of Pakistan Banking Services Corporation Head office Karachi
➤ Tender Number	ED/Proc-HOK/005454/2024; Tender No. 159
➤ Brief Description of Contract	Scope of services includes, Janitorial, Gardening, Plumbing, Carpentry and Painting services.
➤ Tender Value	N/A
➤ Engineer's Estimate (for Civil works only)	N/A
➤ Estimated Completion Period	365
➤ Whether the Procurement was included in Annual Procurement Plan?	Yes
➤ Advertisement:  (i) PPRA Website(Federal Agencies) (If yes give date and PPRA's tender number)  (ii) News Papers (If yes give names of newspapers and dates)	  Yes 2/12/2024; TS532145E  Yes 2/11/2024; Jehan-e-Pakistan; Express Tribune
➤ Tender opened on (Date & Time)	3/7/2024; 3:10:00 PM
➤ Nature of Purchase (Local / International)	Local
➤ Extension in Due Date (If Any)	N/A



➤ NUMBER OF TENDER DOCUMENTS SOLD _____ (Attach list of Buyers) – Bids submitted by: M/s Outriders (OPL); M/s Prime HR; M/s The Caretaker HR; M/s Pak Multi Services; ; ; ; ; ;	Downloaded from SBP-website by prospective bidders.
➤ WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/ TENDER DOCUMENTS _____ (If yes enclose a copy)	Yes
➤ WHETHER EVALUATION CRITERIA BID WAS INCLUDED IN BIDDING/ TENDER DOCUMENTS _____ (If yes enclose a copy)	Yes
➤ WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)  a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ <input type="checkbox"/> b) SINGLE STAGE - TWO ENVELOPE PROCEDURE _____ <input checked="" type="checkbox"/> c) TWO STAGE BIDDING PROCEDURE _____ <input type="checkbox"/> d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE ____ <input type="checkbox"/>	
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (I.E. EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.)	No
- WHO IS THE APPROVING AUTHORITY	N/A
➤ WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.	N/A
➤ NUMBER OF BIDS RECEIVED _____	4
➤ WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER	Yes
➤ WHETHER INTEGRITY PACT WAS SIGNED _____	Yes



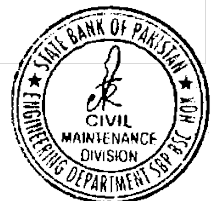
**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**  
**CONTRACT AWARD PROFORMA – II**  
**(As Per Rule 47 of PP Rules, 2004)**

**To be filled and uploaded on PPRA website in respect of all public contracts of Works, Services and Goods**

➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS	4
➤ NAME AND ADDRESS OF THE SUCCESSFUL BIDDER	M/s The Caretaker HR Office # 702, Block B, Creek Vista Apartment Phase VIII, DHA Saddar Town, Karachi Ph: 021-35311554; 021-35389595 Cell: 0312-5577363; 0300-2638674; Email: info.tcthrs@gmail.com
➤ RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (I.E. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> EVALUATED BID)	1st
➤ NEED ANALYSIS (Why the procurement was necessary?)	Scope of services includes, Janitorial, Gardening, Plumbing, Carpentry and Painting services.
➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS (Briefly describe)	N/A
➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS	Yes
➤ DATE OF CONTRACT SIGNING _____ (Attach a copy of agreement)	5/30/2024
➤ CONTRACT AWARD PRICE _____	N/A
➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDER'S (Attach copy of the bid evaluation report)	Yes; displayed on SBP and PPRA website.
➤ ANY COMPLAINTS RECEIVED _____ (If yes result thereof)	No
➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS (If yes result thereof)	No
➤ DEVIATION FROM QUALIFICATION CRITERIA _____ (If yes give details)	No
➤ SPECIAL CONDITIONS, IF ANY _____ (Give brief description)	No

