

SIAPRA INWARD DIARY

NO.:

DATED:

5-10-15

SNDB/COK/ADMIN/TD/629/2015

Copy No: _____

Sindh Bank Limited

Tender Document Supply of Printed Stationary

This document contains; 67 pages

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	2
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	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	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	5
2.5.8	Mechanism for Redressal of Grievances	6
2.5.9	Review Panel	6
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	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	9
2.6.6	Discussions Prior to Evaluation	10
2.7	Award of Contract	10
2.7.1	Award Criteria	10
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	12
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		16
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 PERFORMANCE	(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
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 plentyness 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 follows:

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)]

Merely fact of lodging of a complaint by a bidder shall not 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 misprocurement 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 Printing Premises	Attach Relevant Evidence including title document	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

1. 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.
2. 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. 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 a authority letter on the company's letter head, duly signed by the CEO of the company.
7. Attach Affidavit, duly signed by the CEO of the company stating the ability to print tendered items within 24 hours in case of emergency.
8. Provision of each sample tendered items on demand.
9. **IMPORTANT: Own Printing Workshop.** This will be confirmed by Bank's Procurement Committee during evaluation phase. Inspection marking will be carried out as per the specimen attached as Annexure "J".

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.

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		
16	Spec men 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/Cutward 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		
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/FP 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		
57	Stock Register for Security Stationary (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		

Sindh Bank Limited
Tender Document- Supply of Printed Stationary

S. No.	Items	Tentative Monthly	Color	Size		
58	Inward / Outward Clearing/Cash Cheque Return Register (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		
59	Envelope (Half of A-4 size & Offset Paper of 75 gram)	2000 nos	3	8.4x5.9		
60	Voucher Envelope Draft Paper(120gm CRAFT paper)	5000 nos	1	11x15		
61	ENVELOPES WINDOW (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	3	10 x 12		
62	ENVELOPES SMALL (BROWN CRAFT PAPER 70 GRAM)	1,000 nos	3	11 x15		
63	ENVELOPES A-4 HALF (BROWN CRAFT PAPER 70 GRAM)	5,000 nos	3	9 x 4		
64	ENVELOPES A-4 (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1			
65	ENVELOPES LEGAL (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1			
66	Sindh Tender File (700 gm. imported)	200 Files	1	13.25 x 22		
67	Account Opening Forms (Art Paper of 120 gram)	10,000 Forms	3 + 3	8.25 x 11.5		
68	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 250 (No. of Branches) X 12 Month]						

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

Note:

- 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.
- 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 deducted from the bill.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning, transportation and labour charges.
- 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.
- 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.
- 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 I 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 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.

5.1.10.2 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”

7. 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”

8. 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”

9. 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"

11. SCHEDULE OF OPENING AND SUBMISSION OF BID

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

Annexure “F”

10. 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

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 loose 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 Printing Premises	Attach Relevant Evidence including title document	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 disqualified. (Single Stage-One Envelope Procedure)

ELIGIBILITY CRITERIA NOTE

1. 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.
2. 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. 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.
7. Attach Affidavit, duly signed by the CEO of the company stating the ability to print tendered items within 24 hours in case of emergency.
8. Provision of each sample tendered items on demand.
9. **IMPORTANT: Own Printing Workshop.** This will be confirmed by Bank's Procurement Committee during evaluation phase. Inspection marking will be carried out as per the specimen attached as Annexure "J".

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.

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 39]

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	Spec men 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		
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		
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/FE/P 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		
57	Stock Register for Security Stationary (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		

Sindh Bank Limited
Tender Document- Supply of Printed Stationary

S. No.	Items	Tentative Monthly	Color	Size		
58	Inward / Outward Clearing/Cash Cheque Return Register (Offset Paper of 70 gram)	100 Registers	1 + 1	8.25x13.25		
59	Envelope (Half of A-4 size & Offset Paper of 75 gram)	2000 nos	3	8.4x5.9		
60	Voucher Envelope Draft Paper(120gm CRAFT paper)	5000 nos	1	11x15		
61	ENVELOPES WINDOW (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	3	10 x 12		
62	ENVELOPES SMALL (BROWN CRAFT PAPER 70 GRAM)	1,000 nos	3	11 x15		
63	ENVELOPES A-4 HALF (BROWN CRAFT PAPER 70 GRAM)	5,000 nos	3	9 x 4		
64	ENVELOPES A-4 (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1			
65	ENVELOPES LEGAL (BROWN CRAFT PAPER 70 GRAM)	2,500 nos	1			
66	Sindh Tender File (700 gm. imported)	200 Files	1	13.25 x 22		
67	Account Opening Forms (Art Paper of 120 gram)	10,000 Forms	3 + 3	8.25 x 11.5		
68	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 250 (No. of Branches) X 12 Month]						

