

IMMEDIATE  
BY SPECIAL MESSENGER/UMS

GOVERNMENT OF PAKISTAN  
**SECRETARIAT OF THE COUNCIL OF COMMON INTERESTS**  
**(COUNCIL OF COMMON INTERESTS DIVISION)**

*5<sup>th</sup> Floor, Kohsar Block, Pak. Secretariat*

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F.No.1(11)/2024-Admn

Islamabad, the 7<sup>th</sup> March, 2025

From: Section Officer (General)  
Ph: 051-9211946

To: **Mr. Rizwan Mehmood,**  
Director (MIS),  
Public Procurement Regulatory Authority (PPRA),  
1<sup>st</sup> Floor FBC Building, Near State Bank, Sector G-5/2,  
Islamabad

Subject: **UPLOADING OF FINAL EVALUATION REPORT ACCORDING TO  
RULE-35 OF PPRA RULES, 2004**

Dear Sir,

I am directed to enclose herewith a copy of final evaluation report regarding outsourcing of general, non-core services (cleaning, plumbing, gardening, etc.) on the prescribed proforma for uploading on the website of PPRA. The same has also been uploaded on the website of CCI Secretariat i.e. [www.cci.gov.pk](http://www.cci.gov.pk) and PPRA E-PAD.

*Encl: Evaluation Report*

Yours faithfully,



**(Arfan Ali Siddiqui)**  
Section Officer (General)

**Copy to: -**

Network Administrator, CCI Secretariat, for uploading the Evaluation Report of CFY 2024-25 on the official website of CCI Secretariat ([www.cci.gov.pk](http://www.cci.gov.pk)) on urgent basis.

**FINAL EVALUATION REPORT**

(As per rule 35 of PPRA Rules, 2004)

**TENDER NOTICE FOR HIRING OF GENERAL NON-CORE SERVICES I.E NAIB QASID, QASID, DMO AND FRASH FROM 1<sup>ST</sup> FEBRUARY-2025 TO 31<sup>ST</sup> JANUARY-2026 (ONE YEAR).**

1.	Name of Procuring Agency	Secretariat of Council of Common Interests (SCCI Division)
2.	Method of Procurement	Single Stage Two Envelop Procedure as per Public Procurement Rules, 2004 through EPAD.
3.	Title of Procurement	Hiring of General Non-Core Services i.e Naib Qasid, Qasid, DMO and Frash from 1 <sup>st</sup> February-2025 to 31 <sup>st</sup> January-2026 (One Year)
4.	Tender Inquiry No.	F.No.1(11)/2024-General
5.	PPRA Ref. No. (TES)	TS555085E
6.	Date & Time of Bid Closing	24-01-2025 at 11:00 A.M.
7.	Date & Time of Bid Opening	24-01-2025 at 11:30 A.M.
8.	No of Bids Received	02(Two)
9.	Guidelines for submission of tender documents	<p>11.1. The bids shall comprise a single stage containing two separate envelopes and each envelop shall contain separately the 'financial proposal' and the 'technical proposal'. The bidders shall mention on the envelope the services name applied for.</p> <p>11.2. Each financial bid should be accompanied by the amount of earnest money (refundable) which is 3% of the total/ annual tender amount (per month charges x 12) payable in the form of bank draft or pay order from any scheduled bank in favor of Office of the Secretariat of Council of Common Interests (CCI).</p> <p>11.3. The firms must clearly attach the following documents as checklist with the technical bid and non-submission of any document will result into rejection of technical bid of the firm:</p> <p>a) Company profile</p> <p>b) Income Tax/ General Sales Tax Registration Certificate</p>

c) Experience certificate of the firm as per clause 6.16.

d) An affidavit on stamp paper in favor of CCI that the firm was never blacklisted by any government department.

e) An affidavit on stamp paper undertaking that firm has enough financial capacity to pay at least two month salary timely to the deputed Manpower in Office of the Secretariat of Council of Common Interests (CCI) signed by CEO/CFO or Managing Partner (as per prescribed format).

d) An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents (as per prescribed format).

11.4. Financial Bid / Financial Proposal shall be submitted in the same format as given in this document which must be accompanied by the earnest money as per Para 11.2 above i.e. 3% of total annual charges.

