

From Pre-Page

30- Reference Para 15-29/N, Bids/Quotations were invited for acquiring janitorial services by out sourcing for both the PPMI Institute & Hostel buildings, approved by the worthy Secretary/PAO, M/O Planning, Development and Special Initiatives. Advertisement on PPRA website was made (copy attached at Flag-A).

31- In response, 12 bids/quotations were received from different firms, which were opened in front of 10 out of 12 representatives of the firms (attendance sheet is attached at Flag-B).

32- All the bids for the janitorial services for the both the PPMI Buildings were examined one by one by the Committee. Minutes of the meeting is attached at Flag-C. Following is the detail of firms and documents required by PPMI to be submitted with the bids & remarks of the Committee are as under:

S. #	Name of Firm	Required documents to be provided by the firms							Monthly Rate Quoted With GST	Remarks
		1	2	3	4	5	6	7		
		Complete Bid Application/ Signed	Proof of Registration with at least 3 Govt. Departments/Private Organization	NTN/GST with copies	Affidavit (Black listing/ Contract termination)	Detail of Janitorial staff/Equipments	Earnest Money	Certificate/Affidavit for Govt. law including labor law and minimum wages		
01	M/S A H Enterprises, Sargodha	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 219,930.00	Accepted
02	M/S Best Mansol Services Rawalpindi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 299,572.00	Accepted
03	M/S Nazir & Sons, Islamabad	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 359,500.00	Accepted
04	M/S T N & Co, Islamabad	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 239,000.00	Accepted
05	M/S M. Maqsood & Co, Islamabad	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 260,000.00	Accepted
06	M/S Helou Tech Janitorial Services (Pvt) Ltd, Islamabad	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Rs. 295,370.00	Accepted
07	M/S AN Management Services, Lahore	Yes	No	Yes No GST	Yes	No	Yes Wrong payee	No	Rs. 308,560.00	Rejected
08	M/S Console Enterprises, Lahore	Yes	Yes	Yes	Yes	No	Yes	No	Rs. 327,980.00	Rejected
09	M/S Hi-Performance Services, Lahore	Yes	No relevant experience	No GST	Yes	No equipment list	Yes Less amount	No	Rs. 251,052.00	Rejected

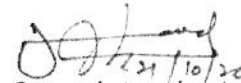
10	M/S The Fumigators, Islamabad	Yes	No relevant experience	Yes	Yes	Yes	Yes	Yes	Rs. 233,500.00	Rejected
11	M/S Irfan & Co, Islamabad	Yes	Yes	Yes	Yes	Yes	Yes	No	Rs. 264,000.00	Rejected
12	M/S Professional Services, Rawalpindi	Yes	Yes	Yes	Yes	Yes	Yes	No	Rs. 272,786.00	Rejected


33- The following 06 (six) bids were accepted by the Committee according to the PPMI requirements:


S. No.	Name of Firm	Rate Quoted by the Firm with GST
01	M/S A.H Enterprises, Sargodha	Rs. 219,930.00
02	M/S Best Mansol Services, Rawalpindi	Rs. 299,572.00
03	M/S Nazir & Sons, Islamabad	Rs. 359,500.00
04	M/S T.N & Co, Islamabad	Rs. 239,000.00
05	M/S M. Maqsood & Co, Islamabad	Rs. 260,000.00
06	M/S Helou Tech Janitorial Services (Pvt) Ltd, Islamabad	Rs. 295,370.00

34- Approval of the Secretary/PAO, M/O Planning, Development and Special Initiatives may kindly be obtained for the following:

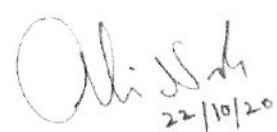
- i- Up-loading of Evaluation Report/Comparative Statement for the Janitorial Services at PPRA Website as per PPRA Rules.
- ii- Approval for award of contract and to make agreement with M/S A.H Enterprises for the janitorial services in PPMI both Buildings on yearly basis after 10 days of the up-loading of evaluation/comparative statement on PPRA website if no objection etc. is received. Payment may be made to M/S A.H Enterprises on monthly basis subject to satisfactory performance.

