

SNDB/COK/ADMIN/TD/643/2015

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Sindh Bank Limited

Tender Document

Provision of Janitorial & Sign Board Cleaning Services

TABLE OF CONTENTS

DEFINITIONS	i
1 INVITATION FOR BIDS (IFB)	1
2 INSTRUCTION TO BIDDERS (ITB)	2
2.1 Correspondence Address	2
2.2 Eligible Bidders	2
2.3 Corrupt Practice	2
2.4 Preparation of Bids	3
2.4.1 Bidding Process	3
2.4.2 Cost of Bidding	3
2.4.3 Language of Bid	3
2.4.4 Technical Proposal	3
2.4.5 Financial Proposal	3
2.4.6 Bid Currencies	3
2.4.7 Bid Security	3
2.4.8 Bid Validity	4
2.5 Submission of Bids	4
2.5.1 Sealing and Marking of Bids	4
2.5.2 Response Time	4
2.5.3 Extension of Time Period for Submission of Bids	4
2.5.4 Clarification of Bidding Documents	5
2.5.5 Late Bids	5
2.5.6 Withdrawal of Bids	5
2.5.7 Cancellation of Bidding Process	5
2.5.8 Mechanism for Redressal of Grievances	5
2.5.9 Review Panel	8
2.5.10 Matters not subject to Appeal or Review	8
2.6 Opening and Evaluation of Bids	8
2.6.1 Opening of Bids by SNDB	8
2.6.2 Clarification of Bids	8
2.6.3 Preliminary Examination	8
2.6.4 Supplier Evaluation Criteria	9
2.6.5 Eligibility/Scoring Criteria	10
2.6.6 Discussions Prior to Evaluation	11
2.7 Award of Contract	12
2.7.1 Award Criteria	12
2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids	12
2.7.3 Notification of Award	12
2.7.4 Signing of Contract	12
2.7.5 Performance Security	12
2.7.6 General Conditions of Contract	13
2.7.7 Special Conditions of Contract	13
2.7.8 Integrity Pact	13

2.7.9	Non Disclosure Agreement	13
3	SCOPE OF WORK / TECHNICAL PROPOSAL	14
4	FINANCIAL PROPOSAL	17
5	CONTRACT	19
5.1	Conditions Of Contract	19
5.1.1	Definitions	19
5.1.2	Law Governing Contract	19
5.1.3	Notice	19
5.1.4	Authorized Representative	20
5.1.5	Taxes and Duties	20
5.1.6	Effectiveness of Contract	20
5.1.7	Expiration of Contract	20
5.1.8	Modifications or Variations	20
5.1.9	Force Majeure	20
5.1.10	Termination	20
5.1.11	Good Faith	21
5.1.12	Settlement of Disputes	21
5.1.13	Data Ownership	22
5.1.14	Obligations of the Supplier	22
5.2	Special Conditions of Contract	22
5.2.1	Performance Security	23
5.2.2	Payment	23
5.2.3	Price	23
BID FORM	(Annexure "A")	24
BID SECURITY FORM	(Annexure "B")	26
PERFORMANCE SECURITY FORM	(Annexure "C")	27
INTEGRITY PACT	(Annexure "D")	28
NOTIFICATION	(Annexure "E")	29
FORM OF CONTRACT	(Annexure "F")	33
CONTRACT AGREEMENT	(Annexure "G")	35
LIST OF BRANCHES	(Annexure "H")	40
AFFIDAVIT	(Annexure "I")	62

DEFINITIONS

“**Bid**” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

“**Bid with Lowest Evaluated Cost**” means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

“**Bidder**” means a person or entity submitting a bid;

“**Bidding Documents**” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

“**Bidding Process**” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“**Blacklisting**” means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

“**Calendar Days**” means days including all holidays;

“**Conflict of Interest**” means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“**Consultant**” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

“**Consulting Services**” means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Corrupt and Fraudulent Practices” means either one or any combination of the practices given below;

“Coercive Practice” means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

“Collusive Practice” means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, noncompetitive levels for any wrongful gain;

“Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

“Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

“Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

“Emergency” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“Goods” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

“Government” means the Government of Sindh;

“Head of the Department” means the administrative head of the department or the organization;

“Lowest Evaluated Bid” means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

“Lowest Submitted Price” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“Mis-procurement” means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

“Notice Inviting Tender” means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“SNDB” means the Sindh Bank Limited;

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Substantially Responsive Bid” means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB’s requirements.

1 INVITATION FOR BIDS (IFB)

Sindh Bank Limited (SNDB) invites proposal from reputed vendors for the provision of Provision of Janitorial & Sign Board Cleaning Services at countrywide branches. Detail of the specifications of related services to be provided are given in the scope of work/technical specifications in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010(Amended 2013) issued thereunder (“SPPRA”) which can be found at www.pprasindh.gov.pk/. For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010(Amended 2013). (SPPRA) which can be found at www.pprasindh.gov.pk/

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Scope of Work
- Technical Proposal
- Financial Proposal
- Conditions of Contract

Proposals must be submitted in drop box at the below mentioned address;

Yours sincerely,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2 INSTRUCTION TO BIDDERS (ITB)

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website www.sppra.org will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

2.3 Corrupt Practice

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010(Amended 2013), in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the **Single Stage – One Envelope Procedure**; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [SPPRA Rule 46 (1-a & b)]

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

2.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non-responsive.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately.

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

2.4.7 Bid Security

The SNDB shall require the bidders to furnish the Earnest Money @ 5% of Bidding cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be enclosed with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.7.4]; or
 - Furnish performance security in accordance with ITB Section [2.7.5].

2.4.8 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

Single Stage – One Envelope Procedure; a bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the FINANCIAL PROPOSAL and the TECHNICAL PROPOSAL. [SPPRA Rule 46 (2-a)]

2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

2.5.3 Extension of Time Period for Submission of Bids

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]

- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.5 Late Bids

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt.

2.5.6 Withdrawal of Bids

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.7 Cancellation of Bidding Process

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5.8 Mechanism for Redressal of Grievances

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SNDB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SNDB. [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SNDB complaints' redressal committee may lodge an appeal to the Chief Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Chief Secretary provided; [SPPRA Rule 31(9)]

1. that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 31(9-b)]

The bidder must submit the appeal to the Chief Secretary with the following documents: [SPPRA Rule 31(10)]

1. a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]
2. a copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and

Upon receipt of an appeal and registration fee, the Chief Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Chief Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Chief Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall lose the bid security deposited with the SNDB, the Review Panel may: [SPPRA Rule 31(13)]

1. propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. state the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]
4. suggest annulment in whole or in part of a non-compliant act or decision of a SNDB, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]
5. if the SNDB is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)] or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the SNDB to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SNDB along with relevant record. In case of failure of Head of SNDB to appear before review panel despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Chief Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Chief Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Chief Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Chief Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chief Secretary shall be final and the SNDB shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) **Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.**
- b) **Incriminating evidence of the complaints.**

2.5.9 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)]and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Chief Secretary. [SPPRA Rule 32(4)]

2.5.10 Matters not subject to Appeal or Review

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by SNDB

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SNDB may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

2.6.3 Preliminary Examination

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative

ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently

be made responsive by the Bidder by correction of the nonconformity.

2.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)] SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

2.6.5 Eligibility/Scoring Criteria

SNDB shall evaluate Technical Proposals using the following scoring criteria.

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence attached as
1	Years in Business in relevant field	20		5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business with evidence is required to be enclosed	Annexure "A"
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20		On an average of 70 M and above per year	Audit Report / Tax Return of last 3 years	Annexure "B"
		15		On an average of 35 M and above per year		
3	Bank presently on Cliental List (For counting of each bank services to at least 50 branches are mandatory)	35		4 and above Banks	Award letters to be attached duly issued from each concerned Bank for the Year 2015.	Annexure "C"
		20		2 and above Banks		
4	Number of Offices in Provinces	25		In 4 Provinces	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted	Annexure "D"
		15		In 2 and above Provinces		
Total		100		QUALIFIED/DISQUALIFIED		

NOTE:

1. The tender will be dealt as per single stage one envelope method i.e. the financial and technical bids will be opened at one time and after announcing of financial bids, the contract will be awarded to a bidder who qualifies the given criteria.
 - a) Acquiring 70% or above marks in eligibility criteria.
 - b) Offered lowest evaluated financial bid.

2. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd & SPPRA websites regularly.
3. Acquiring of 70% marks of the total score will make the Bidder qualify.
4. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
5. After due qualification as per para 3 above, the bidder will be required to present the sample of each tender items to Procurement Committee and will only be declared finally qualified for the tender if all the presented items met the quantity standard. Further these items will be kept in the record of maintenance section and if during subsequent supply, if any deviation in standard of quality from the sample item is observed, the bidder will be issued warning and on issuance of second such warning on this account will make the bidder disqualify from the tender and also will disqualify from participation in any future tenders floated by the Sindh Bank Limited.

MANDATORY

1. GST/Income Tax Registration.
2. Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.
3. Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
4. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.
5. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
6. The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company.

DISQUALIFICATION

The bidder will be considered disqualified during technical/financial evaluation process or after award contract if:

1. On black list of SPPRA & Sindh Bank Ltd.
2. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances.
3. Not GST/Income Tax Registered.
4. Alternate bid is offered.
5. Non - Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
6. The qualified bidder sublets the contract in any form/stage to any other agency.
7. The tender is deposited without Tender Fee.
8. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
9. After supply, if the specification of supplied items are found different with the items produced in front of committee at the time of technical evaluation.
10. In the past, the coy's agreement has been prematurely been terminated after due qualification in any of the category of the tender.

2.6.6 Discussions Prior to Evaluation

If required, prior to technical evaluation, the Bidder may seek any clarification in writing on the eligibility criteria.

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

2.7.5 Performance Security

Within 20 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security,

in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure “C” shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier’s performance obligation under the Contract.

2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [6.1] of this TD.

2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [6.2] of this TD.

2.7.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SNDB. *[Specimen is attached in Annexure “D”]* [SPPRA Rule 89]

2.7.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “F”]*

3 SCOPE OF WORK / TECHNICAL PROPOSAL

Sindh Bank Limited (SNDB) requires Provision of Janitorial & Sign Board Cleaning Services and cleaning of Branches' sign board with all material for its Head Office, 226 already in operation and 24 upcoming branches in year 2015 including all branches being added in the subsequent years in countrywide regions.

Contract agreement will be extended / renewed upto 3 years on mutual understanding on 10% yearly increase (in monthly salary of the janitorial staff & in cost of material including service charges).

Requirement of service will depend on the opening of the branches. A notice of 10 days will be given prior to the opening of the branch and it will be expected that the Janitorial staff will be deployed at least 5 days prior to the opening of the branch and cleaning of the signboards will be executed as per the scope given below:

Services to be Provided – Provision of Janitorial & Sign Board Cleaning Services

1. Daily dusting and cleaning of all workstations.
2. Monthly buffing of tiled floor.
3. Forte nightly cleaning of internal and outside glass panels and blinds.
4. Frequent cleaning and dry / wet moping of all areas including praying area, cafeteria, reception area and stairs etc.
5. Scrubbing / washing (with moderate interval of all washroom floors commode urinal and washbasin with disinfectants.
6. Sweep and clean entrances and small patios.
7. Forte nightly clean and remove smudges from entry door glass.
8. Monthly clean and polish entry handles, sills, doorplates and metal rim.
9. Weekly dust and clean baseboards. Ledges and exit signs.
10. Daily disposal of waste and garbage at designated area.
11. Weekly scrubbing and washing of tiles floors.
12. Hygienic cleaning of washrooms on weekends includes walls.
13. Dry moping periodically.
14. Daily empty trash receptacles.
15. Daily remove debris from landscape pots and planters.
16. Daily clean and sanitize sink and counter tops.
17. Daily upholstery (clean of sofa and other clothing furniture).
18. Forte nightly cleaning of ducks and ventilators.

Services to be Provided – Cleaning of Signboard

1. Thorough Monthly Cleaning of all signboards in country wide region of the branches with requisite cleaning material/chemical (viper along with required length of sections) sufficient enough to reach the height of the signboard.
2. Cleaning of signboards also on need basis prior to completion of one month period as per the demand of the branch.
3. Ensuring availability of relevant cleaning material in the branch at all times.
4. Any damage to the signboard during cleaning process will be the liability of the vendor. Specially damage to the electric circuit etc.

1. Janitorial Material Required Per Month for Head Office, Clifton, Karachi

S. No.	Description	Quantity
1	Toilet Freshener (Aroma / Roomi or equivalent)	18 Pcs
2	Sweep / Shine	3 litre
3	Bleach	4 litre
4	Acid (Tezaab)	3 litre
5	Surf (Bonus or equivalent)	3 Kg
6	VIM (lemon MAX or equivalent)	5 Packet (300 gram each)
7	Phenyl (Caroline)	8 Litre
8	Glint	4 Bottle (1 litre each)
9	Duster (Rough)	24 Pieces (2 x 2 feet)
10	Soft Broom	4 Pcs
11	Bathroom Brush	8 Pcs
12	Aluminium Mop	4 Pcs
13	Naphthalene Balls	12 Dozen
14	Soap (Opal or equivalent)	12 Pcs
15	Liquid Soap (Safe Guard or equivalent)	6 Litre
16	Tissue Roll (Royal or equivalent)	450 Pcs
17	Soap (Dove or equivalent)	2 Pcs
18	Air Freshener (Lotion Admire or equivalent)	6 Pcs
19	Scotch Brite or equivalent	4 Pcs
20	Dust Bin Bags	1 Kg
21	Dry Refill (Mob)	2 Pcs

2. In addition to above a vacuum cleaner machine (800 waltz – 50 to 60 htz) is also required to be placed at Head Office, Karachi for cleaning of carpeted area including floor cleaning machine on need basis.

3. Janitorial Material Required Per Month per Branch

S. No.	Description	Quantity
1	Toilet Freshener (Aroma / Roomi or equivalent)	2 Pcs
2	Sweep / Shine	1 litre
3	Bleach	1 litre
4	Acid (Tezaab)	1 litre
5	Surf (Bonus or equivalent)	½ Kg
6	VIM (lemon MAX or equivalent)	2 Packet (300 gram each)
7	Phenyl (Caroline)	1 Litre
8	Glint	1 Bottle (1 litre)
9	Duster (Rough)	4 Pieces (2 x 2 feet)
10	Soft Broom	1 Pcs
11	Bathroom Brush	1 Pcs
12	Aluminium Mop	1 Pcs
13	Naphthalene Balls	1 Dozen
14	Soap (Opal or equivalent)	3 Pcs
15	Liquid Soap (Safe Guard or equivalent)	1 Litre
16	Tissue Roll (Royal or equivalent)	20 Pcs
17	Tissue Box (Jasmine or equivalent)	2 Boxes
18	Air Freshener (Lotion Admire or equivalent)	2 Pcs
19	Scotch Brite or equivalent	2 Pcs
20	Dust Bin Bags	¼ Kg
21	Dry Refill (Mob)	1 Pcs

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-2016)

Name of Bidder _____

S. No.	Description	Cost
1	Monthly Pay of Individual Supervisor (For Head Office, Karachi)	
2	Monthly Pay of Individual Uniformed Janitorial Staff	
3	Monthly cost of material required to be supplied at Head Office as per the list attached as mentioned in Scope of Work	
4	Monthly cost of material required to be supplied at Branch as per the list attached as mentioned in Scope of Work	
5	Service Charges per Janitorial Staff	
6	<u>Signboard Cleaning Charges:</u> As per given scope of work.	
7	<u>Applicable Government Taxes</u>	
	a. Sindh Government Sales Tax	
	b. Punjab Government Sales Tax	
	c. Any Other Taxes, if applicable	
*Total Amount		

*This * Total Amount will be taken as the financial bid offered by the vendor.*

NOTE:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. If the item is not provided/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
3. **The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labour charges.**
4. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
5. Calculation of bid security. 5% of the *[(Total Amount) x 250] will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
6. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.

7. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
8. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
9. If the obligation of are not met or delayed, the supply etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment/supplies will also be borne by the supplier.
10. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
11. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
12. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
13. No additional charges will be paid for repair/maintenance of all supplied items.
14. A fine of Rs. 500/- per day will be charged if expiry of 10 day notice, the requisite services are not provided till the requisite is completed.
15. The successful bidder will be required to provide two pairs of neat and clean uniform along with black shoes/socks per year at branches & Head Office including one woollen jersey in branches falling in Northern Area.
16. Invoices will be submitted as per the Provincial applicable taxes.
17. The Janitorial staff while reporting to the branch should be in possession of original CNIC along with Nadra Verification or the staff will not be accepted.
18. Also the staff while reporting to branch should be in possession of Police verification or he will not be accepted in Branch.

We, hereby accept all the terms and conditions as given above.

(Signature of bidder with name, Designation and Company Seal)

Dated: _____

5 Contract

5.1 Conditions of Contract

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010(Amended 2013).

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of

the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SNDB or the Supplier may be taken or executed by the officials.

5.1.5 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.1.10 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.1.11 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.1.12 Termination

Termination by SNDB

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.1.13 Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.1.14 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

5.1.15 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.1.16 Settlement of Disputes

5.1.16.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.1.16.2 Arbitration

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.1.17 Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

5.1.18 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

5.1.18.1 Conflict of Interest

The Supplier shall hold the SNDB's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.1.18.2 Confidentiality

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

5.1 Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

5.2.1 Performance Security

The amount of performance security shall be five (5 %) percent of the Contract Price

5.2.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

5.2.3 Price

Schedule of prices shall be as fixed in the Contract.

Annexure “A”

BID FORM [IT SHOULD BE SPECIFIC TO EACH CONTRACT

AND WILL HAVE TO BE TAILORED SEPARTELY FOR EACH

TENDER DOCUMENT]

Dated: _____, 2015

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency _____ [total bid amount in words and figures].

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

_____.

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

Name & Address of Agent

Amount and Currency

(If none, State none)

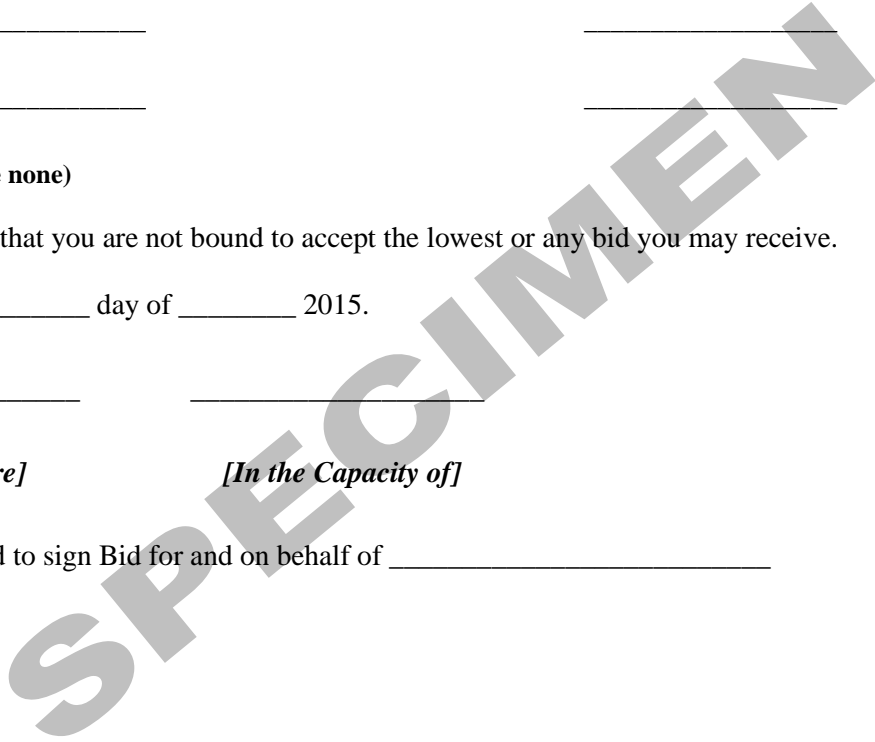
We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2015.

[Signature]

[In the Capacity of]

Duly authorized to sign Bid for and on behalf of _____



Annexure “B”

BID SECURITY FORM

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for _____.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SNDB (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 2015.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SNDB during the period of bid validity:
 - a. fails or refuses to execute the Contract, if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

[Signature and Seal of the Bank]

Annexure “C”

PERFORMANCE SECURITY FORM

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated ____ 2015 to _____ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier / Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2015.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure “D”

INTERGRITY PACT

Declaration of Fees, Commissions and Brokerage etc Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010

_____ [the Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

NIC No: _____

Annexure “E”

Schedule of Availability, Submission & Opening of Bids

For details refer to notification published on the subject matter.

Annexure “F”

Form of Contract

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfill each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is _____ 2015.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
 - Trade secrets;
 - Financial information, including pricing;
 - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
 - Business information, including operations, planning, marketing interests, and products;
 - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
 - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
 - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
 - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation “confidential” or any similar designation is used.
4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as

the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:

- Any use of Confidential Information in violation of this agreement; and/or
 - Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
- Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
- Was known to the Recipient before receipt from the Discloser;
 - Is or becomes publicly available through no fault of the Recipient;
 - Is independently developed by the Recipient without a breach of this Agreement;
 - Is disclosed by the Recipient with the Discloser's prior written approval; or
 - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own

choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.

- 9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
- 10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
- 11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
- 12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
- 13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

Sindh Bank Limited

Company Name:

Registered Address:

Registered Address:

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Annexure “G”

Contract Agreement

CONTRACT AGREEMENT

THIS AGREEMENT is entered into at Karachi
on this the _____ day of _____, 2015

BETWEEN

M/S. _____, having its principal place of business at _____, (hereinafter referred to as “Supplier”, which expression shall be deemed to mean and include its successors-in-interest and assigns) of the First Part;

AND

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3rd Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan. (Hereinafter referred to as “THE BANK”, which expression shall be deemed to mean and include its successors-in-interest and assigns) of the Second Part.

WHEREAS:

“THE BANK” intends to acquire the services of “Supplier” for Provision of Janitorial & Sign Board Cleaning Services (services) for its Head Office Karachi, 202 operating and 23 upcoming branches and Supplier agrees to provide the following services to the bank, as per tender opening date _____, along with Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

The terms and conditions are as follows:

Terms & Conditions:

- All terms and conditions of the tender document will remain part of this agreement.
- A prior notice of 10 days will be given for the supply of requisite supplies and it will be expected after 07 days of issue of the purchase order, the said supplies will be made available at the site.
- A fine of Rs 500/- per day will be charged, if after expiry of 10 days’ notice, the supplies are not provided, till the requisite is completed.
- In the event of the default on the part of the Supplier, in the performance of any condition of the contract/tender or delay in supply of the items even after a lapse of 15 days of the issuance of the purchase order, it shall be lawful for the Bank to forfeit the performance security and cancel the whole part of the supply order or cancel the contract. Decision of the Bank will be final and will be legal binding on the Supplier.
- Supplier agrees to maintain adequate inventory of the goods so that the replacement is available within 24 hours, if any fault arises in the goods supplied during the warranty period. In case the effected part is not available, then the Supplier will provide the

backup of the same item or better till the resolution of the fault is met, without any extra cost to the Bank.

- The Supplier also undertakes to bear all kind of taxes i.e. Stamp duty/ Services Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc, up to the place of destination.
- The Bank reserves the right to test/check the goods to ensure that it is provided as per specification in the tender document. For any discrepancies, at the time of supply or later, the Bank reserve the right to forfeit full performance security and cancel the tender and initiate the process for blacklisting of the Supplier. The decision of the Bank shall be final and binding upon the Supplier.
- Delivery will be made by the Supplier as prescribed by the Bank.
- Supplier binds/undertakes that in case of any observation arising in respect of quality/performance of the goods within the warranty period, the supplier will be liable to address it at his own cost within 24 hours. Non-compliance of the same will result into initiation of a case against the company for non-commitment and forfeiting of performance security or any other action as deemed necessary.
- Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the given address.
- A party may change its address for notice by giving a notice to the other Party in writing of such change.

Payment Schedule:

100 % of the total amount for the Supply of Office Stationery will be paid within one month of invoice submission by the supplier.

Performance Guarantee:

5% of the total tender amount of will be retained by the Bank as “Performance Security” and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the branch managers, where the items have been supplied.

Before release of performance security a technical team of the Bank will check to confirm the specifications of the supplied items as provided in offered items by the supplier. Any variation if found will disqualify the supplier along with forfeiting of the performance security and will ultimate recommendations to SPPRA authority for blacklisting of the firm.

Authorized Representative:

- Any action required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Supplier may be taken or executed by the officials.
-

Termination of Agreement by the Bank:

- If the Supplier, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier
- If two (2) unsatisfactory letters/emails are issued by the Bank for unsatisfactory performance to the supplier.

Goods Faith:

- The Parties undertake to act in goods faith with respect to each other's rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.

Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.
- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

Conflict of Interest:

- The Supplier shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

Support Escalation Matrix:

For timely addressing of complaints given support escalation matrix will be utilized/followed:-

LEVEL-1	Name/Designation (support staff)	
First complain if the call is not resolved "within specified response time" (24 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	
Second complain, if the call is attended within "Specified Response Time" and not attended / or the problem still unresolved even after complaining at Level-1 (48 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-3	Name/Designation (CEO of the firm)	
Third complain, if the call is attended within "Specified Response Time" and not attended /or the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
Note: Ensure that no column above is left blank		

In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

Supplier Signature_____

Name _____

Designation _____

Company Name _____

Address _____

Stamp

Customer Signature_____

Name

Designation

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank
Ltd. Head Office Karachi**

Stamp

Witness:

Signature_____

Name _____

Designation _____

Address _____

Signature_____

Name

Designation

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank
Ltd. Head Office, Karachi**

Witness:

Signature_____

Name _____

Designation _____

Address _____

Annexure “H”

List of Branches

1	0341	BAHADURSHAH ZAFAR MARKET BRANCH
		Property No.G-3 of R.B. 11/22, III-A-239-B,
		Rambagh Quarters, Gwali Lane No.1,
		Karachi
-	-	-
2	0329	BUFFERZONE NAGAN CHOWRANGI BRANCH
		Plot No. 32, Sector 11-H,
		North Karachi Township Scheme, Karachi
3	0360	BAHADURABAD BRANCH
		Plot No.111, Shop No.4, The City Towers,
		Bahadur Yar Jang Co-operative Housing Society
		Alamgir Road, Karachi
4	0364	BHAINS COLONY BRANCH
		Plot No. 217, Block-A, Cattle (Bhains) Colony
		Landhi, Karachi
5	0302	CLIFTON BRANCH
		Ground Floor, St-28, Block-5, Federation House,
		Clifton, Karachi
6	0303	COURT ROAD BRANCH
		Ground floor, G-5-A, Court View Apartments,
		Opposite Sindh Assembly, Karachi
7	0318	CLOTH MARKET BRANCH
		Shop No.28, Ground Floor, Cochinwala Market,
		Bunder Road Quarters, Karachi
-	-	-
8	0366	CH. KHALIQ-UZ-ZAMAN ROAD BRANCH
		Shop No. S-17, Pardesi Pride,
		Ch. Khaliq-uz-Zaman Road, Karachi
-	-	-
9	0325	DHORAJEE BRANCH
		Plot # 35/243, Block 7&8,
		C.P. Berar Cooperative Housing Society,
		Dhorajee Colony, Karachi
-	-	-
10	0357	DHA PHASE-II BRANCH

		Plot No. 13-C, Commercial Area "A", DHA Phase-II, Karachi
11	0338	DHA Phase-IV Shop # 1,2,3, and 4, Plot No.III 9 th Commercial Street, Phase-IV, DHA, Clifton Cantonment, Karachi
12	0304	DHA 26th STREET BRANCH Plot No.14-E, 26 th Street Phase 5 Ext. D.H.A, Karachi
13	0349	GARDEN EAST BRANCH Plot No. GRE-491/2-B, Shop No.2 & 3, Seven Star Residency, Garden East Quarters, Karachi
14	0321	GOLE MARKET BRANCH Plot # 16, Row # 18, Sub-Block-F in Block-III, Gole Market, Karachi
15	0335	GULISTAN-E-JOHAR BRANCH Shop # 7 & 8, Casim Paradise, Block-18, Scheme 33, Gulistan-e-Johar, Karachi
16	0343	GULSHAN-E-HADEED BRANCH Plot No.C-53, Phase-I, Gulshan-e-Hadeed, Karachi
17	0305	GULSHAN-E-IQBAL BRANCH Fl : 1/13, block 5, KDA Scheme No.24, Main Rashid Minhas Road, Gulshan-e-Iqbal Karachi
18	0337	GULSHAN-E-MAYMAR BRANCH Plot No.SB-016, Sector-7, Sub-Sector IV, Gulshan-e-Maymar , Karachi
19	0311	GIZRI BRANCH Commercial Plot No.G-1/2 & 23 Lower Gizri Bazar Area, Clifton Cantonment, Karachi

20	0306	HYDERI BRANCH
		Plot No. SD-27, Block-G, Scheme No.2.
		Hyderi Market, North Nazimabad, Karachi
21	0301	I.I. CHUNDRIGAR ROAD BRANCH
		Ground Floor, P & O Plaza, Opposite
		I.I. Chundrigar Road, Karachi
22	0323	JAMSHED QUARTER BRANCH
		House # 13/B, Plot # 710/6,
		Survey Sheet # J.M. Quarters,
		Karachi
23	0307	JODIA BAZAR BRANCH
		Plot No.57 & 59, Daryalal Street,
		Selani Center, Jodia Bazar, Napier Quarter, Karachi
24	0332	KARACHI ADMINISTRATION SOCIETY BRANCH
		Plot # SA/90, Block-8, KAECHS Society,
		Opposite Shaheed-e-Millat Road,
		Karachi
25	0348	KHAYABAN-E-ITTEHAD BRANCH
		Plot No.128-N, Muslim Commercial Area,
		Khayaban-e-Ittehad, DHA, Phase-VI,
		Karachi
26	5301	KHAYABAN-E-ITTEHAD ISLAMIC BANKING BRANCH
		Ground Floor, Plot No. 13-C,
		Khayaban-e-Ittehad, Phase-II Ext. DHA. Karachi
27	0354	KHAYABAN-E-SHAHBAZ BRANCH
		Plot No.11-C, Shop No.1 & 2, Ground Floor,
		Shahbaz Lane-2, Phase-VI,
		Pakistan Defence Housing Authority, Karachi
28	0308	KORANGI INDUSTRIAL AREA BRANCH
		Plot No.27/28, Showroom No.5,
		Korangi Industrial Area, Sector-16, Karachi
29	0359	KEHKASHAN CLIFTON BRANCH
		Plot No. F/101, Block # 7,
		Scheme No.5, Kehkashan, Clifton, Karachi

30	0345	LANDHI BRANCH
		Quarter No.14/10, Block-5 D, Landhi Township, Karachi
31	0339	LEA MARKET BRANCH, KARACHI
		Plot Survey # 2, Lea Quarters, Lea Market, Karachi
32	0330	LIAQUATABAD BRANCH
		Plot # 2, Block-3, Machine Area Survey Sheet # 7/9, Liaquatabad, Karachi
33	0322	M.A. JINNAH ROAD BRANCH, KARACHI
		Plot # 70/1, Native Infantry Lines, M.A. Jinnah Road, Karachi
34	0344	MALIR CANTT. BRANCH
		Plot No.11, Block-S, Cantt. Bazar Area, Malir Cantonment, Karachi
35	0352	MEHMOODABAD BRANCH
		Plot No.476 & 476A, MAC-II Mehmoodabad, Karachi
36	0316	MEMON GOTH BRANCH
		Plot No.232 Deh. Malh, Tapu Dersano Chano, Murad Memon Goth, Karachi
37	0347	METROVILLE BRANCH
		Plot No.F-5, Block-3, Category-B, KDA Scheme, Metroville No.1, S.I.T.E., Karachi
38	0333	MOHAMMAD ALI SOCIETY BRANCH
		Plot No.39/F, Mohammad Ali Society, Karachi
39	0328	NEW CHALLI BRANCH
		Property Bearing # 37, Survey Sheet # SR-7, Serai Quarters New Challi, Karachi
40	0317	NEW KARACHI BRANCH
		Plot # AS-24, Street # 3, Sector # 5-H,