11.5. The selected firms will provide services within 15 days from receipt of supply orders. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.

11.6. The tenders should reach to Section Officer (Admin), Office of the Secretariat of Council of Common Interests (CCI), 5<sup>th</sup> floor Kohsar Block, Islamabad as per time mentioned on tender notice.

11.7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of successful bidder will be retained till validity of service period, and the same must be valid till expiry of contract.

11.8. Bidder(s) not 'active' on active tax payer list of FBR are not eligible to apply. Firm(s) blacklisted by any government organization under PPRA Rules are also not eligible for participation.

10. Details of Technical Bid(s) Evaluation

**Technical Evaluation of Bids**

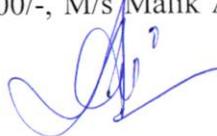
Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No	
		M/s Malik Allied Engineering (Pvt) Limited.	M/s Universal Enterprises
1	Company Profile	Yes	Yes
2	Earnest money	Yes	Yes
3	NTN No. with copy of certificate	Yes	Yes
4	GST No. with copy of certificate	Yes	Yes
5	Copy of Active Taxpayer List	Yes	Yes



		6	Bank Account No.	Yes	Yes		
		7	Experience certificate showing minimum experience at least three Government Departments or Multinational or Listed Companies as per clause 4.16	Yes	Yes		
		8	Stamp paper /declaration about non-black listing and non-litigation as per clause 4.17	Yes	Yes		
		9	Stamp paper /declaration about financial capacity to pay at least two-month salary timely to the deputed manpower as per clause 4.18	Yes	Yes		
		10	Bank statement	Yes	Yes		
		11	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	Yes	Yes		
11.	Details of Financial Bid(s) Evaluation	<b>Financial Evaluation of Bids</b>					
		<b>Sr. #</b>	<b>Description</b>	<b>Financial Bids/Proposal</b>			
				<b>M/s Malik Allied Engineering (Pvt) Limited.</b>		<b>M/s Universal Enterprises</b>	
				<b>Total Cost Per Month/Per Person</b>	<b>Total Cost for the Year</b>	<b>Total Cost Per Month/ Per Person</b>	<b>Total Cost for the Year</b>
		1	Naib Qasid	51,350	616,200	33,000	396,000
		2	Qasid	53,200	638,400	33,000	396,000
		3	Duplicate Machine Operator (DMO)	54,500	654,000	33,000	396,000
		4	Farash	51,350	616,200	33,000	396,000

Rule 36 (b)(ix) of PPRA Rules 2004 inter-alia stipulates that **“the bids found to be the most advantageous bid shall be accepted”**. Furthermore, as per Finance Division’s O.M F.No.1(2)R-5/2022, dated 27<sup>th</sup> August, 2024, the Federal Government has fixed the minimum wage/gross salary @ Rs.37,000/- per month. However, as per clause ‘k’ of the tender documents/proposed agreement agreed by the bidders vide their technical bid submissions, **“Fair Wage Rule shall be followed as per instructions of Government of Pakistan. The Contractor shall be bound to pay from his own pocket to its staff the salary/wages as per orders of the Federal Government issued from time to time. Secretariat of CCI will not entertain any request in this regard for the enhancement of wages during the period of this Agreement”**.

The Committee observed that only two bidders offered technical and financial bids. While, M/s Universal Enterprises offered under waged rate per person i.e. Rs.33,000/-, M/s Malik Allied Engineering (Pvt) Limited offered higher rates. Therefore, if the lowest bidder is awarded the contract,



minimum wages set by the Government may not be ensured as per law. Further, engagement of HR less than minimum wage rate may also lead the provision of poor services. **The Committee further observed that the terms and conditions of the tender documents and contract agreement also needed revision to ensure fair wages to the HR engaged and other obligation as per existing law/rules.** Therefore, in view of rule 33 read with rule 34 of PPRA Rules 2004, the Committee has recommended rejection of both the bids/proposals and rebidding for outsourcing of general/non-core services for Naib Qasid, Qasid, DMO and Farash after revision of the tender documents and contract agreement.



**(Syed Mudassar Hussain Shah)**  
Deputy Secretary (CCI)  
Chairman



**(Arfan Ali Siddiqui)**  
Section Officer (General)  
Member