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

Note:

- 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.
- 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 deducted from the bill.
- The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, commissioning, transportation and labour charges.
- 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.
- 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.
- 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 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.

5.1.10.2 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 SEPARATELY 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”

7. 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”

8. 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"

9. 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"

11. SCHEDULE OF OPENING AND SUBMISSION OF BID

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

Annexure “F”

10. 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, lease 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 either Party 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 by facsimile and all of which taken together shall be deemed to constitute the agreement in which 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
Registered Address:

Company Name:
Registered Address:

Name _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Annexure “G”

11. 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.

Good 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

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

Witness:
Signature _____
Name _____
Designation _____
Address _____

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

Stamp

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

Ltd. Head Office Karachi

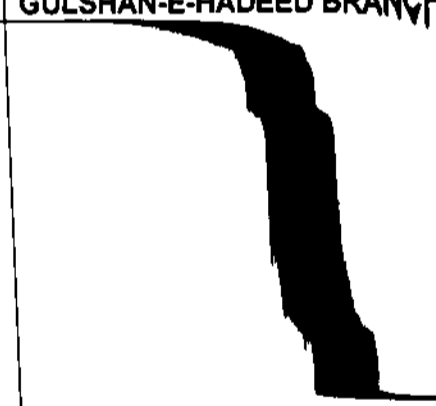
Ltd. Head Office, Karachi

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	0124	BADAH BRANCH
		Juryan No.87, Main Badah Road, Badah,
		Tehsil Dokri, District Larkana
2	0409	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	0128	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	0402	HALA BRANCH Survey No. 1397/88, Ward B, Gulshan Fahim Colony, Hala, District Matiari
17	0401	SADDAR HYDERABAD BRANCH Property No.91/3-4, Main Saddar Cantt, Hyderabad
18	0430	ISLAMKOT BRANCH Plot No.17, 18 & 20, Near Jamia Masjid Taluka Islamkot, District Tharparkar
19	0119	JACOBABAD BRANCH Property No.232, Ward-6, Main Quetta Road, Jacobabad.
20	0431	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	0104	KANDHKOT BRANCH S.No.167, opposite Shams petroleum Services Deh Akhero Kandhkot District Kashmore Kandhkot
23	0129	KANDIARO BRANCH Jaryan No.1588, Opposite Zarai Taraqiati Bank Ltd.

		Hospital Road, Taluka Kandiaro, District Naushero Feroze
24	0118	KASHMORE BRANCH
		Jaryan No.874, Main Kashmore Kandhkot Road, Kashmore District Kandhkot.
25	0102	KHAIRPUR BRANCH
		Ground Floor, Syed Ramzan Ali Shah Trade Centre,Khairpurmirs
26	0126	KHAIRPUR NATHAN SHAH BRANCH
		Shop No.C/407-A, Taluka Khairpur Nathan Shah, District Dadu
27	4092	KHOSKI SUGAR MILLS – SUB BRANCH
		Khoski Sugar Mills Ltd. Khoski, District Badin
28	0403	KOTRI BRANCH
		City Survey No.290, Ward-A, Shop No.8-10, Plot No.1, River Point Kotri, District Jamshoro
29	0417	KUNRI BRANCH
		Plot No. 10, Survey No.263/4, Block-6 Deh Garaho, Main Station Road, Kunri, District Umerkot.
30	0434	KHIPRO BRANCH
		Plot No.Z-437, Khipro Town, Main Sanghar Khipro Road, Taluka Khipro, District Sanghar
31	0107	LARKANA BRANCH
		Ground Floor, City Survey No. 799, Raza Shah Mohalla, VIP Road, Larkana
32	0418	LATIFABAD HYDERABAD BRANCH
		Plot No. 06, Block-D, Unit No. VII, Latifabad, Hyderabad
33	0426	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, Matari
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 Naushero 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 Shahdadt
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, Shahdadt
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	0424	SAKRAND BRANCH
		Shop No.355/1-4, 356, 357, 367, Main Sakrand Road, Taluka Sakrand, District Shaheed Benazirabad
54	0413	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B Cooperative Housing Society, Sanghar
55	0422	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL, Sajawal, District Thatta
56	0109	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951, Alam Channa Mohalla, Sehwan, District Jamshoro
57	0113	SHAH DADKOT BRANCH
		Building Survey No.652, Ward C, Main Kotoo Motoo Chowk, Shahdadkot
58	0114	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road, opposite Library, Shikarpur
59	0108	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road, Sukkur
60	0416	SHAH DADPUR BRANCH
		City Survey No.543, 548 Muhaga Land Station Road, Shahdadpur District Sanghar
61	0411	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony, Nawabshah, District Shaheed Benazirabad
62	1141	SHIKARPUR RICE MILLS - SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road, Village Lodhra, District Shikarpur
63	0436	SULTANABAD BRANCH