		North Karachi Township
41	0319	NORTH KARACHI INDUSTRIAL AREA
		1/1, Sector 12-A, North Karachi Industrial Area, Karachi
42	0324	NORTH NAPIER ROAD BRANCH
		Plot # 32/2, Survey # NP-10, Sheet # 10 Napier Quarters, Napier Road, Karachi
43	0355	NORTH NAZIMABAD BRANCH
		Plot No.B-65, Block-L, Improvement Scheme # 2, North Nazimabad, Karachi
44	0310	PAPER MARKET BRANCH
		Plot No.22/2, Sheet No.SR.18, Serai Quarters, Saddar Town, Karachi
45	0353	PECHS COMMERCIAL AREA BRANCH
		Plot No.187-3A, Shop No. 3 & 4, Ground Floor, Dawood Apartment, Block-2, PECHS, Karachi
46	0358	PIA EMPLOYEES CO-OPERATIVE HOUSING SOCIETY BRANCH
		Plot No.B-44, Block-9, KDA Scheme # 36, PIA Employees Co-Operative Housing Society, Gulistan-e-Jauhar, Karachi
47	0342	PIB COLONY BRANCH
		Shop No. 2, Plot No.340, Pir Illahi Bux Co-operative Housing Society Ltd., PIB Colony, Karachi
48	0309	PREEDY STREET, SADDAR BRANCH
		Property bearing # 326/2, Artillery Maidan, Preedy Street, Saddar Karachi
49	0356	SAFOORA GOTH BRANCH
		Plot No.SB-23, Shop No.2, Euro Heights, Block-7, KDA Scheme # 36, Gulistan-e-Johar, Karachi
50	0326	SHAHEED-E-MILLAT ROAD BRANCH
		Show Room # G-01, Sagar Heights, Block-3,

		M.S.G.P. Cooperative Housing Society, Shaheed-d-Millat Road, Karachi
51	0314	SITE BRANCH B/9-B-2, SITE, Karachi
52	0312	SHAHRAH-E-FAISAL BRANCH Plot No.30-A, Ground Floor, Showroom No. 4, 5 & 6, Progressive Centre, Block-6, P.E.C.H.S, Shahrah-e-Faisal, Karachi
53	0340	SHERSHAH BRANCH Plot No.D/95, Shop# A-1 & A-2, SITE Area, Karachi
54	3021	SIR SYED HOSPITAL – SUB BRANCH Plot No.887, Block-A, Korangi Road, Near KPT Interchange, Qayyumabad, Opposite DHA Phase-VII Ext. Karachi
55	3031	SINDH SECRETARIAT – SUB BRANCH C.S. No.409, Sheet No. AM-1, Artillery Maidan Quarter, Karachi
56	0334	SOHRAB GOTH BRANCH Shop # 14/A & B, 15/A & B, Ground Floor, Al-Asif Square, Sohrab Goth, Karachi
57	0336	STOCK EXCHANGE BRANCH, KARACHI Property No. 142 & 143, Third Floor, Stock Exchange Building, Karachi
58	0362	SINDHI MUSLIM HOUSING SOCIETY BRANCH Plot No. 117 & 118, Shah Abdul Latif Education Trust Block-A, Sub-Block B, Sindh Muslim Cooperative Housing Society, Main Chowrangi, Karachi
59	0363	SHIREEN JINNAH COLONY BRANCH

		Plot No.46, Block-I, Category-B, Scheme No.05, Shireen Jinnah Colony, Clifton, Karachi
60	0313	TARIQ ROAD BRANCH Plot No.55-C, 56-C, Central Commercial Area, Block-2, PECHS, Karachi
61	0315	TIMBER MARKET BRANCH Plot Survey # 22 (Old Survey # E-5/3-14), Lawrence Quarter, Siddique Wahab Road, Timber Market, Karachi
62	0331	UNIVERSITY ROAD BRANCH, GULSHAN-E-IQBAL Shop # 2 & 3 Bearing Plot # SB-13, Ground Floor, Gulshan Centre, Block-13-C, Scheme-24, Gulshan-e-Iqbal, Karachi
63	0320	WATER PUMP BRANCH Plot # 9, Block-16, Scheme # 16, Federal "B" Area, Karachi
64	0346	WEST WHARF BRANCH Plot No. 20, Warehouse Area, West Wharf Road, Karachi

INTERIOR SINDH BRANCHS

1	<u>0124</u>	BADAH BRANCH Juryan No.87, Main Badah Road, Badah, Tehsil Dokri, District Larkana
2	<u>0409</u>	BADIN BRANCH Plot / Survey No.157, Main Bus Stop, Hyderabad Badin Road, Badin
3	<u>4091</u>	BAWANI SUGAR MILLS – SUB-BRANCH Ahmed Nagar, Talhar Distt. Badin
4	<u>0423</u>	BHAN SAEEDABAD BRANCH Jaryan No.698, Main Bhan Saeedabad Road, District Jamshoro

5	0435	BERANI BRANCH
		Survey No.12240, Deh Berani,
		Main Berani Road,
		District Sanghar
6	0427	CITIZEN COLONY, HYDERABAD BRANCH
		Shop No.3-7, Royal City Project,
		Citizen Colony, Jamshoro Road, Hyderabad
7	<u>0106</u>	DADU BRANCH
		Plot No.54, RS No.987, Opposite Degree College,
		Dadu City, District Dadu
8	<u>1061</u>	DADU SUGAR MILLS – SUB BRANCH
		Pyaro Goth, Distt. Dadu
9	<u>0115</u>	DAHARKI BRANCH
		Survey No.446, Main Daharki Road,
		Taluka Daharki, District Ghotki
10	<u>0428</u>	DIGRI BRANCH
		Plot No.28, Shop No.14 & 15,
		Mir Ghulam Hyder Town Housing Scheme,
		Mirpurkhas Road, Taluka Digri, District Mirpurkhas
11	<u>0121</u>	GAMBAT BRANCH
		Plot No.2153-A, Near Sui Gas Office, Main Gambat Road,
		District Khairpur
12	<u>0429</u>	GHARO BRANCH
		Jaryan No.197, Main National Highway Road,
		Taluka Gharo, District Thatta
13	<u>0110</u>	GHOTKI BRANCH
		Plot/City Survey No.890, Ward-B,
		Main Deviri Sahib Road, Ghotki
14	<u>0128</u>	GHOUSPUR BRANCH
		Shop No.1 & 2, Shahi Bazar,
		Near Shah Hussain Masjid Ghouspur,
		Taluka Kandhkot, District Kashmore-Kandhkot
15	0432	GHARI KHATA BRANCH
		Shop No.CSF/C/1075,20,

		Qazi Qayoom Road, Hyderabad
16	<u>0402</u>	HALA BRANCH Survey No. 1397/88, Ward B, Gulshan Fahim Colony, Hala, District Matiari
17	<u>0401</u>	SADDAR HYDERABAD BRANCH Property No.91/3-4, Main Saddar Cantt, Hyderabad
18	<u>0430</u>	ISLAMKOT BRANCH Plot No.17, 18 & 20, Near Jamia Masjid Taluka Islamkot, District Tharparkar
19	<u>0119</u>	JACOBABAD BRANCH Property No.232, Ward-6, Main Quetta Road, Jacobabad.
20	<u>0431</u>	JAMSHORO BRANCH Plot No.A-133, Sindh University Employees Co-operative Housing Society, Phase-I, Taluka Kotri, District Jamshoro
21	<u>0433</u>	JOURNALIST SOCIETY BRANCH Plot No.9, Journalist Co-operative Housing Society, Near Center Jail, Hyderabad
22	<u>0104</u>	KANDHKOT BRANCH S.No.167, opposite Shams petroleum Services Deh Akhero Kandhkot District Kashmore Kandhkot
23	<u>0129</u>	KANDIARO BRANCH Jaryan No.1588, Opposite Zarai Taraqati Bank Ltd. Hospital Road, Taluka Kandiario, District Naushero Feroze
24	<u>0118</u>	KASHMORE BRANCH Jaryan No.874, Main Kashmore Kandhkot Road, Kashmore District Kandhkot.
25	<u>0102</u>	KHAIRPUR BRANCH Ground Floor, Syed Ramzan Ali Shah Trade Centre,Khairpurmirs

26	<u>0126</u>	KHAIRPUR NATHAN SHAH BRANCH
		Shop No.C/407-A, Taluka Khairpur Nathan Shah, District Dadu
27	<u>4092</u>	KHOSKI SUGAR MILLS – SUB BRANCH
		Khoski Sugar Mills Ltd. Khoski, District Badin
28	<u>0403</u>	KOTRI BRANCH
		City Survey No.290, Ward-A, Shop No.8-10, Plot No.1, River Point Kotri, District Jamshoro
29	<u>0417</u>	KUNRI BRANCH
		Plot No. 10, Survey No.263/4, Block-6 Deh Garaho, Main Station Road, Kunri, District Umerkot.
30	<u>0434</u>	KHIPRO BRANCH
		Plot No.Z-437, Khipro Town, Main Sanghar Khipro Road, Taluka Khipro, District Sanghar
31	<u>0107</u>	LARKANA BRANCH
		Ground Floor, City Survey No. 799, Raza Shah Mohalla, VIP Road, Larkana
32	<u>0418</u>	LATIFABAD HYDERABAD BRANCH
		Plot No. 06, Block-D, Unit No. VII, Latifabad, Hyderabad
33	<u>0426</u>	MARKET AREA, HYDERABAD BRANCH
		Shop No.A/1194, Ward-A, Market Road, Hyderabad
34	<u>0415</u>	MATIARI BRANCH
		Plot # 125, Situated Ward-A Town Opposite NADRA Office, Matiari
35	<u>0122</u>	MEHAR BRANCH
		Shop No.1086, Ward-A, Mehar, District Dadu
36	<u>0127</u>	MILITARY ROAD SUKKUR BRANCH

		Survey No.717, Main Military Road, Sukkur
37	<u>0116</u>	MIRPUR MATHELO BRANCH Plot No.24(2-01) Deh, Tapo Mirpur, Main Mirpur Mathelo Road, District Ghotki
38	<u>0404</u>	MIRPURKHAS BRANCH Plot No. RCN-18, Survey No.864/6, Main Umerkot Road, Mirpurkhas
39	<u>0410</u>	MITHI BRANCH Plot/Jaryan No.50, Opposite Hyderi Hotel, Mithi
40	<u>0421</u>	MORO BRANCH Plot No.14, Main Road Moro, District Noshero Feroze
41	0132	MEHRABPUR BRANCH PTD No.III-A-43, Ward-16, Thari Road, Mehrabpur, Taluka Mehrabpur, District Naushahroferoze
42	<u>0101</u>	NAUDERO BRANCH Naudero Sugar Mills,Main Larkana Road, District Larkana
43	<u>0105</u>	NAUSHAHRO FERROZ BRANCH Property Jaryan No. 185/28-5-2005, Deh Survey No.137, Main Naushahro Feroz Road Opposite National Savings Centre Taluka Naushahro Feroz
44	0134	NASIRABAD BRANCH Shop No.1-8, Madina Shopping Center, Mohallah Kathia Bazar, Badah Road, Nasirabad, District Kambar Shahdadkot
45	<u>0103</u>	PANO AQIL BRANCH Property Survey No.436, Main Pano Aqil Sukkur Road, Taluka Pano Aqil, District Sukkur.
46	<u>0125</u>	PIR JO GOTH BRANCH

		Shop No.2180, Anaj Mandi, Pir Jo Goth, Taluka Kingri, District Khairpur
47	<u>0123</u>	QAMBAR BRANCH
		City Survey No.121 & 122, Ward-B, Near Shahi Bazar Station Road, Qambar, Shahdadkot
48	<u>0405</u>	QASIMABAD, HYDERABAD BRANCH
		Plot No.11, Rs No.274/1, Faraz Villas, Qasimabad, Hyderabad
49	<u>0130</u>	QAZI AHMED BRANCH
		Survey No.313, Main Qazi Ahmed Road, Taluka Qazi Ahmed, District Shaheed Benazirabad
50	<u>0111</u>	RATODERO BRANCH
		City Survey No.795/5, Ward B, Ratodero Bus Stand, Ratodero Larkana
51	<u>0120</u>	ROHRI BRANCH
		City Survey No.2181/9, Ward-B, Mohallah Kot Janullah Shah, G.T. Road, Rohri, District Sukkur
52	<u>0425</u>	SAEEDABAD BRANCH
		Shop No.53/2-36, Main Saeedabad Road, Taluka Saeedabad, District Matiari
53	<u>0424</u>	SAKRAND BRANCH
		Shop No.355/1-4, 356, 357, 367, Main Sakrand Road, Taluka Sakrand, District Shaheed Benazirabad
54	<u>0413</u>	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B Cooperative Housing Society, Sanghar
55	<u>0422</u>	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL, Sajawal, District Thatta

56	<u>0109</u>	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951,
		Alam Channa Mohalla, Sehwan, District Jamshoro
57	<u>0113</u>	SHAH DADKOT BRANCH
		Building Survey No.652, Ward C,
		Main Kotoo Motoo Chowk, Shahdadkot
58	<u>0114</u>	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road,
		opposite Library, Shikarpur
59	<u>0108</u>	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road,
		Sukkur
60	<u>0416</u>	SHAH DADPUR BRANCH
		City Survey No.543, 548 Muhaga Land
		Station Road, Shahdadpur
		District Sanghar
61	<u>0411</u>	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony,
		Nawabshah, District Shaheed Benazirabad
62	<u>1141</u>	SHIKARPUR RICE MILLS – SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road,
		Village Lodhra, District Shikarpur
63	<u>0436</u>	SULTANABAD BRANCH
		Sabzi Mandi, Sultanabad,
		Deh Salki Tapo Kamaro,
		Taluka & District Tando Allahyar
64	<u>0406</u>	TANDO ADAM BRANCH
		Shop No.1,2,3, Prime Tower, Hogani Colony,
		Hyderabad Road, Tando Adam, District Sanghar
65	<u>0407</u>	TANDO ALLAHYAR BRANCH
		Plot No.4-4A & 5, Survey No.272/1, Al Habib Plaza,
		Main Tando Allahyar Hyderabad Road, Tando Allahyar
66	<u>0408</u>	TANDO MUHAMMAD KHAN BRANCH
		Plot. Survey No.34, Jaryan No.13/10-7-08,

		Tando Muhammad Khan
67	<u>0412</u>	THATTA BRANCH
		Survey No.115, near Badshahi Masjid, Thatta Sijawal Road, Thatta
68	<u>0117</u>	THUL BRANCH
		Property No.484, Kandhkot Road, Thul, District Jacobabad
69	<u>4121</u>	THATTA CEMENT – SUB-BRANCH
		Thatta Cement Company Limited, Makli Ghulamullah Road, Thatta
70	<u>4071</u>	TANDO ALLAHYAR SUGAR MILLS – SUB BRANCH
		Tando Allahyar Sugar Mills, Deh Kanidar, UC Sanjar Chang, Taluke Chamber, District Tando Allahyar.
71	<u>0419</u>	UMERKOT BRANCH
		Plot No.52, Survey No.111, Umerkot Nagori Society, Tehsil & District Umerkot
72	<u>0131</u>	UBARO BRANCH
		Survey No.714 & 722, Main Ubaro Road, Taluka Ubaro, District Ghotki
<u>KARACHI REGION UPCOMING</u>		
11		RASHID MINHAS RD. NEAR MILLENIUM MALL
12		KARIMABAD
13		CIVIC CENTRE
14		MALIR CITY
<u>INTERIOR SINDH REGION</u>		
15		LARKANA NEAR PAKISTAN / AL-ABBAS CHOWK OR RESBAM GALI
16		MATLI, DIST. T.M. KHAN
17		KHANPUR MAHAR, DIST. GHODI