  
22/10/20  
Superintendent  
PPMI, Member

  
Section Officer (Admn-IV)  
M/O PD&SI, Member

  
Section Officer (General)  
M/O PD&SI, Member

  
Deputy Secretary (Admn-I)  
M/O PD&SI, Member

  
22/10/20  
Director General  
Chairman. PPMI

# EVALUATION REPORT

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

1. Name of Procuring Agency: Pakistan Planning and Management Institute (PPMI),  
M/O Planning, Development and Special Initiatives
2. Method of Procurement: Yearly basis extendable on satisfactory performance report
3. Title of Procurement: Janitorial Services
4. Tender Inquiry No.: -----
5. PPRA Ref. No. (TSE): TS432198E
6. Date & Time of Bid Closing: 15-10-2020 / 11:00 AM
7. Date & Time of Bid Opening: 15-10-2019 / 11:30 AM
8. No of Bids Received: 12
9. Criteria for Bid Evaluation: On lowest cost basis and documents required by PPMI as per bid documents posted on PPRA website including detail of janitorial staff/equipment & experience
10. Details of Bid(s) Evaluation: -----

Name of Bidder	Marks		Evaluated Cost Bid Cost per month including GST	Rule/Regulation/SBD*/Policy/Basis for Rejection /Acceptance as per Rule 35 Of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/S A.H Enterprises, Sargodha	-	-	Rs. 219,930.00	Accepted
M/S Best Mansol Services, Rawalpindi	-	-	Rs. 299,572.00	Accepted
M/S Nazir & Sons, Islamabad	-	-	Rs. 359,500.00	Accepted
M/S T.N & Co, Islamabad	-	-	Rs. 239,000.00	Accepted
M/S M. Maqsood & Co, Islamabad	-	-	Rs. 260,000.00	Accepted
M/S Helou Tech Janitorial Services (Pvt) Ltd, Islamabad	-	-	Rs. 295,370.00	Accepted
M/S AN Management Services, Lahore	-	-	Rs. 308,560.00	Rejected
M/S Console Enterprises, Lahore	-	-	Rs. 327,980.00	Rejected
M/S Hi-Performance Services, Lahore	-	-	Rs. 251,052.00	Rejected
M/S The Fumigators, Islamabad	-	-	Rs. 233,500.00	Rejected
M/S Irfan & Co, Islamabad	-	-	Rs. 264,000.00	Rejected
M/S Professional Services, Rawalpindi	-	-	Rs. 272,786.00	Rejected

**Lowest Evaluated Bidder: M/S A.H Enterprises, Sargodha**

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

\* Evaluation report/Comparative statement attached.

Signature:



Official Stamp:

(AKHTAR ALI)  
Drawing and Disbursing Officer  
Pakistan Planning and Management Institute (PPMI)  
M/O Planning, Development and Special Initiatives  
Government of Pakistan  
Islamabad

1 mop 27/11. /  
31642

... from pre-pare...9

35. Reference para 30-34/N in response to the advertisement/tender for provision of Janitorial Services at PPMI Buildings on PPRA website dated 29-09-2020 (Flag-A) and bids opening by the committee on 15-10-2020 (Flag-T) attendance sheet is at Flag-B, the minutes of the meeting for evaluation of Bids duly signed by all the committee members is at Flag-C. A total of 12 firms submitted bids as per details at para 32/N of which 6 bids were not compliant to the terms as indicated against each (highlighted) mentioned at Serial Nos. 7-12, while 6 were found compliant which are mentioned at Serial No. 1-6 at para 32/N. The lowest of these bidders is at Serial No. 1 para 33/N who has quoted a rate of **Rs. 219,930/-** per month inclusive of all taxes. The successful bid in FY 2019-20 was Rs. 236,640/- per month & Rs. 210,000/- per month in FY 2018-19 and Rs. 215,275/- in FY 2017-18.

36. Evaluation report of the firms is required to be placed on PPRA Website for ten days before taking further steps. The same has been prepared & placed on file at **Flag-C**. Payment to the service provider shall be made from the head of account "A03919 Payment to Others for Services Rendered" from PPMI recurring budget, a balance of Rs. 2.49 million is available in this head. Under the system of Financial Control & Budgeting 2006 the Head of Department (HoD) has been delegated power to approve expenditure under the head.

37. Proposal contained at para 34 (i) and (ii)/N are Submitted for consideration/approval of the worthy Secretary (PAO), Ministry Planning, Development and Special Initiatives, please which are reproduced as under:

- i) "Up-loading of Evaluation Report/Comparative Statement for the Janitorial Services at PPRA Website as per PPRA Rules.
- ii) Approval for award of contract and to make agreement with M/S A.H. Enterprises for the Janitorial Services in PPMI both Buildings on yearly basis after 10 days of the up-loading of evolution/comparative statement on PPRA Website if no objection etc. is received. Payment may be made to M/s A.H. Enterprises on monthly basis subject to satisfactory performance".