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

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

<u>PUNJAB BRANCHES</u>		
-	-	GROUP BUSINESS HEAD – NORTH
-	-	
-	-	
1	0658	ALI PUR CHATHA BRANCH
		Khewat No.979, Khatooni No.1414, Khasra No.3620/1683, Gujranwala Road, Ali Pur Chatha, Tehsil Wazirabad, District Gujrawanwala
2	0613	ALLAMA IQBAL TOWN BRANCH, LAHORE
		503-Karim Block (Commercial) Allama Iqbal Town, Lahore
3	0610	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad, District Bahawalpur
4	0668	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala, Tehsil & District Muzaffargarh
5	0605	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	0603	DHA BRANCH, LAHORE Plot No.159, Sector Y, Commercial Area, Defence Housing Authority, Lahore Cantt
18	0652	DHA PHASE-V, LAHORE BRANCH Plot No.CCA-39, Phase 5-C, Defence Housing Authority, Lahore
19	0648	DHA PHASE-VI LAHORE 15-C, Main Boulevard DHA Phase-VI, Lahore
20	0617	E-11 BRANCH, ISLAMABAD Plot No.1, Sector E-11/3, M.P.C.H.S, Islamabad
21	0636	FAISALABAD BRANCH 7-D, Commercial Area, People Colony No.1, Faisalabad
22	0654	FEROZEPUR ROAD BRANCH Khasra No.1188/1, 15-KM, Main Ferozepur Road, Near Kamaha Metro bus Station, Lahore
23	0604	G.T. ROAD GUJRANWALA BRANCH Property No. B-XII-7S-60/A, Bhatia Nagar. G.T.Road, Gujranwala
24	0660	GAGGO MANDI BRANCH Khewat No.58, Chak No.187/E.B. Opposite Police Station, Main Multan Road, Gaggo Mandi, Tehsil Burewala, District Vehari
25	0903	GILGIT BRANCH Khasra No.104/5093-5339, Khewat No.185/185, Z.S. Plasa, Main Shahrah-e-Quaid-Azam, Gilgit
26	0606	GHURKI BRANCH, LAHORE Khewat No. 8, Khatooni No.576/568, Khata No.

		156/702, Ghurki Union Council, District Lahore
27	0662	GHARI SHAHU BRANCH
		Property No.SE-6R-107/B, Ground Floor, Allama Iqbal Road, Ghari Shahu, Lahore
28	5602	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC BANKING
		Plot No.MC-16, Ghori Town Phase 4-A, Rawalpindi
29	0634	HARAPPA BRANCH
		Main G.T. Road, Near Harappa Railway Station, Harappa, District Okara
30	0635	JEHLUM BRANCH
		Property No. 17, Kohinoor Plaza, Old G.T. Road, Jehlum
31	0632	JANDIALA DHABWALA BRANCH
		Khewat No.216, Khatoni No.512-514, G.T. Road, Jandiala Dhabwala, Near Motorway Police Office, District Gujranwala
32	0614	JOHAR TOWN BRANCH, LAHORE
		Plot No. 7, Block-B, Near Allah Hoo Chowk Johar Town, Lahore
33	0639	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	0640	KUNJAH BRANCH
		Plot No. 5-A/15, Ward No.3, Kunjah, Tehsil & District Gujrat.
35	0665	KASUR BRANCH
		B-2/13, R-1/D, Haji Farid Road, Kasur
36	0664	KHANEWAL BRANCH