<u>ISLAMIC BANKING</u>		
18		MODEL COLONY DISTRICT MALIR KARACHI
19		ALLAMA SHABBIR AHMED USMANI ROAD
<u>PUNJAB BRANCHES</u>		
-	-	<u>GROUP BUSINESS HEAD – NORTH</u>
-	-	-
-	-	-
1	<u>0658</u>	ALI PUR CHATHA BRANCH
		Khewat No.979, Khatoni No.1414, Khasra No.3620/1683,
		Gujranwala Road, Ali Pur Chatha,
		Tehsil Wazirabad, District Gujrawanwala
-	-	-
2	<u>0613</u>	ALLAMA IQBAL TOWN BRANCH, LAHORE
		503-Karim Block (Commercial)
		Allama Iqbal Town, Lahore
3	<u>0610</u>	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad,
		Distrtict Bahawalpur
4	<u>0668</u>	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala,
		Tehsil & District Muzaffargarh
5	<u>0605</u>	BAHRIA TOWN LAHORE BRANCH
		Shop No.1, 2 & 3, Ground Floor, D Plaza,
		Commercial Area, Bahria Town, Lahore
6	<u>0601</u>	BLUE AREA ISLAMABAD BRANCH
		Shop No. 1-5 & Mezzanine 1, Sohrab Plaza,
		Jinnah Avenue, Blue Area, Islamabad
7	<u>0602</u>	BANK ROAD RAWALPINDI BRANCH
		S.No.167, opposite Shams petroleum Services
		Bank Road, Rawalpindi
8	<u>0623</u>	BURKI BRANCH
		Khasra # 1523, Khewat # 50, Khatoni # 82,
		Village Burki, Lahore

9	<u>0607</u>	CHAK GHANIAN, DISTRICT GUJRAT
		Village & PO Chak Ghanian, Tehsil Sarai Alamgir, District Gujrat
10	<u>0650</u>	CHICHAWATNI BRANCH
		Plot No.376, Main Bazar Chichawatni, District Sahiwal
11	<u>0657</u>	CHINIOT BRANCH
		Khewat No.3133/3117, Khasra No.13557/9602, Chah Karian Wala, Faisalabad Road, Chiniot
12	<u>0626</u>	CHUNG BRANCH LAHORE
		Kheet No. 1579, Khatoni No.2479, Shadab Colony, Mouza Chohang Panjgran Multan Road, Tehsil & Distt. Lahore
13	<u>0621</u>	CIRCULAR ROAD BRANCH, LAHORE
		Shop No.1, SE-38-R-55/D, Opposite Akbari Mandi Circular Road, Lahore
14	<u>0611</u>	DALWAL, CHAKWAL BRANCH
		Village & Post Office Dalwal, Tehsil Choa Saidan Shah, District Chakwal
15	<u>0663</u>	DAVIS ROAD BRANCH, LAHORE
		Plot No.28, Escorts House, Davis Road, Lahore
16	<u>0631</u>	DERA GHAZI KHAN BRANCH
		Opposite Medical Collge, Jampur Road, Dera Ghazi Khan
17	<u>0603</u>	DHA BRANCH, LAHORE
		Plot No.159, Sector Y, Commercial Area, Defence Housing Authority, Lahore Cantt
18	<u>0652</u>	DHA PHASE-V, LAHORE BRANCH
		Plot No.CCA-39, Phase 5-C, Defence Housing Authority, Lahore
19	<u>0648</u>	DHA PHASE-VI LAHORE

		15-C, Main Boulevard DHA Phase-VI, Lahore
20	<u>0617</u>	E-11 BRANCH, ISLAMABAD Plot No.1, Sector E-11/3, M.P.C.H.S, Islamabad
21	<u>0636</u>	FAISALABAD BRANCH 7-D, Commercial Area, People Colony No.1, Faisalabad
22	<u>0654</u>	FEROZEPUR ROAD BRANCH Khasra No.1188/1, 15-KM, Main Ferozepur Road, Near Kamaha Metro bus Station, Lahore
23	<u>0604</u>	G.T. ROAD GUJRANWALA BRANCH Property No. B-XII-7S-60/A, Bhatia Nagar. G.T.Road, Gujranwala
24	<u>0660</u>	GAGGO MANDI BRANCH Khewat No.58, Chak No.187/E.B. Opposite Police Station, Main Multan Road, Gaggo Mandi, Tehsil Burewala, District Vehari
25	<u>0903</u>	GILGIT BRANCH Khasra No.104/5093-5339, Khewat No.185/185, Z.S. Plasa, Main Shahrah-e-Quaid-Azam, Gilgit
26	<u>0606</u>	GHURKI BRANCH, LAHORE Khewat No. 8, Khatooni No.576/568, Khata No. 156/702, Ghurki Union Council, District Lahore
27	<u>0662</u>	GHARI SHAHU BRANCH Property No.SE-6R-107/B, Ground Floor, Allama Iqbal Road, Ghari Shahu, Lahore
28	<u>5602</u>	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC BANKING Plot No.MC-16, Ghori Town Phase 4-A, Rawalpindi
29	<u>0634</u>	HARAPPA BRANCH Main G.T. Road,

		Near Harappa Railway Station, Harappa, District Okara
30	<u>0635</u>	JEHLUM BRANCH Property No. 17, Kohinoor Plaza, Old G.T. Road, Jehlum
31	<u>0632</u>	JANDIALA DHABWALA BRANCH Khewat No.216, Khatoni No.512-514, G.T. Road, Jandiala Dhabwala, Near Motorway Police Office, District Gujranwala
32	<u>0614</u>	JOHAR TOWN BRANCH, LAHORE Plot No. 7, Block-B, Near Allah Hoo Chowk Johar Town, Lahore
33	<u>0639</u>	KALRA KHASA BRANCH Khewat No.91, Khatoni No.140, Khasra No.648, G.T. Road, Near Vita Fan, Shabnum Colony, Kalra Khasa, Tehsil & District Gujrat
34	<u>0640</u>	KUNJAH BRANCH Plot No. 5-A/15, Ward No.3, Kunjah, Tehsil & District Gujrat.
35	<u>0665</u>	KASUR BRANCH B-2/13, R-1/D, Haji Farid Road, Kasur
36	<u>0664</u>	KHANEWAL BRANCH Plot No.1743, Ground Floor, Sir Syed Road, Khanewal
37	<u>0616</u>	LALAMUSA BRANCH Plot No.1/123 Tehsil Kharian, Lalamusa, District Gujrat
38	<u>0622</u>	LIDHAR BRANCH Village Lidhar, Wagha Town, Lahore
39	<u>0608</u>	LILA BRANCH, DISTRICT JEHLUM Post Office Lilla Town, Tehsil Pind Daden Khan,

		District Jehlum
40	5603	LIAQUAT ROAD SAHIWAL – ISLAMIC BANKING BR Khewat No.142, Khatoni No.161, Liaquat Road, Sahiwal
41	0638	MULTAN BRANCH 64-Abdali Road, Multan
42	0643	MANAWALA BRANCH DISTRICT SHEIKHUPURA Main Bazar Village Manawala, Sheikhupura
43	0647	MIAN CHANNU BRANCH Khewat No.635, Khatooni No.647, Khasra No.1671 & 1672, Lakar Mandi, Mian Channu, District Khanewal
44	0669	MAIN BOULEVARD DHA LAHORE BRANCH Shop No. 4, Mujtaba Plaza, Main Boulevard, DHA, Lahore Cantt.
45	0620	MUREE ROAD BRANCH, RAWALPINDI K-583, Ch. Mouladad Khan Road, Main Murree Road, Rawalpindi
46	0612	MAIN BOULEVARD GULBERG BRANCH, LAHORE 61-Main Bolulevard, Gulberg Lahore
47	0645	MOHLANWAL BRANCH Khewat No.126, Khatoni No.524 to 527, Main Defence Road, Village Mohlanwal, Lahore
48	0642	MORR AIMANABAD BRANCH Khasra No.1215/1 & 2, Khewat No.968, Khatoni No.1126 Main G.T. Road, Morr Aminabad, District Gujranwala
49	0653	MUGHAL PURA BRANCH Plot No.13, Street No.17, Near Lalpul, Mughal Pura, Lahore

50	5601	MALL ROAD LAHRE – ISLAMIC BANKING BRANCH
		Plot No.S.19-R-30, Shop # 30, 30/A,
		1 st and 2 nd Floor, Commercial Building
		Shahrah-e-Quaid-e-Azam, Mall Road,
		Lahore.
51	0666	MOUZA GOJRA BRANCH
		Khasra No.12/22/2, Khewat No.64/65, Khatoni No.435,
		Mouza Gojra, Tehsil Malakwal,
		District Mandi Bahauddin
52	0649	NANKANA SAHIB BRANCH
		Khewat No.309, Khatoni No.521
		Khasra No.1503 & 1504, Ghala Mandi,
		Tehsil & District Nankana Sahib
53	0644	OKARA BRANCH
		Khasra # 52/12/1, Khewat # 428, Khatoni No.1085,
		Mian Colony, M.A. Jinnah Road,
		Okara
54	0641	PECO ROAD BRANCH LAHORE
		Plot No.1-C/P-II, Phase-III,
		Main Peco Road, Lahore
55	0646	PESHAWAR ROAD RAWLPINDI
		Plot No.1211, Chur Harpal,
		Near Govt. College for Women,
		Peshawar Road, Rawalpindi
56	0609	PINDI BHAUDDIN BRANCH
		Village Pindi Bahauddin, Rasool Road,
		Tehsil & District Mandi Bahauddin
57	0627	PWD HOUSING SOCIETY ISLAMABAD
		3-Civic Center, Block-A
		PWD Employees Cooperative Housing Society
		Islamabad
58	0630	RAHIM YAR KHAN BRANCH
		24 Model Town
		Rahim Yar Khan
59	0655	RAIWIND BRANCH LAHORE

		Plot No.177-A, Ali Town,
		Main Raiwind Road, Lahore

60	<u>0619</u>	RAJA BAZAR BRANCH, RAWALPINDI
		Shop No.U/1328, Dingi Khuee,
		Raja Bazar, Rawalpindi

61	<u>0615</u>	SARGODHA BRANCH
		Prince Cinema Market,
		Railway Road, Sargodha

62	<u>0633</u>	SATGARAH DISTRICT OKARA
		Adda Chow, Sat Garah,
		Tehsil and District Okara

63	<u>0637</u>	SIALKOT BRANCH
		Khasra No.834/2, Khatooni # 39, Khewat No.29,
		Shahab Pura Road, Near Masjid Tajdar-e-Madina
		Sialkot

64	<u>0628</u>	SHAHRAH-E-FATIMA JINNAH BRANCH
		G-4, G-12 & 13, Queens Center,
		33-Shahrah-e-Fatima Jinnah (Queens Road), Lahore

65	<u>0625</u>	TARAMARI BRANCH ISLAMABAD
		Khewat No.18, Khatoni No.19, Khasra No.197/139,
		Taramari, Tehsil & District Islamabad

66	<u>0659</u>	TOBA TEK SINGH BRANCH
		Khewat No.7/7, Khatoni No.7,
		Allama Iqbal Road, Mohalla Janj Ghar,
		Toba Tek Singh

67	<u>0629</u>	VILLAGE KAHNA BRANCH
		Hakim Ghulam Hussain Colony,
		Mozoa Gajomata, Kahna
		Distt. Lahore

68	<u>0651</u>	WAH CANTT RAWALPINDI BRANCH
		82-A, Minar Road,
		Lala Rukh, Wah Cantt.

69	<u>0624</u>	WALTON ROAD LAHORE
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		House No.E/48, Khasra No.2328/280, Kheot No.1, Khatoni No.537, Super Town, Walton Road, Lahore
70	<u>0670</u>	WAPDA TOWN LAHORE BRANCH Plaza No.12, Block-A-1, PECHS, Valencia (Commercial Area), Wapda Town, Lahore
<u>KPK & MIRPUR AJK</u>		
1	<u>0804</u>	ABBOTTABAD BRANCH Opposite Radio Pakistan, Mansehra Road, Abbottabad
2	5801	ASHRAF ROAD PESHAWAR – ISLAMIC BANKING BR Sarai Imlak Shamari No.CD-136/98 to 112/601 Muhammad Sharif Plaza, Opp.Govt. Maternity Hospital, Ashraf Road, Peshawar
3	<u>0802</u>	G.T. ROAD PESHAWAR BRANCH Shop No.1 & 2 Jibran Adeel Plaza Bilal Town, G.T. Road, Peshawar
4	<u>0806</u>	HAYATABAD, PESHAWAR BRANCH Unit No.13, Sector D-1, Phase-1, Bilal Commercial Market, Hayatabad, Peshawar
5	<u>0805</u>	KARKHANO MARKET BRANCH, PESHAWAR C-Block, Palace Plaza, Karkhano Market, Regi Lalma, Peshawar
6	0808	KOHAT BRANCH Shop No.889 to 896, Syed Saadullah Shah Building Kacher Chowk, Bank Square, Hangu Road, Kohat
7	<u>0901</u>	MIRPUR AZAD KASHMIR BRANCH Ground Floor, Portion No.2, Younus Plaza, Allama Iqbal Road, Mirpur, Azad Jammu & Kashmir

8	<u>0902</u>	MUZAFFARABAD BRANCH
		Khasra No.1845/1314, Bank Road, Muzaffarabad
9	<u>0807</u>	MEHRAN BRANCH
		Village Mehran Tehsil Parva (Tandianwala Sugar Mills Ltd) Dera Ismail Khan
10	<u>0801</u>	PESHAWAR BRANCH
		Shop No. 4, Ground floor, Jasmine Arcade, 1-Bashir lane, Fakhar-e-Alam Road, Peshawar
11	<u>0803</u>	UNIVERSITY ROAD PESHAWAR BRANCH
		Khata No.179/661 & 662 New Khata Jamabandi No.193/738, University Road, Peshawar

BALUCHISTAN

1	<u>0703</u>	CHAMAN BRANCH
		Khasra No.1311 & 1312, Dularam Road, Chaman
2	<u>0705</u>	DERA MURAD JAMALI BRANCH
		Khatoni # 3014, Block # 84, National Highway Main Bazar, Dera Murad Jamali, District Naseerabad
3	<u>0706</u>	GAWADAR BRANCH
		Khewat No. 1, Khatooni No.1, Vide No.301-304 Moza Thani Ward, Gawadar.
4	<u>0707</u>	HUB BRANCH
		Shop No.1 & 2, International Shopping Mall 7 Hotel Mouza Baroot, Tehsil Hub, District Lasbella
5	<u>0701</u>	JINNAH ROAD QUETTA BRANCH
		Shop# 20-21, Ward # 18, Main M.A. Jinnah Road, Quetta
6	<u>0702</u>	LIAQAT BAZAR QUEETA
		Property Bearing Khasra No.75, 76, 77 & 79, Ward-22, Halqa Arban No.1,

		Tehsil City Quetta
7	<u>0708</u>	SIRKI ROAD QUETTA BRANCH
		Commercial Plot # C-48-A, Small Industrial Estate, Sirki Road, Quetta
8	<u>0704</u>	ZHOB BRANCH
		House # H/176-A, Shop # H/148, Tehsil Road, Zhob
S.NO	<u>NORTH REGION UPCOMING</u>	
1	FAISAL TOWN, LAHORE	
2	VILLAGE MINHALA TEHSIL LAHORE CANTT	
3	VILLAGE CHUNDRAYA / CHUNDRAYA ROAD, LAHORE	
4	HAROONABAD	
5	QADIRABAD	
6	DEPALPUR	
7	FATEH JANG, DIST. ATTOCK	
8	F-11, MARKAZ, ISLAMABAD	
9	RAWALAKOT (AJK)	
10	JANPUR, TEHSIL LIAQUATPUR DIST. RAHIM YAR KHAN	

ANNEXURE "I"

UNDERTAKING/AFFIDAVIT

To be typed on Rs.50/- Stamp Paper

AFFIDAVIT / DECLARATION

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, _____ S/o _____, Proprietor/Authorized Representative/Partner/Director of M/s _____, having NTN # _____, holding CNIC # _____, do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____

Dated. _____

DEPONENT

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this _____ day of _____ 201 , who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