4498  
22/10/20

Chief Finance & Office  
Dy. No. 345  
Dated: 23-10-2020

D.S (Admin-I) Office  
Diary No. 730  
Dated: 20/10/20

*Alishah*  
22/10/20

(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

Joint Secretary (Admn)

40 Please examine

*Shah Gilani*  
22/10/20  
Joint Secretary (Admin)

CF/PAO

41 As per rules, the case may please be routed through proper channel.

*26.X.2020*

JS Admin

42 Please

DS(AI)

*Shah Gilani*  
25/10/20  
Joint Secretary (Admin)

Calculation

*Signature*

Admin Section  
Dy. No. 919  
Date 26-10-2020

3(77)/PPMI/PD&SI/2020-21

~~43~~ Reference Preceding Paras. The case in hand relates the approval of tender of PPMI for hiring the Janitorial Services for PPMI building. As approved by the Secretary PD&SI vide Para 19/N, PPMI has published the tender on PPRA website (Flag-A), the bid opened by the committee on 13.10.2020 (Flag-T). The PPMI proposed that contract may be awarded to the lowest bidder i.e M/s All Enterprises, Sargodha [Reference Para 33/N].

44 ~~81~~. The case in order, therefore, approval the Secretary PD&SI is solicited to the proposal contained in Para 37/N, please.



(Alam Zeb Bangash)  
Section Officer (Admn-IV)  
27.10.2020

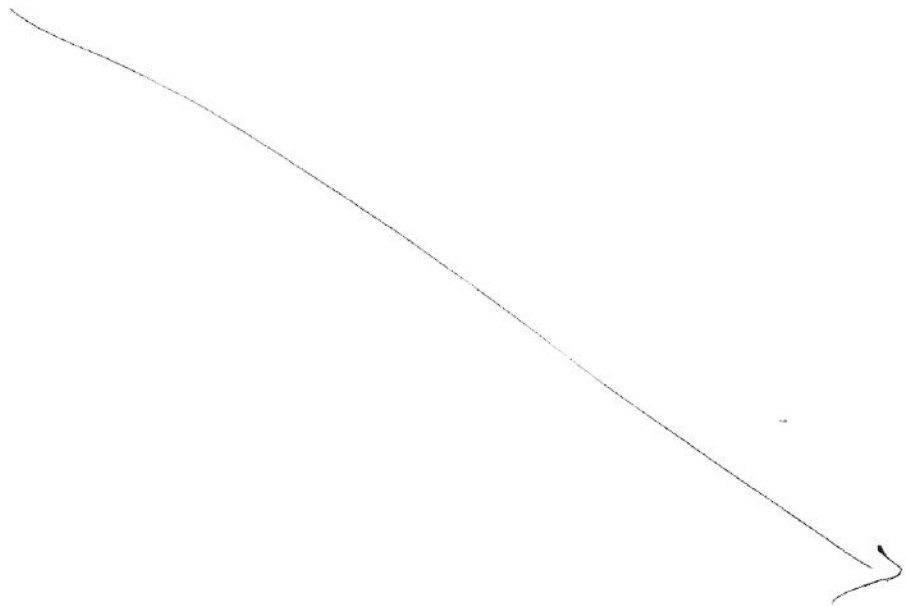
~~Deputy Secretary (Admn-I)~~

~~45~~ ~~82~~. Reference para put up a self contained note, pl.

SD (Admn-IV)

M. P. 27/10/20

D.S (Admn-I) Office  
Diary No. 715  
Dated 27-10-20



46. Reference Preceding Paras. The case in hand relates the approval of tender of PPMI for hiring the Janitorial Services for PPMI building. The Background of the case is briefly stated in response to the advertisement/ tender for provision of Janitorial Services at PPMI Buildings on PPRA website dated 29-09-2020 (Flag-A), the bids opening Committee opened the bid/ in presence of bidders on 15-10-2020 (Flag-T), attendance sheet is at Flag-B, and minutes of the meeting for evaluation of Bids duly signed by all the committee members is at Flag-C.

47. Total of 12 firms submitted bids as per details at para 32/N of which 6 bids were not compliant to the terms as indicated against each (highlighted) mentioned at Serial Nos. 7-12, while 6 were found compliant which are mentioned at Serial No. 1-6 at para 32/N.