		Plot No.1743, Ground Floor, Sir Syed Road, Khanewal
37	0616	LALAMUSA BRANCH Plot No. 1/123 Tehsil Kharian, Lalamusa, District Gujrat
38	0622	LIDHAR BRANCH Village Lidhar, Wagha Town, Lahore
39	0608	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	0619	RAJA BAZAR BRANCH, RAWALPINDI Shop No.U/1328, Dingi Khuee, Raja Bazar, Rawalpindi
61	0615	SARGODHA BRANCH Prince Cinema Market, Railway Road, Sargodha
62	0633	SATGARAH DISTRICT OKARA Adda Chow, Sat Garah, Tehsil and District Okara
63	0637	SIALKOT BRANCH Khasra No.834/2, Khatooni # 39, Khewat No.29, Shahab Pura Road, Near Masjid Tajdar-e-Madina Sialkot
64	0628	SHAHRAH-E-FATIMA JINNAH BRANCH G-4, G-12 & 13, Queens Center, 33-Shahrah-e-Fatima Jinnah (Queens Road), Lahore
65	0625	TARAMARI BRANCH ISLAMABAD Khewat No.18, Khatoni No.19, Khasra No.197/139,

		Taramari, Tehsil & District Islamabad
66	0659	TOBA TEK SINGH BRANCH Khewat No.7/7, Khatoni No.7, Allama Iqbal Road, Mohalla Janj Ghar, Toba Tek Singh
67	0629	VILLAGE KAHNA BRANCH Hakim Ghulam Hussain Colony, Mozoa Gajomata, Kahna Distt. Lahore
68	0661	WAH CANTT RAWALPINDI BRANCH 82-A, Minar Road, Lala Rukh, Wah Cantt.
69	0624	WALTON ROAD LAHORE House No.E/48, Khasra No.2328/280, Kheot No.1, Khatoni No.537, Super Town, Walton Road, Lahore
70	0670	WAPDA TOWN LAHORE BRANCH Plaza No.12, Block-A-1, PECHS, Valencia (Commercial Area), Wapda Town, Lahore
<u>KPK & MIRPUR AJK</u>		
1	0804	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	0802	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	<u>0808</u>	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	0706	GAWADAR BRANCH Khewat No. 1, Khatooni No.1, Vide No.301-304 Moza Thani Ward, Gawadar.
4	0707	HUB BRANCH Shop No.1 & 2, International Shopping Mall 7 Hotel Mouza Baroot, Tehsil Hub, District Lasbella
5	0701	JINNAH ROAD QUETTA BRANCH Shop# 20-21, Ward # 18, Main M.A. Jinnah Road, Quetta
6	0702	LIAQAT BAZAR QUEETA Property Bearing Khasra No.75, 76, 77 & 79, Ward-22, Halqa Arban No.1, Tehsil City Quetta
7	0708	SIRKI ROAD QUETTA BRANCH Commercial Plot # C-48-A, Small Industrial Estate, Sirki Road, Quetta
8	0704	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, 2015)**

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
	Availability of Own Printing Press		
	Capability of 4 Color Printing		
	Requisite Qualified Staff		
	Capability of Emergency Printing		
	Title of the Premises in the name of the Firm		

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

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)

SNDB/COK/ADMIN/TD/627/2015

Copy No. _____

Sindh Bank Limited

Tender Document Supply & Installation of Splits Air Conditioners (AC) Units

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	2
2.4.1	Bidding Process	2
2.4.2	Cost of Bidding	2
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	4
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	7
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	15
5	CONTRACT	16
5.1	Conditions Of Contract	16
5.1.1	Definitions	17
5.1.2	Law Governing Contract	17
5.1.3	Notice	17