**Attachments:**

1. Qualification / Evaluation Criteria
2. Agreement
3. Bid Evaluation Report



## SECTION IV (SCHEDULE A TO BID) – QUALIFICATION INFORMATION AND BID EVALUATION CRITERIA

### 1. Basic Conditions for Qualification

- 1.1 Joint Ventures (JV) are not allowed, only firms/ companies fulfilling the requirements mentioned in the Invitation to Bid are eligible to participate in the bidding process.
- 1.2 Information supplied by the Bidders for the qualification statement must apply to the company, named on the statement only. The substitution of background information pertinent to qualification will not be considered for another company related to the applicant company through a "Group ownership". Financial Bids of only technically qualified bidders shall be opened and the Contract shall be awarded to the most advantageous bidder.
  - a) SBP BSC will review the information supplied by the bidders submitted for qualification and will make public the results of qualification to the bidders.
  - b) Firms/Companies applying for qualification are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of SBP BSC may result in their disqualification.
  - c) The response to this notice must be sufficiently detailed to convince SBP BSC that the firms/companies applying for qualification have the experience as well as the technical, administration and financial qualifications necessary for the execution of the services and they must prove that they have carried out similar services in their own country or abroad.
  - d) Only Technical Proposals will be opened in the presence of Bidders or their authorized representatives who may choose to attend as per the schedule provided in the Invitation to Bids. The bidders should provide maximum information required for evaluation of their Technical Proposals.
  - e) The Financial Bids of the technically qualified bidders shall be opened on the date and venue communicated to the bidders through email/registered post/ courier service. The Financial Bids of the Bidder's, who fail to qualify, shall be returned to them unopened. Decision of SBP BSC in this connection shall be final and binding on all Bidders.

### 2. Qualification Criteria:

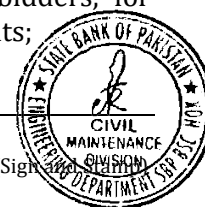
#### 2.1 General

Qualification will be based on all the criteria given in paras 2.1 to 2.2 regarding the Bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Bidder's responses in the forms attached to this letter. SBP BSC reserves the right to waive minor deviations, if these don't materially affect the capability of Bidder to perform the contract.

SBP BSC reserves the right to verify or seek clarification of the information furnished by the Bidders. In this regard, Employer reserve the right to have site visit to verify the previous installation /work experience etc. SBP BSC may reject any application for any misrepresentation knowingly made by any bidder in, or pursuant to, their application or for any statement furnished in connection therewith, and intended to be relied upon by the SBP BSC, which is incorrect in any respect.

#### 2.2 Qualification Criteria

In addition to the eligibility criteria given in the instructions to bidders, for qualification purpose, the bidders must meet the following requirements;

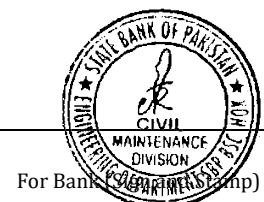


Sr.	Minimum Eligibility/ Qualification Criteria	Means of verification	Attached
1.	Bid Security is required as per clause ITB-14.	Bid Security in Original is to be attached with Technical Proposal.	Original bid Security
2.	Bid is unconditional		
3.	Duly filled and signed Form of Bid		
4.	The bidder should be registered with relevant Tax authorities and appear on Active Tax payer list of FBR.	Attach copies of relevant Tax Registration Certificate and proof of being on ATL of FBR. (SBP BSC will also verify that the bidder name is appearing in online active taxpayer list)	Copies of relevant Tax Registration Certificate & proof of being on ATL of FBR
5.	The Bidder should also be registered with relevant / concerned Revenue Authority. If not registered, the 100% tax shall be deducted at source as per applicable law and credited to relevant account.		Copies of relevant Tax Registration Certificate
6.	The bidder should submit an undertaking that the bidder has never been blacklisted or debarred by any organization, is not in the sanctioned list of NACTA (National Counter Terrorism Authority and will comply all applicable laws	Undertaking required on stamp paper of Rs.100/- as per format provided in <b>Form - V</b>	Undertaking required on stamp paper of Rs.100/- as per format provided in <b>Form - V</b>
7.	Proposed Services Execution Plan of the Bidder	Duly filled Methodology/ Program of Performing the Services provided in Schedule E to bid	Duly filled Methodology / Program of Performing the Services in schedule E to bid
8.	Available Financial Capability/ Liquid Assets of the firm	Provide Bank statement showing required balance of Minimum Liquid assets of Rs.1.0 Million at any one instance in three months period before date of publication of tender notice or credit line facility available during same period.	Bank Statement.
9.	General Experience of providing Services	Minimum of 05 Years of Services experience. The bidder must provide "Letter of Award/ Contract agreement/Taking Over/ Completion Certificate" of the projects of which the experience is being claimed.	Required Documents fulfilling criteria