SNDB/COK/ADMIN/TD/642/2015

Copy No: _____

Sindh Bank Limited

Tender Document

Supply of Printed Stationary

Contents

DEFINITIONS

1	INVITATION FOR BIDS (IFB)	1
2	INSTRUCTION TO BIDDERS (ITB)	2
2.1	Correspondence Address	2
2.2	Eligible Bidders	2
2.3	Corrupt Practice	2
2.4	Preparation of Bids	3
2.4.1	Bidding Process	3
2.4.2	Cost of Bidding	3
2.4.3	Language of Bid	3
2.4.4	Company Profile	3
2.4.5	Financial Proposal	3
2.4.6	Bid Currencies	3
2.4.7	Bid Security	4
2.4.8	Bid Validity	4
2.5	Submission of Bids	4
2.5.1	Sealing and Marking of Bids	4
2.5.2	Response Time	5
2.5.3	Extension of Time Period for Submission of Bids	5
2.5.4	Clarification of Bidding Documents	5
2.5.5	Late Bids	5
2.5.6	Withdrawal of Bids	5
2.5.7	Cancellation of Bidding Process	6
2.5.8	Mechanism for Redressal of Grievances	6
2.5.9	Review Panel	8
2.5.10	Matters not subject to Appeal or Review	8
2.6	Opening and Evaluation of Bids	9
2.6.1	Opening of Bids by SNDB	9
2.6.2	Clarification of Bids	9
2.6.3	Preliminary Examination	9
2.6.4	Supplier Evaluation Criteria	9
2.6.5	Eligibility Criteria	10
2.6.6	Discussions Prior to Evaluation	10
2.7	Award of Contract	12
2.7.1	Award Criteria	12
2.7.2	SNDB's Right to Accept Any Bid and to reject any or all Bids	12
2.7.3	Notification of Award	12
2.7.4	Signing of Contract	12
2.7.5	Performance Security	12
2.7.6	General Conditions of Contract	13
2.7.7	Special Conditions of Contract	13
2.7.8	Integrity Pact	13
2.7.9	Non Disclosure Agreement	13

3	SCOPE OF WORK	14
4	FINANCIAL PROPOSAL	15
5	CONTRACT	20
5.1	Conditions Of Contract	20
5.1.1	Definitions	20
5.1.2	Law Governing Contract	20
5.1.3	Notice	21
5.1.4	Authorized Representative	21
5.1.5	Taxes and Duties	21
5.1.6	Effectiveness of Contract	21
5.1.7	Expiration of Contract	21
5.1.8	Modifications or Variations	21
5.1.9	Force Majeure	21
5.1.10	Termination	22
5.1.11	Good Faith	23
5.1.12	Settlement of Disputes	23
5.1.13	Data Ownership	23
5.1.14	Obligations of the Supplier	23
5.2	Special Conditions of Contract	25
5.2.1	Performance Security	25
5.2.2	Payment	25
5.2.3	Price	25
BID FORM	(Annexure "A")	26
BID SECURITY FORM	(Annexure "B")	28
PERFORMANCE SECURITY FORM	(Annexure "C")	29
INTEGRITY PACT	(Annexure "D")	30
SCHEDULE OF OPENING & SUBMISSION OF BID	(Annexure "E")	31
FORM OF CONTRACT	(Annexure "F")	32
CONTRACT AGREEMENT	(Annexure "G")	35
LIST OF BRANCHES	(Annexure "H")	40
AFFIDAVIT	(Annexure "I")	66
INSPECTION PERFORMA	(Annexure "J")	67

DEFINITIONS

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

“Bid with Lowest Evaluated Cost” means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

“Bidder” means a person or entity submitting a bid;

“Bidding Documents” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“Blacklisting” means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

“Calendar Days” means days including all holidays;

“Conflict of Interest” means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations,

investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

“Consulting Services” means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services,

supervision, social and environmental assessments, technical assistance, and programme implementation;

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Corrupt and Fraudulent Practices” means either one or any combination of the practices given below;

“Coercive Practice” means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

“Collusive Practice” means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, non-competitive levels for any wrongful gain;

“Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

“Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

“Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or

collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

“Emergency” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“Goods” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

“Government” means the Government of Sindh;

“Head of the Department” means the administrative head of the department or the organization;

“Lowest Evaluated Bid” means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

“Lowest Submitted Price” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“Mis-procurement” means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

“Notice Inviting Tender” means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“SNDB” means the Sindh Bank Limited;

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Substantially Responsive Bid” means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB’s requirements.

1 INVITATION FOR BIDS (IFB)

Sindh Bank Limited (SNDB) invites proposal from reputed vendors for the Supply of Printed Stationary for its Head Office & Branches i.e. 225 branches already in operation and 25 upcoming branches. Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 (Amended 2013) issued thereunder (“SPPRA”) which can be found at www.pprasindh.gov.pk. For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended 2013).

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work
- Financial Proposal
- Conditions of Contract

Proposals must be submitted in drop box at the below mentioned address;

Yours sincerely,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Bsement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2 INSTRUCTION TO BIDDERS (ITB)

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website www.sppra.org will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

2.3 Corrupt Practice

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [SPPRA Rule 46 (1-a & b)]

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

2.4.4 Company Profile

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non-responsive.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately. Standard Forms for Financial Proposal are available in Section [5].

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

2.4.7 Bid Security

The SNDB shall require the bidders to furnish the Earnest Money of 5% of the total bidding cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.7.4]; or
 - Furnish performance security in accordance with ITB Section [2.7.5].

2.4.8 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [SPPRA Rule 46 (1-a & b)]

2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

2.5.3 Extension of Time Period for Submission of Bids

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.5 Late Bids

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

2.5.6 Withdrawal of Bids

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.7 Cancellation of Bidding Process

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5.8 Mechanism for Redressal of Grievances

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SNDB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SNDB. [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SNDB complaints' redressal committee may lodge an appeal to the Chief Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Chief Secretary provided; [SPPRA Rule 31(9)]

1. that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 31(9-b)]

The bidder must submit the appeal to the Chief Secretary with the following documents: [SPPRA Rule 31(10)]

1. a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]
2. a copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and

Upon receipt of an appeal and registration fee, the Chief Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Chief Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Chief Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall lose the bid security deposited with the SNDB, the Review Panel may: [SPPRA Rule 31(13)]

1. propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. state the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]
4. suggest annulment in whole or in part of a non-compliant act or decision of a SNDB, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]
5. if the SNDB is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)] or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the SNDB to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SNDB along with relevant record. In case of failure of Head of SNDB to appear before review panel despite service, the Authority shall bring the matter to

the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Chief Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Chief Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Chief Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Chief Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chief Secretary shall be final and the SNDB shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) **Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.**
- b) **Incriminating evidence of the complaints.**

2.5.9 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)]and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Chief Secretary. [SPPRA Rule 32(4)]

2.5.10 Matters not subject to Appeal or Review

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by SNDB

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SNDB may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

2.6.3 Preliminary Examination

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

2.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)] SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

2.6.5 Eligibility Criteria

SNDB shall evaluate proposals using the following eligibility criteria.

S. No.	Requisite	Vendor Action	Sufficient Evidence Produced	
			Yes	No
1	Minimum 4 x Banks Currently on Cliental List on Tendered Related Experience	Letters to be attached duly issued from each concerned Bank verifying that the company is currently printing stationary for them.	Yes	No
2	Minimum 5 year experience in the relevant field	NTN Certificate / Letter of Incorporation / Company Registration Letter is required to be enclosed	Yes	No
3	Minimum an average of 15 million turnover in last 3 years	Audit Report or Tax Return of Last 3 Years	Yes	No
4	Own/Rental Printing Premises	Attach Relevant Evidence including title document/Agreement	Yes	No
5	Multi Color Printing Facility	Attach evidence (will be confirmed at the time of Warehouse inspection) as per Annexure "J"	Yes	No
6	Attach Minimum 4 certification of cliental satisfaction in the relevant field	Attach Relevant Letters from Clients	Yes	No
Qualified / Disqualified				

QUALIFICATION: - In Eligibility Criteria, a single non-compliance of a requisite will make the bidder disqualify. (Single Stage-One Envelope Procedure)

ELIGIBILITY CRITERIA NOTE

- Any subsequent clarification to this specific tender will also be notified on Sindh Bank Ltd & SPPRA websites.
- After due qualification as per Qualification note above, the bidder will be required to present the sample of each tendered items to Procurement Committee and will only be declared finally qualified for the tender if all the presented items meet the quality standard. Further these items will be kept in the record of stationery section and if

during subsequent supply, if any deviation in standard of quality from the sample item is observed, the bidder will be issued warning and on issuance of second such warning, the bidder will be disqualified from the tender and also will be disqualified from participation in any future tender floated by the Sindh Bank Limited.

MANDATORY

1. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.
2. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
3. The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company.
4. Attach Affidavit, duly signed by the CEO of the company stating the ability to print tendered items within 24 hours in case of emergency.
5. Provision of each sample tendered items on demand.

DISQUALIFICATION

The bidder will be considered disqualified prior to/during technical/financial evaluation process or after award contract if:

1. On black list of SPPRA & Sindh Bank Ltd.
2. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances.
3. Not GST/Income Tax Registered.
4. Alternate bid is offered.
5. Non - Attachment of Annexure "A" (With Financial Proposal) & Annexure "B" (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
6. The qualified bidder sublets the contract in any form/stage to any other agency.
7. The tender is deposited without Tender Fee.
8. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
9. After supply, if the specification of supplied items are found different with the items produced in front of committee at the time of technical evaluation.
10. In the past, the company agreement has been prematurely been terminated after due qualification in any of the category of the tender.
11. Not attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.

2.6.6 Discussions Prior to Evaluation

If required, prior to evaluation of the bid, SNDB may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bid submitted by that Bidder.

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

2.7.5 Performance Security

Within 15 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 10 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or

demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure “C” shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier’s performance obligation under the Contract.

2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this TD.

2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

2.7.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SNDB. *[Specimen is attached in Annexure “D”]* [SPPRA Rule 89]

2.7.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “E”]*

3 SCOPE OF WORK

Sindh Bank Limited (SNDB) requires Printed Stationary for its Head Office & Branches i.e. 225 branches already in operation and 25 upcoming branches as per the given detail on need basis: (Same as financial proposal)

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-16)

Name of Bidder _____

S. No.	Items	Tentative Monthly Quantity	Color	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
1	Voucher Register-100 Pages (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
2	Security Stationery Register-100 Pages (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
3	Account Opening Forms (Individual A/c. & Company A/c.) (Art Paper of 120 gram)	10,000 Forms	3 + 3	8.25 x 11.5		
4	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 fold) in urdu	10,000 Forms	3 + 3	24.5 x 12		
5	Cash Book Register-100 Pages (Offset Paper of 70 gram)	100 Register	1 + 1	8.25 x 9		
6	Credit Vouchers (Offset Paper of 70 gram)	100 Pad of 100 sheets	1	4.25 x 8		
7	Debit Vouchers (Offset Paper of 70 gram)	100 Pad of 100 sheets	1	4.25 x 8		
8	Key Register-100 Pages (Offset Paper of 70 gram)	50 Registers	1+ 1	8.25x13.25		
9	A/c Opening Register-100 Pages (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
10	A/c Closing Register-100 Pages (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
11	Cheque Return Memo (Offset Paper of 70 gram)	200 Pad of 100 sheets	1	8.25 x 11.5		
12	Pay Order/DD/TT Request Forms (Offset Paper of 70 gram)	200 Pad of 100 sheets	1	8.25 x 11.5		
13	Deposit Slips NCR Sheet (1+1) -White & Blue	5000 Pad of 25 sets	1+1	5.5 x 7.75		
14	Locker Application Form	1000 Leaves	3 +1	16.5 x 11.5		
15	Specimen Signature Card for A/c (Cards of 310 gram)	20,000 nos	3	5 x 7.25		

Sindh Bank Limited
Tender Document- Supply of Printed Stationary

S. No.	Items	Tentative Monthly	Color	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
16	Specimen Signature Card for Locker Operation (Cards of 310 gram)	1000 nos	3	5 x 7.25		
17	Cash Debit Vouchers (Mandyali Paper of 55 gram)	100 Pad of 100 sheets	1	4.25 x 7		
18	Voucher Covers	5000 Leaves	1	6.5 x 17		
19	Misplaced Cheque Book Requisition Form (Offset Paper of 68 gram)	50 Pad of 100 sheets	1 + 1	8.25 x 11.5		
20	Sindh Bank Files – 360 gram	1000 Files	1	13.25 x 22		
21	Locker Visit Register-100 Pages (Offset Paper of 70 gram)	25 Registers	1+1	8.25x13.25		
22	Sindh Bank Personal Files – 700 gram	500 Files	3	13.25 x 22		
23	Visiting Cards	10,000 Cards	3	Standard size		
24	Envelopes A-4 (Offset Paper of 75 gram)	2,500 nos	3	10 x 12		
25	Envelopes Legal (Offset Paper of 75 gram)	1000 nos	3	11 x15		
26	Envelopes Small (Offset Paper of 75 gram)	2500 nos	3	9 x 4		
27	Letter Head-A4 (Offset Paper of 100 gram)	2500 nos	3	8.25 x 11.75		
28	ATM Application Register-100 Pages (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25 x 13.25		
29	Zakat Exemption Register-100 Pages (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25 x 13.25		
30	Prize Bond Register-100 Pages (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		
31	TDR/ CDR Application Form (Offset Paper of 70 gram)	100 Pad of 100 sheets	1 + 1	8.25x 11.25		
32	Inward/Outward Mail Register-100 Pages (Offset Paper of 70 gram)	100 Register	1 + 1	8.25x13.25		
33	Attendance Register (Offset Paper of 70 gram)	100 Register	1 + 1	8.25x13.25		
34	Envelopes A-4 (Security Thread Envelop)	500 nos	3	10 x 12		

Sindh Bank Limited
Tender Document- Supply of Printed Stationary

S. No.	Items	Tentative Monthly	Color	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
35	Envelopes Legal (Security Thread Envelop)	500 nos	3	11 x15		
36	Small Window Envelopes	5000 nos	3	9 x 4		
37	E-Forms – 1+3 copies with machine numbering	100 Pad of 25 sets	1 + 1	8.25x13.25		
38	M- Forms – 1+1 copy with machine numbering (Local Paper of 68 gram)	50 Pad of 50 sets	1 + 1	8.25x13.25		
39	I-Forms - 1+3 copy with machine numbering (Local Paper of 68 gram)	100 Pad of 50 sets	1 + 1	8.25x13.25		
40	LC Application & Agreement Form with numbering (Offset Paper of 70 gram)	500 Leaves	3 + 1	16.5 x 13.25		
41	LC Opening Register with numbering (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
42	E-FORM Stock / Issue Register with numbering (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
43	FD/BC/FBP Register with numbering (Offset Paper of 70 gram)	50 Registers	1+ 1	8.25x13.25		
44	Inward Foreign Bills Register with numbering (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
45	Leave Record Book (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
46	Locker Account Ledger (Offset Paper of 70 gram)	50 Registers	1 + 1	8.25x13.25		
47	Atm window envelope (100 gram offset paper)	5000 nos	3	9 x 4		
48	Atm brochure (115 gram matt paper)	5000 nos	6+ 3	8.25 x 12		
49	Atm welcome letter	5000 nos	3	8.25 x 11.5		
50	Voucher envelope (craft paper 125 gm) without Branch address	5000 nos	1	11 x15		
51	Cad file (700 gm imported blue board)	200 Files	1	13.25 x 22		
52	Cheque Book Issue Register (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		
53	Safe in Safe Out Register (Offset Paper of 70gram)	100 Registers	1 + 1	8.25x13.25		
54	Stock Register for Security Stationary (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		

S. No.	Items	Tentative Monthly	Color	Size	Unit Rate Per Item	Amount (Unit Rate x Quantity)
55	Inward / Outward Clearing/Cash Cheque Return Register (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		
56	Envelope (Half of A-4 size & Offset Paper of 75 gram)	2000 nos	3	8.4x5.9		
57	Voucher Envelope Draft Paper(120gm CRAFT paper)	5000 nos	1	11x15		
58	ENVELOPES WINDOW (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	3	10 x 12		
59	ENVELOPES SMALL (BROWN CRAFT PAPER 70 GRAM)	1,000 nos	3	11 x15		
60	ENVELOPES A-4 HALF (BROWN CRAFT PAPER 70 GRAM)	5,000 nos	3	9 x 4		
61	ENVELOPES A-4 (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1	-		
62	ENVELOPES LEGAL (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1	-		
63	Sindh Tender File (700 gm. imported)	200 Files	1	13.25 x 22		
64	Account Opening Forms (Art Paper of 120 gram)	10,000 Forms	3 + 3	8.25 x 11.5		
65	Terms & Conditions for Account Opening (Art Paper of 120 gram with 03 fold) English	10,000 Forms	3 + 3	24.5 x 12		
TOTAL AMOUNT						
Add GST						
*GRAND TOTAL = [Total Amount X 12 Month]						

*This Grand Total will be taken as final financial bid offered by the bidder

Note:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. If the item is not provided/installed on due date (date given on supply order) a fine of Rs.1, 000/-per day will be deduced from the bill.
3. **The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, transportation and labour charges.**
4. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
5. Calculation of bid security. 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
6. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.

7. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
8. The Tender will stand cancelled if the item are not supply/installed within 5 working days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has the highest turnover of the two bidder.
10. If the obligation of warranty period are not met or delayed, the repair/resupply etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier.
11. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
12. All terms & conditions of the Contract Agreement (Annexure “G”) are part of tender document.
13. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
14. All printing will be on imported paper.
15. In case for the requirement of emergency supplies, the supplier shall provide the requisites within 24 hours.
16. Sample of demanded stationery item can be seen by visiting stationery department, Sindh Bank Ltd. Shahrah-e-Faisal Branch Karachi during working hours

We, hereby accept all the terms and conditions as given above.

(Signature of bidder with name, Designation and Company Seal)

Dated: _____

5 Contract

5.1 Conditions of Contract

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010(Amended 2013).

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SNDB or the Supplier may be taken or executed by the officials.

5.1.5 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.1.9.1 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.1.9.2 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.1.10 Termination

5.1.10.1 Termination by SNDB

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.1.10.2 Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.1.10.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

5.1.11 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.1.12.2 Arbitration

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.1.13 Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

5.1.14 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the

Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

5.1.14.1 Conflict of Interest

The Supplier shall hold the SNDB's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.1.14.2 Confidentiality

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

5.2 Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

5.2.1 Performance Security

The amount of performance security shall be five (5 %) percent of the Contract Price

5.2.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

5.2.3 Price

Schedule of prices shall be as fixed in the Contract.

Annexure “A”

BID FORM

**IT SHOULD BE SPECIFIC TO EACH CONTRACT AND WILL HAVE TO BE
TAILORED SEPARTELY FOR EACH TENDER DOCUMENT**

Dated: _____, 2015

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency_____ [total bid amount in words and figures].

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

_____.

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to Five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

Name & Address of Agent

Amount and Currency

(If none, State none)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2015.

[Signature]

[In the Capacity of]

Duly authorized to sign Bid for and on behalf of _____

Annexure “B”

BID SECURITY FORM

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for the supply of Printed Stationary.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SNDB (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 2015.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SNDB during the period of bid validity:
 - a. fails or refuses to execute the Contract, if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

[Signature and Seal of the Bank]

Annexure “C”

PERFORMANCE SECURITY FORM

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 2015 to _____ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier / Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2015.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure “D”

INTEGRITY PACT

Declaration of Fees, Commissions and Brokerage etc Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010

_____ [the Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder’s fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder’s fee or kickback given by [the Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

NIC No: _____

"Annexure E"

SCHEDULE OF OPENING AND SUBMISSION OF BID

For details refer to Newspaper Advertisement published on the subject matter.

Annexure “F”

Form of Contract

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is _____ 2015.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
 - Trade secrets;
 - Financial information, including pricing;
 - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
 - Business information, including operations, planning, marketing interests, and products;
 - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
 - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
 - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
 - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.

4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
 - Any use of Confidential Information in violation of this agreement; and/or
 - Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
 - Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
 - Was known to the Recipient before receipt from the Discloser;
 - Is or becomes publicly available through no fault of the Recipient;
 - Is independently developed by the Recipient without a breach of this Agreement;
 - Is disclosed by the Recipient with the Discloser's prior written approval; or
 - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential

Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.

9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

Sindh Bank Limited

Company Name:

Registered Address:

Registered Address:

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Annexure “G”

Contract Agreement

CONTRACT AGREEMENT

THIS AGREEMENT is entered into at Karachi
on this the _____ day of _____, 2015

BETWEEN

M/S. _____, having its principal place of business at _____, (hereinafter referred to as “Supplier”, which expression shall be deemed to mean and include its successors-in-interest and assigns) of the First Part;

AND

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3rd Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan. (here in after referred to as “THE BANK”, which expression shall be deemed to mean and include its successors-in-interest and assigns) of the Second Part.

WHEREAS:

“THE BANK” intends to acquire the services of “Supplier” for Supply of Printed Stationery (goods) for its Head Office and countrywide branches and Supplier agrees to provide the following services to the bank, as per tender opening date _____, along with Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

The terms and conditions are as follows:

Terms & Conditions:

- All terms and conditions of the tender document will remain part of this agreement.
- A prior notice of 10 days will be given for the supply of requisite supplies and it will be expected within 05 days of issue of the purchase order, the said supplies will be made available at the site.
- A fine of Rs 1,000/- per day will be charged, if the demanded items has not been supplied after 5 days of issuance of purchase order.
- In the event of the default on the part of the Supplier, in the performance of any condition of the contract/tender or delay in supply of the items even after a lapse of 15 days of the issuance of the purchase order, it shall be lawful for the Bank to forfeit the performance security and cancel the whole part of the supply order or cancel the contract. Decision of the Bank will be final and will be legal binding on the Supplier.

- Supplier agrees to maintain adequate inventory of the goods so that the replacement is available within 24 hours, if any fault arises in the goods supplied during the warranty period. In case the effected part is not available, then the Supplier will provide the backup of the same item or better till the resolution of the fault is met, without any extra cost to the Bank.
- The Supplier also undertakes to bear all kind of taxes i.e. Stamp duty/ Services Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc, up to the place of destination.
- The Bank reserves the right to test/check the goods to ensure that it is provided as per specification in the tender document. For any discrepancies, at the time of supply or later, the Bank reserve the right to forfeit full performance security and cancel the tender and initiate the process for blacklisting of the Supplier. The decision of the Bank shall be final and binding upon the Supplier.
- Delivery will be made by the Supplier as prescribed by the Bank.
- Supplier binds/undertakes that in case of any observation arising in respect of quality/performance of the goods within the warranty period, the supplier will be liable to address it at his own cost within 24 hours. Non-compliance of the same will result into initiation of a case against the company for non-commitment and forfeiting of performance security or any other action as deemed necessary.
- Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the given address.
- A party may change its address for notice by giving a notice to the other Party in writing of such change.

Payment Schedule:

100 % of the total amount for the Supply of Printed Stationery will be paid within one month of invoice submission by the supplier.

if the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier

Performance Guarantee:

5% of the total tender amount of will be retained by the Bank as “Performance Security” and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the branch managers, where the items have been supplied.

Before release of performance security a technical team of the Bank will check to confirm the specifications of the supplied items as provided in offered items by the supplier. Any variation if found will disqualify the supplier along with forfeiting of the performance security and will ultimate recommendations to SPPRA authority for blacklisting of the firm.

Authorized Representative:

- Any action required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Supplier may be taken or executed by the officials.

Termination of Agreement by the Bank:

- If the Supplier, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If two (2) unsatisfactory letters/emails are issued by the Bank for unsatisfactory performance to the supplier.

Goods Faith:

- The Parties undertake to act in good faith with respect to each other's rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.

Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.

- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

Conflict of Interest:

- The Supplier shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

Support Escalation Matrix:

For timely addressing of complaints given support escalation matrix will be utilized/ followed:-

LEVEL-1	Name/Designation (support staff)	
First complain if the call is not resolved " within specified response time " (12 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	
Second complain, if the call is attended within " Specified Response Time " and not attended / or the problem still unresolved even after complaining at Level-1 (24 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-3	Name/Designation (CEO of the firm)	
Third complain, if the call is attended within " Specified Response Time " and not attended /or the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
Note: Ensure that no column above is left blank		

In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

Supplier Signature _____
Name _____
Designation _____
Company Name _____
Address _____

Stamp

Customer Signature _____
Name _____
Designation _____
Company Name **Sindh Bank Limited**
Address **Federation House, Sindh Bank**

Ltd. Head Office Karachi

Stamp

Witness:
Signature _____
Name _____
Designation _____
Address _____

Signature _____
Name _____
Designation _____
Company Name **Sindh Bank Limited**
Address **Federation House, Sindh Bank**

Ltd. Head Office, Karachi

Witness:

Signature _____
Name _____
Designation _____
Address _____

Annexure “H”

List of Branches

1	0341	BAHADURSHAH ZAFAR MARKET BRANCH
		Property No.G-3 of R.B. 11/22, III-A-239-B, Rambagh Quarters, Gwali Lane No.1, Karachi
-	-	-
2	0329	BUFFERZONE NAGAN CHOWRANGI BRANCH
		Plot No. 32, Sector 11-H, North Karachi Township Scheme, Karachi
3	0360	BAHADURABAD BRANCH
		Plot No.111, Shop No.4, The City Towers, Bahadur Yar Jang Co-operative Housing Society Alamgir Road, Karachi
4	0364	BHAINS COLONY BRANCH
		Plot No. 217, Block-A, Cattle (Bhains) Colony Landhi, Karachi
5	0302	CLIFTON BRANCH
		Ground Floor, St-28, Block-5, Federation House, Clifton, Karachi
6	0303	COURT ROAD BRANCH
		Ground floor, G-5-A, Court View Apartments, Opposite Sindh Assembly, Karachi
7	0318	CLOTH MARKET BRANCH
		Shop No.28, Ground Floor, Cochinwala Market, Bunder Road Quarters, Karachi
-	-	-
8	0366	CH. KHALIQ-UZ-ZAMAN ROAD BRANCH
		Shop No. S-17, Pardesi Pride, Ch. Khaliq-uz-Zaman Road, Karachi
-	-	-
9	0325	DHORAJEE BRANCH
		Plot # 35/243, Block 7&8, C.P. Berar Cooperative Housing Society, Dhorajee Colony, Karachi

-	-	-
10	0357	DHA PHASE-II BRANCH
		Plot No. 13-C, Commercial Area "A", DHA Phase-II, Karachi
-	-	-
11	0338	DHA Phase-IV
		Shop # 1,2,3, and 4, Plot No.III 9 th Commercial Street, Phase-IV, DHA, Clifton Cantonment, Karachi
12	0304	DHA 26th STREET BRANCH
		Plot No.14-E, 26 th Street Phase 5 Ext. D.H.A, Karachi
13	0349	GARDEN EAST BRANCH
		Plot No. GRE-491/2-B, Shop No.2 & 3, Seven Star Residency, Garden East Quarters, Karachi
14	0321	GOLE MARKET BRANCH
		Plot # 16, Row # 18, Sub-Block-F in Block-III, Gole Market, Karachi
15	0335	GULISTAN-E-JOHAR BRANCH
		Shop # 7 & 8, Casim Paradise, Block-18, Scheme 33, Gulistan-e-Johar, Karachi
16	0343	GULSHAN-E-HADEED BRANCH
		Plot No.C-53, Phase-I, Gulshan-e-Hadeed, Karachi
17	0305	GULSHAN-E-IQBAL BRANCH
		FI : 1/13, block 5, KDA Scheme No.24, Main Rashid Minhas Road, Gulshan-e-Iqbal Karachi
18	0337	GULSHAN-E-MAYMAR BRANCH
		Plot No.SB-016, Sector-7, Sub-Sector IV, Gulshan-e-Maymar , Karachi
19	0311	GIZRI BRANCH
		Commercial Plot No.G-1/2 & 23

		Lower Gizri Bazar Area, Clifton Cantonment, Karachi
20	0306	HYDERI BRANCH Plot No. SD-27, Block-G, Scheme No.2. Hyderi Market, North Nazimabad, Karachi
21	0301	I.I. CHUNDRIGAR ROAD BRANCH Ground Floor, P & O Plaza, Opposite I.I. Chundrigar Road, Karachi
22	0323	JAMSHED QUARTER BRANCH House # 13/B, Plot # 710/6, Survey Sheet # J.M. Quarters, Karachi
23	0307	JODIA BAZAR BRANCH Plot No.57 & 59, Daryalal Street, Selani Center, Jodia Bazar, Napier Quarter, Karachi
24	0332	KARACHI ADMINISTRATION SOCIETY BRANCH Plot # SA/90, Block-8, KAECHS Society, Opposite Shaheed-e-Millat Road, Karachi
25	0348	KHAYABAN-E-ITTEHAD BRANCH Plot No.128-N, Muslim Commercial Area, Khayaban-e-Ittehad, DHA, Phase-VI, Karachi
26	5301	KHAYABAN-E-ITTEHAD ISLAMIC BANKING BRANCH Ground Floor, Plot No. 13-C, Khayaban-e-Ittehad, Phase-II Ext. DHA. Karachi
27	0354	KHAYABAN-E-SHAHBAZ BRANCH Plot No.11-C, Shop No.1 & 2, Ground Floor, Shahbaz Lane-2, Phase-VI, Pakistan Defence Housing Authority, Karachi
28	0308	KORANGI INDUSTRIAL AREA BRANCH Plot No.27/28, Showroom No.5, Korangi Industrial Area, Sector-16, Karachi

29	0359	KEHKASHAN CLIFTON BRANCH
		Plot No. F/101, Block # 7,
		Scheme No.5, Kehkashan, Clifton, Karachi
30	0345	LANDHI BRANCH
		Quarter No.14/10, Block-5 D,
		Landhi Township, Karachi
31	0339	LEA MARKET BRANCH, KARACHI
		Plot Survey # 2, Lea Quarters,
		Lea Market, Karachi
32	0330	LIAQUATABAD BRANCH
		Plot # 2, Block-3, Machine Area
		Survey Sheet # 7/9, Liaquatabad, Karachi
33	0322	M.A. JINNAH ROAD BRANCH, KARACHI
		Plot # 70/1, Native Infantry Lines,
		M.A. Jinnah Road, Karachi
34	0344	MALIR CANTT. BRANCH
		Plot No.11, Block-S, Cantt. Bazar Area,
		Malir Cantonment, Karachi
35	0352	MEHMOODABAD BRANCH
		Plot No.476 & 476A, MAC-II
		Mehmoodabad, Karachi
36	0316	MEMON GOTH BRANCH
		Plot No.232 Deh. Malh, Tapu Dersano Chano,
		Murad Memon Goth, Karachi
37	0347	METROVILLE BRANCH
		Plot No.F-5, Block-3, Category-B, KDA Scheme,
		Metroville No.1, S.I.T.E.,
		Karachi
38	0333	MOHAMMAD ALI SOCIETY BRANCH
		Plot No.39/F, Mohammad Ali Society,
		Karachi
39	0328	NEW CHALLI BRANCH

		Property Bearing # 37, Survey Sheet # SR-7, Serai Quarters New Challi, Karachi
40	0317	NEW KARACHI BRANCH Plot # AS-24, Street # 3, Sector # 5-H, North Karachi Township
41	0319	NORTH KARACHI INDUSTRIAL AREA 1/1, Sector 12-A, North Karachi Industrial Area, Karachi
42	0324	NORTH NAPIER ROAD BRANCH Plot # 32/2, Survey # NP-10, Sheet # 10 Napier Quarters, Napier Road, Karachi
43	0355	NORTH NAZIMABAD BRANCH Plot No.B-65, Block-L, Improvement Scheme # 2, North Nazimabad, Karachi
44	0310	PAPER MARKET BRANCH Plot No.22/2, Sheet No.SR.18, Serai Quarters, Saddar Town, Karachi
45	0353	PECHS COMMERCIAL AREA BRANCH Plot No.187-3A, Shop No. 3 & 4, Ground Floor, Dawood Apartment, Block-2, PECHS, Karachi
46	0358	PIA EMPLOYEES CO-OPERATIVE HOUSING SOCIETY BRANCH Plot No.B-44, Block-9, KDA Scheme # 36, PIA Employees Co-Operative Housing Society, Gulistan-e-Jauhar, Karachi
47	0342	PIB COLONY BRANCH Shop No. 2, Plot No.340, Pir Illahi Bux Co-operative Housing Society Ltd., PIB Colony, Karachi
48	0309	PREEDY STREET, SADDAR BRANCH Property bearing # 326/2, Artillery Maidan, Preedy Street, Saddar Karachi