48. The lowest bidders at Serial No. 1 para 33/N, quoted a rate of Rs. 219,930/- per month inclusive of all taxes. The department vide Para 35/N, also indicated the rates of previous successful FY 2019-20 was Rs. 236,640/- per month & Rs. 210,000/- per month in FY 2018-19 and Rs. 215,275/- in FY 2017-18.

49. As per PPRA rules the Evaluation report of the firms is required to be placed on PPRA Website for ten days before taking further steps. The same has been prepared & placed on file at Flag-C. Payment to the service provider shall be made from the head of account "A03919 Payment to Others for Services Rendered" from PPMI recurring budget, a balance of Rs. 2.49 million is available in this head. Under the system of Financial Control& Budgeting 2006 the Head of Department (HoD) has been delegated power to approve expenditure under the head.

49. PPMI vide Para 37/N, submitted the following proposal for consideration/ approval of the Worthy Secretary/ PAO: -

- i) "Up-loading of Evaluation Report/Comparative Statement for the Janitorial Services at PPRA Website as per PPRA Rules.
- ii) Approval for award of contract and to make agreement with M/S A.H. Enterprises for the Janitorial Services in PPMI both Buildings on yearly basis after 10 days of the up-loading of evolution/comparative statement on PPRA Website if no objection etc. is received. Payment may be made to M/s A.H. Enterprises on monthly basis subject to satisfactory performance".

50. Submitted for consideration/ approval please.

(Alam Zeb Bangash)  
Section Officer (Admin-IV)  
28.10.2020

Deputy Secretary (Admin-1)

JS (Admin) SI Is the Head of PPMI not in place?

28/10/20

DS (A-I)

Mukherjee  
28/10/20  
Mukherjee  
Joint Secretary (Admin)

SO (A-IV)

28/10/20

D.S (Admin-I) Office  
Diary No. 766  
Dated: 28-10-2020

4478  
28.10.2020

3(27) PPMI/PD&SI/2020/21

52. Reference Paras 35-51/N. The case in hand relates the approval of tender of PPMI for hiring the Janitorial Services for PPMI building. The matter has been discussed with Joint Secretary (Admn) along with DG, PPMI on 02.11.2020.

53. It is pertinent to mentioned that the permission to publish tender for Janitorial Services was acceded by the Worthy Secretary PD&SI/ PAO vide Para 19/N [Reference Paras 11-19/N]. As per System of Financial Control & Budgeting 2006, DG, PPMI being Head of Department has been delegated power to approve expenditure under relevant head accounts. However, permission to publish tender has been acceded by the Worthy Secretary as stated above.

54. Therefore, approval from Worthy Secretary is solicited to the following proposals:-

- i) "Up-loading of Evaluation Report/Comparative Statement for the Janitorial Services at PPRA Website as per PPRA Rules.
- ii) Approval for award of contract and to make agreement with M/S A.H. Enterprises for the Janitorial Services in PPMI both Buildings on yearly basis after 10 days of the up-loading of evaluation/ comparative statement on PPRA Website if no objection etc. is received. Payment may be made to M/s A.H. Enterprises on monthly basis subject to satisfactory performance".

55. Submitted please.

(Alam Zeb Bangash)  
Section Officer (Admn-IV)  
02.11.2020

Deputy Secretary (Admn-1)

Mukhtar ul Haque Gilani  
Joint Secretary (Admin)

JS (Admn) for approval of Secretary;  
As per prescribed procedure  
following rules & facilities.

ASI

Sunil

Asad Rafi Chandna  
Deputy Secretary-I

57 ASI will  
complete the process as  
per Rules /  
Delegated to ASI

ASR

4498  
02-11-2020

Office of the Secretary  
Dy. No. 2272  
Date: 13-11-2020

6289  
3/11

58 Pl compare the veracity of the process being in accordance with stipulated rules/regulation/procedure

~~CF&AO~~

please discuss records, as intimated on telephonic message, in connection with para # 58/N.

*[Signature]*

3/11/20

Asad Rafi Chandna  
Additional Secretary-I

Chief Finance & Accounts Office  
By No. 360  
Dated 05.11.2020

~~DG/PPMI :~~

*[Signature]*  
05.11.2020

ZIA-UL-ISLAM KHAN NIAZI  
Chief Finance & Accounts Officer  
Ministry of Planning, Dev. & Reform  
Government of Pakistan  
Islamabad.