10.	Particular Experience of the Firm	Services provided amounting to minimum of Rs.5.0 Million/year/contract (at least 02 contracts during last 05 years) The bidder must provide Work orders/ Completion certificates/ contract agreements etc. of the projects of which experience is being claimed.	Required Documents fulfilling criteria
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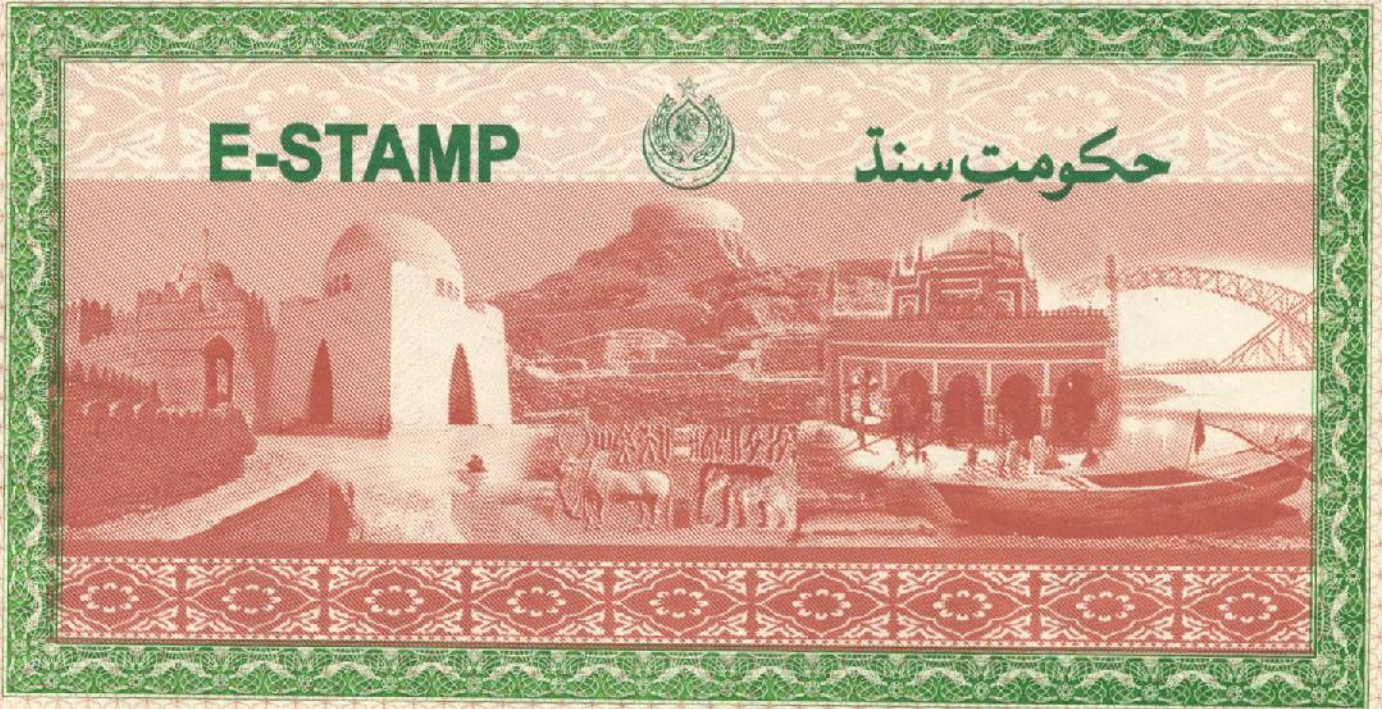
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For Bidder (Sign and Stamp)



For Bank (Sign and Stamp)





NBP-0002-2405220004664360

GoS-KHI-664D61C40E59D524

Non-Judicial

Rs 43,367/-

Description	: Contract - 15(a)
Principal	: STATE BANK OF PAKISTAN [90226046]
Contractor	: The Care Takers Human Recourses Services Pvt. Ltd [74703407]
Applicant	: Asif Ghori [41304-9285376-3]
Stamp Duty Paid by	: The Care Takers Human Recourses Services Pvt. Ltd [74703407]
Issue Date	: 22-May-2024, 09:04:13 AM
Paid Through Challan	: 202498DBE862E060
Amount in Words	: Forty Three Thousand Three Hundred and Sixty Seven Rupees Only

Please Write Below This Line

## FORM OF CONTRACT

**PROCUREMENT OF JANITORIAL, GARDENING & MAINTENANCE SERVICES AT STATE BANK OF PAKISTAN BANKING SERVICES CORPORATION HEAD OFFICE KARACHI**

THIS CONTRACT made the 30<sup>th</sup> day of May 2024 between **State Bank of Pakistan Banking Services Corporation, Engineering Department, 1<sup>st</sup> Floor, Bolton Market Building, M.A. Jinnah Road Karachi** of Pakistan represented by the **Director Engineering** hereinafter referred as "SBP BSC" (which expression, wherever the context so required, shall include its heirs, executors, assigns, and administrators as the case may be) of The One Part

BETWEEN

M/s **The Caretakers Human Resources Services (Pvt) Ltd** acting through its office located at **Suit # 2 C-5-C, Khayaban-e-Ittehad Road Phase VII Commercial Area (DHA) Karachi** who is fully authorized in this behalf hereinafter referred as Service Provider (which expression, wherever the context so required, shall include its heirs, executors, assigns, and administrators as the case may be) of The Second Part.