49	0356	SAFOORA GOTH BRANCH
		Plot No.SB-23, Shop No.2, Euro Heights, Block-7, KDA Scheme # 36, Gulistan-e-Johar, Karachi
50	0326	SHAHEED-E-MILLAT ROAD BRANCH
		Show Room # G-01, Sagar Heights, Block-3, M.S.G.P. Cooperative Housing Society, Shaheed-d-Millat Road, Karachi
51	0314	SITE BRANCH
		B/9-B-2, SITE, Karachi
52	0312	SHAHRAH-E-FAISAL BRANCH
		Plot No.30-A, Ground Floor, Showroom No. 4, 5 & 6, Progressive Centre, Block-6, P.E.C.H.S, Shahrah-e-Faisal, Karachi
53	0340	SHERSHAH BRANCH
		Plot No.D/95, Shop# A-1 & A-2, SITE Area, Karachi
54	3021	SIR SYED HOSPITAL – SUB BRANCH
		Plot No.887, Block-A, Korangi Road, Near KPT Interchange, Qayyumabad, Opposite DHA Phase-VII Ext. Karachi
55	3031	SINDH SECRETARIAT – SUB BRANCH
		C.S. No.409, Sheet No. AM-1, Artillery Maidan Quarter, Karachi
56	0334	SOHRAB GOTH BRANCH
		Shop # 14/A & B, 15/A & B, Ground Floor, Al-Asif Square, Sohrab Goth, Karachi
57	0336	STOCK EXCHANGE BRANCH, KARACHI
		Property No. 142 & 143, Third Floor, Stock Exchange Building, Karachi

58	0362	SINDHI MUSLIM HOUSING SOCIETY BRANCH
		Plot No. 117 & 118, Shah Abdul Latif Education Trust
		Block-A, Sub-Block B,
		Sindh Muslim Cooperative Housing Society,
		Main Chowrangi, Karachi
59	0363	SHIREEN JINNAH COLONY BRANCH
		Plot No.46, Block-I, Category-B,
		Scheme No.05, Shireen Jinnah Colony,
		Clifton, Karachi
60	0313	TARIQ ROAD BRANCH
		Plot No.55-C, 56-C, Central Commercial Area,
		Block-2, PECHS, Karachi
61	0315	TIMBER MARKET BRANCH
		Plot Survey # 22 (Old Survey # E-5/3-14),
		Lawrence Quarter, Siddique Wahab Road,
		Timber Market, Karachi
62	0331	UNIVERSITY ROAD BRANCH, GULSHAN-E-IQBAL
		Shop # 2 & 3 Bearing Plot # SB-13,
		Ground Floor, Gulshan Centre, Block-13-C,
		Scheme-24, Gulshan-e-Iqbal, Karachi
63	0320	WATER PUMP BRANCH
		Plot # 9, Block-16, Scheme # 16,
		Federal "B" Area, Karachi
64	0346	WEST WHARF BRANCH
		Plot No. 20, Warehouse Area,
		West Wharf Road, Karachi

INTERIOR SINDH BRANCHS

1	<u>0124</u>	BADAH BRANCH
		Juryan No.87, Main Badah Road, Badah,
		Tehsil Dokri, District Larkana
-	-	-
2	<u>0409</u>	BADIN BRANCH
		Plot / Survey No.157, Main Bus Stop,
		Hyderabad Badin Road, Badin
-	-	-

3	<u>4091</u>	BAWANI SUGAR MILLS – SUB-BRANCH
		Ahmed Nagar, Talhar Distt.
		Badin
4	<u>0423</u>	BHAN SAEEDABAD BRANCH
		Jaryan No.698, Main Bhan Saeedabad Road,
		District Jamshoro
5	<u>0435</u>	BERANI BRANCH
		Survey No.12240, Deh Berani,
		Main Berani Road,
		District Sanghar
6	<u>0427</u>	CITIZEN COLONY, HYDERABAD BRANCH
		Shop No.3-7, Royal City Project,
		Citizen Colony, Jamshoro Road, Hyderabad
7	<u>0106</u>	DADU BRANCH
		Plot No.54, RS No.987, Opposite Degree College,
		Dadu City, District Dadu
8	<u>1061</u>	DADU SUGAR MILLS – SUB BRANCH
		Pyaro Goth, Distt. Dadu
9	<u>0115</u>	DAHARKI BRANCH
		Survey No.446, Main Daharki Road,
		Taluka Daharki, District Ghotki
10	<u>0428</u>	DIGRI BRANCH
		Plot No.28, Shop No.14 & 15,
		Mir Ghulam Hyder Town Housing Scheme,
		Mirpurkhas Road, Taluka Digri, District Mirpurkhas
11	<u>0121</u>	GAMBAT BRANCH
		Plot No.2153-A, Near Sui Gas Office, Main Gambat Road,
		District Khairpur
12	<u>0429</u>	GHARO BRANCH
		Jaryan No.197, Main National Highway Road,
		Taluka Gharo, District Thatta
13	<u>0110</u>	GHOTKI BRANCH
		Plot/City Survey No.890, Ward-B,

		Main Deviri Sahib Road, Ghotki
14	<u>0128</u>	GHOUSPUR BRANCH
		Shop No.1 & 2, Shahi Bazar, Near Shah Hussain Masjid Ghouspur, Taluka Kandhkot, District Kashmore-Kandhkot
15	0432	GHARI KHATA BRANCH
		Shop No.CSF/C/1075,20, Qazi Qayoom Road, Hyderabad
16	<u>0402</u>	HALA BRANCH
		Survey No. 1397/88, Ward B, Gulshan Fahim Colony, Hala, District Matiari
17	<u>0401</u>	SADDAR HYDERABAD BRANCH
		Property No.91/3-4, Main Saddar Cantt, Hyderabad
18	<u>0430</u>	ISLAMKOT BRANCH
		Plot No.17, 18 & 20, Near Jamia Masjid Taluka Islamkot, District Tharparkar
19	<u>0119</u>	JACOBABAD BRANCH
		Property No.232, Ward-6, Main Quetta Road, Jacobabad.
20	<u>0431</u>	JAMSHORO BRANCH
		Plot No.A-133, Sindh University Employees Co-operative Housing Society, Phase-I, Taluka Kotri, District Jamshoro
21	0433	JOURNALIST SOCIETY BRANCH
		Plot No.9, Journalist Co-operative Housing Society, Near Center Jail, Hyderabad
22	<u>0104</u>	KANDHKOT BRANCH
		S.No.167, opposite Shams petroleum Services Deh Akhero Kandhkot District Kashmore Kandhkot
23	<u>0129</u>	KANDIARO BRANCH
		Jaryan No.1588, Opposite Zarai Taraqiati Bank Ltd.

		Hospital Road, Taluka Kandiaro, District Naushero Feroze
24	<u>0118</u>	KASHMORE BRANCH
		Jaryan No.874, Main Kashmore Kandhkot Road, Kashmore District Kandhkot.
25	<u>0102</u>	KHAIRPUR BRANCH
		Ground Floor, Syed Ramzan Ali Shah Trade Centre, Khairpurmirs
26	<u>0126</u>	KHAIRPUR NATHAN SHAH BRANCH
		Shop No.C/407-A, Taluka Khairpur Nathan Shah, District Dadu
27	<u>4092</u>	KHOSKI SUGAR MILLS – SUB BRANCH
		Khoski Sugar Mills Ltd. Khoski, District Badin
28	<u>0403</u>	KOTRI BRANCH
		City Survey No.290, Ward-A, Shop No.8-10, Plot No.1, River Point Kotri, District Jamshoro
29	<u>0417</u>	KUNRI BRANCH
		Plot No. 10, Survey No.263/4, Block-6 Deh Garaho, Main Station Road, Kunri, District Umerkot.
30	<u>0434</u>	KHIPRO BRANCH
		Plot No.Z-437, Khipro Town, Main Sanghar Khipro Road, Taluka Khipro, District Sanghar
31	<u>0107</u>	LARKANA BRANCH
		Ground Floor, City Survey No. 799, Raza Shah Mohalla, VIP Road, Larkana
32	<u>0418</u>	LATIFABAD HYDERABAD BRANCH
		Plot No. 06, Block-D, Unit No. VII, Latifabad, Hyderabad
33	<u>0426</u>	MARKET AREA, HYDERABAD BRANCH
		Shop No.A/1194, Ward-A, Market Road, Hyderabad

34	<u>0415</u>	MATIARI BRANCH
		Plot # 125, Situated Ward-A Town
		Opposite NADRA Office,
		Matiari
35	<u>0122</u>	MEHAR BRANCH
		Shop No.1086, Ward-A, Mehar,
		District Dadu
36	<u>0127</u>	MILITARY ROAD SUKKUR BRANCH
		Survey No.717,
		Main Military Road, Sukkur
37	<u>0116</u>	MIRPUR MATHELO BRANCH
		Plot No.24(2-01) Deh, Tapo Mirpur,
		Main Mirpur Mathelo Road, District Ghotki
38	<u>0404</u>	MIRPURKHAS BRANCH
		Plot No. RCN-18, Survey No.864/6,
		Main Umerkot Road, Mirpurkhas
39	<u>0410</u>	MITHI BRANCH
		Plot/Jaryan No.50, Opposite Hyderi Hotel,
		Mithi
40	<u>0421</u>	MORO BRANCH
		Plot No.14, Main Road Moro,
		District Noshero Feroze
41	<u>0132</u>	MEHRABPUR BRANCH
		PTD No.III-A-43, Ward-16,
		Thari Road, Mehrabpur,
		Taluka Mehrabpur, District Naushahrofroze
42	<u>0101</u>	NAUDERO BRANCH
		Naudero Sugar Mills,Main Larkana Road,
		District Larkana
43	<u>0105</u>	NAUSHAHRO FERROZ BRANCH
		Property Jaryan No. 185/28-5-2005,
		Deh Survey No.137, Main Naushahro Feroz Road
		Opposite National Savings Centre Taluka

		Naushahro Feroz
44	0134	NASIRABAD BRANCH
		Shop No.1-8, Madina Shopping Center, Mohallah Kathia Bazar, Badah Road, Nasirabad, District Kambar Shahdadkot
45	0103	PANO AQIL BRANCH
		Property Survey No.436, Main Pano Aqil Sukkur Road, Taluka Pano Aqil, District Sukkur.
46	0125	PIR JO GOTH BRANCH
		Shop No.2180, Anaj Mandi, Pir Jo Goth, Taluka Kingri, District Khairpur
47	0123	QAMBAR BRANCH
		City Survey No.121 & 122, Ward-B, Near Shahi Bazar Station Road, Qambar, Shahdadkot
48	0405	QASIMABAD, HYDERABAD BRANCH
		Plot No.11, Rs No.274/1, Faraz Villas, Qasimabad, Hyderabad
49	0130	QAZI AHMED BRANCH
		Survey No.313, Main Qazi Ahmed Road, Taluka Qazi Ahmed, District Shaheed Benazirabad
50	0111	RATODERO BRANCH
		City Survey No.795/5, Ward B, Ratodero Bus Stand, Ratodero Larkana
51	0120	ROHRI BRANCH
		City Survey No.2181/9, Ward-B, Mohallah Kot Janullah Shah, G.T. Road, Rohri, District Sukkur
52	0425	SAEEDABAD BRANCH
		Shop No.53/2-36, Main Saeedabad Road, Taluka Saeedabad, District Matiari

53	<u>0424</u>	SAKRAND BRANCH
		Shop No.355/1-4, 356, 357, 367, Main Sakrand Road, Taluka Sakrand, District Shaheed Benazirabad
54	<u>0413</u>	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B Cooperative Housing Society, Sanghar
55	<u>0422</u>	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL, Sajawal, District Thatta
56	<u>0109</u>	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951, Alam Channa Mohalla, Sehwan, District Jamshoro
57	<u>0113</u>	SHAHDADKOT BRANCH
		Building Survey No.652, Ward C, Main Kotoo Motoo Chowk, Shahdadkot
58	<u>0114</u>	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road, opposite Library, Shikarpur
59	<u>0108</u>	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road, Sukkur
60	<u>0416</u>	SHAHDADPUR BRANCH
		City Survey No.543, 548 Muhaga Land Station Road, Shahdadpur District Sanghar
61	<u>0411</u>	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony, Nawabshah, District Shaheed Benazirabad
62	<u>1141</u>	SHIKARPUR RICE MILLS – SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road, Village Lodhra, District Shikarpur
63	<u>0436</u>	SULTANABAD BRANCH

		Sabzi Mandi, Sultanabad,
		Deh Salki Tapo Kamaro,
		Taluka & District Tando Allahyar
64	<u>0406</u>	TANDO ADAM BRANCH
		Shop No.1,2,3, Prime Tower, Hogani Colony,
		Hyderabad Road, Tando Adam, District Sanghar
65	<u>0407</u>	TANDO ALLAHYAR BRANCH
		Plot No.4-4A & 5, Survey No.272/1, Al Habib Plaza,
		Main Tando Allahyar Hyderabad Road, Tando Allahyar
66	<u>0408</u>	TANDO MUHAMMAD KHAN BRANCH
		Plot. Survey No.34, Jaryan No.13/10-7-08,
		Tando Muhammad Khan
67	<u>0412</u>	THATTA BRANCH
		Survey No.115, near Badshahi Masjid,
		Thatta Sijawal Road, Thatta
68	<u>0117</u>	THUL BRANCH
		Property No.484, Kandhkot Road,
		Thul, District Jacobabad
69	<u>4121</u>	THATTA CEMENT – SUB-BRANCH
		Thatta Cement Company Limited,
		Makli Ghulamullah Road, Thatta
70	<u>4071</u>	TANDO ALLAHYAR SUGAR MILLS – SUB BRANCH
		Tando Allahyar Sugar Mills, Deh Kanidar,
		UC Sanjar Chang, Taluke Chamber,
		District Tando Allahyar.
71	<u>0419</u>	UMERKOT BRANCH
		Plot No.52, Survey No.111, Umerkot Nagori Society,
		Tehsil & District Umerkot
72	<u>0131</u>	UBARO BRANCH
		Survey No.714 & 722, Main Ubaro Road,
		Taluka Ubaro, District Ghotki
<u>KARACHI REGION UPCOMING</u>		
11		RASHID MINHAS RD. NEAR MILLENIUM MALL

12	KARIMABAD
13	CIVIC CENTRE
14	MALIR CITY
<u>INTERIOR SINDH REGION</u>	
15	LARKANA NEAR PAKISTAN / AL-ABBAS CHOWK OR RESBAM GALI
16	MATLI, DIST. T.M. KHAN
17	KHANPUR MAHAR, DIST. GHODI
<u>ISLAMIC BANKING</u>	
18	MODEL COLONY DISTRICT MALIR KARACHI
19	ALLAMA SHABBIR AHMED USMANI ROAD

<u>PUNJAB BRANCHES</u>		
-	-	<u>GROUP BUSINESS HEAD – NORTH</u>
-	-	-
-	-	-
1	<u>0658</u>	ALI PUR CHATHA BRANCH
		Khewat No.979, Khatooni No.1414, Khasra No.3620/1683,
		Gujranwala Road, Ali Pur Chatha,
		Tehsil Wazirabad, District Gujrawanwala
-	-	-
2	<u>0613</u>	ALLAMA IQBAL TOWN BRANCH, LAHORE
		503-Karim Block (Commercial)
		Allama Iqbal Town, Lahore
3	<u>0610</u>	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad,
		Distrtict Bahawalpur
4	0668	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala,
		Tehsil & District Muzaffargarh
5	<u>0605</u>	BAHRIA TOWN LAHORE BRANCH
		Shop No.1, 2 & 3, Ground Floor, D Plaza,
		Commercial Area, Bahria Town, Lahore
6	<u>0601</u>	BLUE AREA ISLAMABAD BRANCH
		Shop No. 1-5 & Mezzanine 1, Sohrab Plaza,
		Jinnah Avenue, Blue Area, Islamabad
7	<u>0602</u>	BANK ROAD RAWALPINDI BRANCH
		S.No.167, opposite Shams petroleum Services
		Bank Road, Rawalpindi
8	<u>0623</u>	BURKI BRANCH
		Khasra # 1523, Khewat # 50, Khatoni # 82,
		Village Burki, Lahore
9	<u>0607</u>	CHAK GHANIAN, DISTRICT GUJRAT
		Village & PO Chak Ghanian, Tehsil Sarai Alamgir,
		District Gujrat