60. Discussed, it should be mentioned as per para No 27 (page 27) of annexure-1 financial powers delegated to Ministries/ Division and Head of department under the system of financial control and budgeting 2018 placed as F/D. In the head "Payment to others for services rendered", full powers have been delegated to HoD i.e. DG(PPMI). The fact of the matter is that the file is being routed for the second time for approval because the approval of the floating the tender was solicited for the worthy Secretary. It is for this reason as narrated above the final approval of the worthy Secretary was being sought instead of DG (PPMI).

61. It is therefore requested that the case being in order may be accorded kind approval of the worthy, Secretary/PAO please.

*[Signature]*  
05/11/20  
Dr. M. Ali Noor  
DG (PPMI)

Chief Finance & Accounts Office  
By No. 362  
Dated 05/11/20

~~CF&AO :~~

(page 46-F/E)  
As per section 27(c) of PFM Act 2019, PAO can delegate his powers to sub-ordinate office.

For the case under process, para # 60-61/N are endorsed

~~AS/I :~~

*[Signature]*  
05.11.2020

ZIA-UL-ISLAM KHAN NIAZI  
Chief Finance & Accounts Officer  
Ministry of Planning, Dev. & Reform  
Government of Pakistan  
Islamabad.

CHIEF FINANCE & ACCOUNTS OFFICER

Chief Finance & Accounts Officer  
Ministry of Planning, Dev. & Reform  
Government of Pakistan  
Islamabad.



63. Ref query under page 12/p - para 58/p.  
 It was simply asked whether the process adopted & completed was as stipulated in rules / regulations / prescribed.  
 The CRAO was required to go through the papers & verify. Instead after three (3) days PFM is quoted that the power can be delegated to subordinate officer under Section 27(C). It is noted that even after delegation, the "responsibility & accountability of the principal awarding officer is"

Chief Finance Officer's Office  
 By No. 360  
 Dated: 09-11-2020

6/11/20

Asad Rafi Chaudhry  
 Additional Secretary-I

64- ~~CRAO~~

Ref para # 63/N above, regretfully the digression in response at para # 60-62/N may have arisen due to comprehension of word "process" in para # 58/N erroneously as "powers".

As for para # 58/N again, it is submitted that the case has been examined and found in order.

As remarked in para # 63/N, the same is correctly indicated: the delegation of powers does not absolve the PAO of/from "responsibility & accountability" as per 27(c) of PFM Act 2019.

6285  
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AS-I

10.11.2020

ZIA-UL-ISLAM KHAN NIAZI  
 Chief Finance & Accounts Officer  
 Ministry of Planning, Dev. & Reform  
 Government of Pakistan  
 Islamabad.

It is also response to the question under para 57/p; that it falls under the power of AS-I after delegation of power!

Asad Rafi Chaudhry  
 Additional Secretary-I

(CRAO)

Next PP.

Ministry of Planning, Dev. & Reform  
 Islamabad  
 8901  
 2020-11-11

66. Reference para # 65/N. As the payment in the subject case has to be incurred from Head of Account A03919 entitled "Payment to Others for Services Rendered", the powers have not been delegated to Additional Secretary as per System of Financial Control and Budgeting 2006 (reproduced by Mo PD & SI in 2011) F/A. However, powers in the same Head of Account (A03919) have been delegated to heads of departments vide System of Financial Control and Budgeting 2006 (updated 2018) F/B. Therefore, the approvals of the case may be accorded under the extant rules, *ibid*.

Office of the Secretary  
Dy. No. 360  
Dated: 20-11-2020

67. Resubmitted as requested under para 56/n per page; AS-I: Copy A is referred to; Secretary: Copy B is general in nature & not specific to P.O.

ZIA-UL-ISLAM KHAN NIAZI  
Chief Finance & Accounts Officer  
Ministry of Planning, Dev. & Reform  
Government of Pakistan  
Islamabad.  
19.11.2020

68 - As per Rules

MATHAR NIAZ RANA

Office of the Secretary  
Dy. No. 8900  
Date: 20-11-2020

69 - Cf/AO

23/11/20

MATHAR NIAZ RANA (nsc)  
Secretary

For compliance of above

Additional Secretary Office  
Dy. No. 6288  
Date: 20/11

DS-PPMI:

ZIA-UL-ISLAM KHAN NIAZI  
Chief Finance & Accounts Officer  
Ministry of Planning, Dev. & Reform  
Government of Pakistan  
Islamabad.  
23.11.2020

70 - As directed above p/s.

24/11/20

DO  
AO  
Supdt

25/11/20