*Asif Ghori*





**PAGE (2)**

AND WHEREAS the Service Provider having represented to SBP BSC that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this contract at an agreed contract price.  
NOW THEREFORE the parties hereto agree as follows:

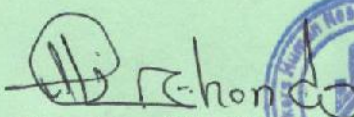
The following documents attached hereto shall be deemed to form an integral part of this contract:

- General Conditions of Contract;
- Special Conditions of Contract;
- Instructions to bidders and bid data sheet
- Bidding Documents-Section V
- Bidding Documents-Section VI
- Beneficial Ownership (if applicable)
- Letter of Acceptance: **ED/Proc-HOK/Services/MCOS/61731/2024/159** dated **20-05-2024**
- Performance Guarantee
- Addendum / corrigendum (If any)
- Integrity Pact (If applicable)
- Non-Disclosure Agreement (If applicable)

The mutual rights and obligations of SBP BSC and the Service Provider shall be as set forth in the Conditions of Contract and Invitation to Bid (ITB), in particular:

- a) The Service Provider shall carry out the Services only through its regular / contracted employees, 'in accordance with the provisions of the Conditions of Contract and ITB; and
- b) SBP BSC shall make payments to the Service Provider in accordance with the provisions of the same after deduction of all the applicable taxes required under the existing laws at the time of payment and recover damages, if any, during provision of the services.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

  
Signature of the Contactor  
(Seal)

Name: Muhammad Alam  
CNIC: 42301-0767037-7

Witness No.1

Name: Asif Ghouri

CNIC: 41304-9285376-3

Witness No.2

Name: Shariq Naseem Ahmed

CNIC: 42101-6185082-1

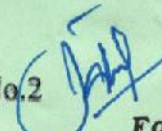
Signature of the Employer  
(Seal)

  
**IRFAN ALI**  
Additional Director  
Engineering Department  
State Bank of Pakistan  
SBP BSC Head Office  
Karachi

Witness No.1

  
**RANA AHMAD RAZA**  
Executive Engineer  
Engineering Department  
State Bank of Pakistan  
SBP BSC Head Office  
Karachi

Witness No.2

  
**Faisal Latif**  
Assistant Executive Engineer  
Engineering Department  
State Bank of Pakistan  
SBP BSC, HOK



# **TECHNICAL EVALUATION REPORT**


## **(As Per Rule 35 of PP Rules, 2004)**

1. Name of Procuring Agency:	State Bank of Pakistan Banking Services Corporation (Bank) 1st floor, Bolton Market Building, M.A. Jinnah Road, Karachi
2. Method of Procurement:	Rule 36(b) of PPRA Rules i.e. Single Stage, Two Envelope
3. Title of Procurement:	Procurement of Janitorial, Gardening & Maintenance Services at State Bank of Pakistan Banking Services Corporation Head office Karachi
4. Tender Inquiry No:	ED/Proc-HOK/005454/2024; (Tender No.159)
5. PPRA Ref: No. (TSE):	TS532145E
6. Date & Time of Bid Closing:	07-Mar-24; 2:30:00 PM
7. Date & Time of Bid Opening:	07-Mar-24; 3:10:00 PM
8. No. of Bids Received:	4
9. Criteria for Bid Evaluation:	Compliance Based
10. No. of Responsive Bids:	4

Sr No	Name of Bidder	Technical Evaluation	Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
1.	M/s Outriders (OPL)	Responsive	-
2.	M/s Prime HR	Responsive	-
3.	M/s The Caretaker HR	Responsive	-
4.	M/s Pak Multi Services	Responsive	-

11. Any other additional/ supporting information, the procuring agency may like to share.

Signature:.....  
Official Stamp:.....

  
**RANA AHMAD RAZA**  
Executive Engineer  
Engineering Department  
State Bank of Pakistan  
SBP BSC Head Office  
Karachi.