10	<u>0650</u>	CHICHAWATNI BRANCH
		Plot No.376,
		Main Bazar Chichawatni, District Sahiwal
11	<u>0657</u>	CHINIOT BRANCH
		Khewat No.3133/3117, Khasra No.13557/9602,
		Chah Karian Wala, Faisalabad Road, Chiniot
12	<u>0626</u>	CHUNG BRANCH LAHORE
		Kheot No. 1579, Khatoni No.2479, Shadab Colony,
		Mouza Chohang Panjgran Multan Road, Tehsil & Distt. Lahore
13	<u>0621</u>	CIRCULAR ROAD BRANCH, LAHORE
		Shop No.1, SE-38-R-55/D,
		Opposite Akbari Mandi
		Circular Road, Lahore
14	<u>0611</u>	DALWAL, CHAKWAL BRANCH
		Village & Post Office Dalwal, Tehsil Choa Saidan
		Shah, District Chakwal
15	<u>0663</u>	DAVIS ROAD BRANCH, LAHORE
		Plot No.28, Escorts House,
		Davis Road, Lahore
16	<u>0631</u>	DERA GHAZI KHAN BRANCH
		Opposite Medical Collge,
		Jampur Road, Dera Ghazi Khan
17	<u>0603</u>	DHA BRANCH, LAHORE
		Plot No.159, Sector Y, Commercial Area,
		Defence Housing Authority, Lahore Cantt
18	<u>0652</u>	DHA PHASE-V, LAHORE BRANCH
		Plot No.CCA-39, Phase 5-C,
		Defence Housing Authority, Lahore
19	<u>0648</u>	DHA PHASE-VI LAHORE
		15-C, Main Boulevard
		DHA Phase-VI, Lahore
20	<u>0617</u>	E-11 BRANCH, ISLAMABAD

		Plot No.1, Sector E-11/3, M.P.C.H.S, Islamabad
21	<u>0636</u>	FAISALABAD BRANCH
		7-D, Commercial Area, People Colony No.1, Faisalabad
22	<u>0654</u>	FEROZEPUR ROAD BRANCH
		Khasra No.1188/1, 15-KM, Main Ferozepur Road, Near Kamaha Metro bus Station, Lahore
23	<u>0604</u>	G.T. ROAD GUJRANWALA BRANCH
		Property No. B-XII-7S-60/A, Bhatia Nagar. G.T.Road, Gujranwala
24	<u>0660</u>	GAGGO MANDI BRANCH
		Khewat No.58, Chak No.187/E.B. Opposite Police Station, Main Multan Road, Gaggo Mandi, Tehsil Burewala, District Vehari
25	<u>0903</u>	GILGIT BRANCH
		Khasra No.104/5093-5339, Khewat No.185/185, Z.S. Plasa, Main Shahrah-e-Quaid-Azam, Gilgit
26	<u>0606</u>	GHURKI BRANCH, LAHORE
		Khewat No. 8, Khatooni No.576/568, Khata No. 156/702, Ghurki Union Council, District Lahore
27	<u>0662</u>	GHARI SHAHU BRANCH
		Property No.SE-6R-107/B, Ground Floor, Allama Iqbal Road, Ghari Shahu, Lahore
28	<u>5602</u>	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC BANKING
		Plot No.MC-16, Ghori Town Phase 4-A, Rawalpindi
29	<u>0634</u>	HARAPPA BRANCH
		Main G.T. Road, Near Harappa Railway Station, Harappa, District Okara

30	<u>0635</u>	JEHLUM BRANCH
		Property No. 17, Kohinoor Plaza,
		Old G.T. Road, Jehlum
31	<u>0632</u>	JANDIALA DHABWALA BRANCH
		Khewat No.216, Khatoni No.512-514,
		G.T. Road, Jandiala Dhabwala,
		Near Motorway Police Office, District Gujranwala
32	<u>0614</u>	JOHAR TOWN BRANCH, LAHORE
		Plot No. 7, Block-B, Near Allah Hoo Chowk
		Johar Town, Lahore
33	<u>0639</u>	KALRA KHASA BRANCH
		Khewat No.91, Khatoni No.140, Khasra No.648,
		G.T. Road, Near Vita Fan, Shabnum Colony,
		Kalra Khasa, Tehsil & District Gujrat
34	<u>0640</u>	KUNJAH BRANCH
		Plot No. 5-A/15, Ward No.3, Kunjah,
		Tehsil & District Gujrat.
35	<u>0665</u>	KASUR BRANCH
		B-2/13, R-1/D, Haji Farid Road,
		Kasur
36	<u>0664</u>	KHANEWAL BRANCH
		Plot No.1743, Ground Floor,
		Sir Syed Road, Khanewal
37	<u>0616</u>	LALAMUSA BRANCH
		Plot No.1/123 Tehsil Kharian,
		Lalamusa, District Gujrat
38	<u>0622</u>	LIDHAR BRANCH
		Village Lidhar, Wagha Town,
		Lahore
39	<u>0608</u>	LILA BRANCH, DISTRICT JEHLUM
		Post Office Lilla Town, Tehsil Pind Daden Khan,
		District Jehlum

40	5603	LIAQUAT ROAD SAHIWAL – ISLAMIC BANKING BR
		Khewat No.142, Khatoni No.161,
		Liaquat Road, Sahiwal
41	<u>0638</u>	MULTAN BRANCH
		64-Abdali Road,
		Multan
42	<u>0643</u>	MANAWALA BRANCH DISTRICT SHEIKHUPURA
		Main Bazar Village Manawala,
		Sheikhupura
43	<u>0647</u>	MIAN CHANNU BRANCH
		Khewat No.635, Khatooni No.647,
		Khasra No.1671 & 1672, Lakar Mandi,
		Mian Channu, District Khanewal
44	<u>0669</u>	MAIN BOULEVARD DHA LAHORE BRANCH
		Shop No. 4, Mujtaba Plaza,
		Main Boulevard, DHA, Lahore Cantt.
45	<u>0620</u>	MUREE ROAD BRANCH, RAWALPINDI
		K-583, Ch. Mouladad Khan Road,
		Main Murree Road, Rawalpindi
46	<u>0612</u>	MAIN BOULEVARD GULBERG BRANCH, LAHORE
		61-Main Bolulevard, Gulberg
		Lahore
47	<u>0645</u>	MOHLANWAL BRANCH
		Khewat No.126, Khatoni No.524 to 527,
		Main Defence Road, Village Mohlanwal, Lahore
48	<u>0642</u>	MORR AIMANABAD BRANCH
		Khasra No.1215/1 & 2, Khewat No.968, Khatoni No.1126
		Main G.T. Road, Morr Aminabad, District Gujranwala
49	<u>0653</u>	MUGHAL PURA BRANCH
		Plot No.13, Street No.17,
		Near Lalpul, Mughal Pura, Lahore
50	5601	MALL ROAD LAHRE – ISLAMIC BANKING BRANCH

		Plot No.S.19-R-30, Shop # 30, 30/A, 1 st and 2 nd Floor, Commercial Building Shahrah-e-Quaid-e-Azam, Mall Road, Lahore.
51	0666	MOUZA GOJRA BRANCH Khasra No.12/22/2, Khewat No.64/65, Khatoni No.435, Mouza Gojra, Tehsil Malakwal, District Mandi Bahauddin
52	0649	NANKANA SAHIB BRANCH Khewat No.309, Khatoni No.521 Khasra No.1503 & 1504, Ghala Mandi, Tehsil & District Nankana Sahib
53	0644	OKARA BRANCH Khasra # 52/12/1, Khewat # 428, Khatoni No.1085, Mian Colony, M.A. Jinnah Road, Okara
54	0641	PECO ROAD BRANCH LAHORE Plot No.1-C/P-II, Phase-III, Main Peco Road, Lahore
55	0646	PESHAWAR ROAD RAWLPINDI Plot No.1211, Chur Harpal, Near Govt. College for Women, Peshawar Road, Rawalpindi
56	0609	PINDI BHAUDDIN BRANCH Village Pindi Bahauddin, Rasool Road, Tehsil & District Mandi Bahauddin
57	0627	PWD HOUSING SOCIETY ISLAMABAD 3-Civic Center, Block-A PWD Employees Cooperative Housing Society Islamabad
58	0630	RAHIM YAR KHAN BRANCH 24 Model Town Rahim Yar Khan
59	0655	RAIWIND BRANCH LAHORE

		Plot No.177-A, Ali Town, Main Raiwind Road, Lahore
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60	<u>0619</u>	RAJA BAZAR BRANCH, RAWALPINDI
		Shop No.U/1328, Dingi Khuee, Raja Bazar, Rawalpindi

61	<u>0615</u>	SARGODHA BRANCH
		Prince Cinema Market, Railway Road, Sargodha

62	<u>0633</u>	SATGARAH DISTRICT OKARA
		Adda Chow, Sat Garah, Tehsil and District Okara

63	<u>0637</u>	SIALKOT BRANCH
		Khasra No.834/2, Khatooni # 39, Khewat No.29, Shahab Pura Road, Near Masjid Tajdar-e-Madina Sialkot

64	<u>0628</u>	SHAHRAH-E-FATIMA JINNAH BRANCH
		G-4, G-12 & 13, Queens Center, 33-Shahrah-e-Fatima Jinnah (Queens Road), Lahore

65	<u>0625</u>	TARAMARI BRANCH ISLAMABAD
		Khewat No.18, Khatoni No.19, Khasra No.197/139, Taramari, Tehsil & District Islamabad

66	<u>0659</u>	TOBA TEK SINGH BRANCH
		Khewat No.7/7, Khatoni No.7, Allama Iqbal Road, Mohalla Janj Ghar, Toba Tek Singh

67	<u>0629</u>	VILLAGE KAHNA BRANCH
		Hakim Ghulam Hussain Colony, Mozoa Gajomata, Kahna Distt. Lahore

68	<u>0651</u>	WAH CANTT RAWALPINDI BRANCH
		82-A, Minar Road, Lala Rukh, Wah Cantt.

69	<u>0624</u>	WALTON ROAD LAHORE
		House No.E/48, Khasra No.2328/280, Kheot No.1, Khatoni No.537, Super Town, Walton Road, Lahore
70	<u>0670</u>	WAPDA TOWN LAHORE BRANCH
		Plaza No.12, Block-A-1, PECHS, Valencia (Commercial Area), Wapda Town, Lahore
<u>KPK & MIRPUR AJK</u>		
1	<u>0804</u>	ABBOTTABAD BRANCH
		Opposite Radio Pakistan, Mansehra Road, Abbottabad
2	5801	ASHRAF ROAD PESHAWAR – ISLAMIC BANKING BR
		Sarai Imlak Shamari No.CD-136/98 to 112/601 Muhammad Sharif Plaza, Opp.Govt. Maternity Hospital, Ashraf Road, Peshawar
3	<u>0802</u>	G.T. ROAD PESHAWAR BRANCH
		Shop No.1 & 2 Jibran Adeel Plaza Bilal Town, G.T. Road, Peshawar
4	<u>0806</u>	HAYATABAD, PESHAWAR BRANCH
		Unit No.13, Sector D-1, Phase-1, Bilal Commercial Market, Hayatabad, Peshawar
5	<u>0805</u>	KARKHANO MARKET BRANCH, PESHAWAR
		C-Block, Palace Plaza, Karkhano Market, Regi Lalma, Peshawar
6	0808	KOHAT BRANCH
		Shop No.889 to 896, Syed Saadullah Shah Building Kacher Chowk, Bank Square, Hangu Road, Kohat
7	<u>0901</u>	MIRPUR AZAD KASHMIR BRANCH
		Ground Floor, Portion No.2, Younus Plaza,

		Allama Iqbal Road, Mirpur, Azad Jammu & Kashmir
8	<u>0902</u>	MUZAFFARABAD BRANCH
		Khasra No.1845/1314, Bank Road, Muzaffarabad
9	<u>0807</u>	MEHRAN BRANCH
		Village Mehran Tehsil Parva (Tandianwala Sugar Mills Ltd) Dera Ismail Khan
10	<u>0801</u>	PESHAWAR BRANCH
		Shop No. 4, Ground floor, Jasmine Arcade, 1-Bashir lane, Fakhar-e-Alam Road, Peshawar
11	<u>0803</u>	UNIVERSITY ROAD PESHAWAR BRANCH
		Khata No.179/661 & 662 New Khata Jamabandi No.193/738, University Road, Peshawar

BALUCHISTAN

1	<u>0703</u>	CHAMAN BRANCH
		Khasra No.1311 & 1312, Dularam Road, Chaman
2	<u>0705</u>	DERA MURAD JAMALI BRANCH
		Khatoni # 3014, Block # 84, National Highway Main Bazar, Dera Murad Jamali, District Naseerabad
3	<u>0706</u>	GAWADAR BRANCH
		Khewat No. 1, Khatooni No.1, Vide No.301-304 Moza Thani Ward, Gawadar.
4	<u>0707</u>	HUB BRANCH
		Shop No.1 & 2, International Shopping Mall 7 Hotel Mouza Baroot, Tehsil Hub, District Lasbella
5	<u>0701</u>	JINNAH ROAD QUETTA BRANCH
		Shop# 20-21, Ward # 18, Main M.A. Jinnah Road, Quetta

6	<u>0702</u>	LIAQAT BAZAR QUETTA
		Property Bearing Khasra No.75, 76, 77 & 79,
		Ward-22, Halqa Arban No.1,
		Tehsil City Quetta
7	<u>0708</u>	SIRKI ROAD QUETTA BRANCH
		Commercial Plot # C-48-A,
		Small Industrial Estate, Sirki Road, Quetta
8	<u>0704</u>	ZHOB BRANCH
		House # H/176-A, Shop # H/148,
		Tehsil Road, Zhob
S.NO	<u>NORTH REGION UPCOMING</u>	
1	FAISAL TOWN, LAHORE	
2	VILLAGE MINHALA TEHSIL LAHORE CANTT	
3	VILLAGE CHUNDRAYA / CHUNDRAYA ROAD, LAHORE	
4	HAROONABAD	
5	QADIRABAD	
6	DEPALPUR	
7	FATEH JANG, DIST. ATTOCK	
8	F-11, MARKAZ, ISLAMABAD	
9	RAWALAKOT (AJK)	
10	JANPUR, TEHSIL LIAQUATPUR DIST. RAHIM YAR KHAN	

ANNEXURE “I”

UNDERTAKING/AFFIDAVIT

To be typed on Rs.50/- Stamp Paper

AFFIDAVIT / DECLARATION

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, _____ S/o _____, Proprietor/Authorized Representative/Partner/Director of M/s _____, having NTN # _____, holding CNIC # _____, do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____

Dated. _____

DEPONENT

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this _____ day of _____ 201 , who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

Annexure “J”

Inspection/Assessment Checklist

S#	Checklist	Yes	No
1	Capability of 4 Color Printing		
2	Requisite Qualified Staff		
3	Capability of Emergency Printing		
4	Does the vendor owns the printing facility premises or the rental agreement of the premises is in the name of vendor.		

Note: Acquiring of ‘Yes’ status in all serials of the checklist above is must for qualification.

Firm Name: _____

Site Address: _____

Date & Time of Inspection: _____

Result-Inspection Report: _____

Overall Report: Qualified / Disqualified

Names & Signatures- Procurement Committee:

1 _____
(Name) (Signature)

2 _____
(Name) (Signature)

3 _____
(Name) (Signature)