5.1.4	Authorized Representative		18
5.1.5	Taxes and Duties		18
5.1.6	Effectiveness of Contract		18
5.1.7	Expiration of Contract		18
5.1.8	Modifications or Variations		18
5.1.9	Force Majeure		18
5.1.10	Termination		19
5.1.11	Good Faith		19
5.1.12	Settlement of Disputes		20
5.1.13	Data Ownership		20
5.1.14	Obligations of the Supplier		20
5.2	Special Conditions of Contract		21
5.2.1	Performance Security		21
5.2.2	Payment		21
5.2.3	Price		21
	Eid Form	(Annexure "A")	21
	Bid Security Form	(Annexure "B")	23
	Performance Security	(Annexure "C")	24
	Integrity Pact	(Annexure "D")	25
	Schedule of Availability, Opening & Submission of Bids	(Annexure "E")	26
	Form of Contract	(Annexure "F")	27
	Contract Agreement	(Annexure "G")	30
	Affidavit/Undertaking	(Annexure "I")	36

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 & Installation of Splits Air Conditioners (AC) Units for its Branches on country wide region on need basis. 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(Amendment 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(Amendment 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(Amendment 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

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 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)]

- annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
- 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)]

- that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
- 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)]

- a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]

- 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 loose the bid security deposited with the SNDB, the Review Panel may: [SPPRA Rule 31(13)]

- 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 Eligibility/Technical Proposals using the following criteria.

S. No.	Descriptions	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	Firm's Status	10		Public / Private Ltd.	NTN Certificate / Letter of Incorporation / Company Registration Letter / Certificate of Registration from Registrar of Firm is required to be enclosed	Annexure "A"
		5		Partnership Firm		
		3		Proprietorship		
2	Years in business in the requisite field	20		10 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "B"
		10		5 years and above		
		5		3 years and above		
3	Banks presently on Cliental List (For counting of each bank services to at least 25 branches are mandatory) for supply of relevant items	20		5 and above	Letters to be attached duly issued from each concerned Bank stating the standard of performance/services rendered	Annexure "C"
		10		3 and above		
4	Average Yearly Turn Over in Last 3 Years	20		On an average of 60 M and above per year	Audit Report or Tax Return of Last 3 Years	Annexure "D"
		10		On an average of 30 M and above per year		
6	Numbers of sales and servicing offices in Pakistan	20		6 and above	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted	Annexure "E"
		10		4 and above		
7	Number of ware houses in Pakistan	10		6 and above	Attach Company Profile with mention of complete addresses of warehouses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted	Annexure "F"
		5		3 and above		
Total Marks		100		Qualified / Disqualified		

ELIGIBILITY CRITERIA NOTE

- 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.
- 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.
- Acquiring of 70% marks of the total score will make the Bidder qualify in eligibility criteria.

MANDATORY

1. GST/Income Tax Registration.
2. Attachment of Affidavit (specimen attached as Annexure "1") 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. The supplied items should be in market for the last three (3) years (evidence from the banks will only be accepted)
5. 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.
6. Bidders qualifying the eligibility criteria will only be asked to give date for inspection of their warehouses by a team of the bank. The company getting satisfactory report on account of said visit be qualified for award of contract.
7. The unit will be fully imported from the manufacturing country and supplier will provide documentary evidence for import of units.
8. Bills of entries of previous three (3) years from single source.
9. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
10. 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.
11. Comprehensive 01 year warranty is mandatory for all parts except consumables and three years warranty for compressor and plastic parts.

DISQUALIFICATION

The bidder will be considered disqualified prior/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. Warranty of supplied items is less than 1 year.
9. If the age of supplied item is less than 1 year in market (Attach evidence as Annexure "Z"). Evidence from financial institution/banks will only be acceptable.
10. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
11. 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.
12. In the past, the company'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 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 [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 supply of split Air Conditioners for its 30 branches in countrywide regions on need basis.

Requirement of AC's for each branch will depend on the premises acquired, however an average of 06 AC's will be required to be installed in each branch. The tentative quantity for branches to be opened in 2015-2016 may vary as per the schedule of opening of branches, and accordingly Bank will not be responsible if the quantity is decreased. In this context no claim will be entertained.

TECHNICAL SPECIFICATION

Specification

Refrigerant – R22,, Energy Efficiency Rating – – conventional type wall mounted Air conditioner, 12000 BTU/hr. and 18000 BTU/hr. respectively for one ton and 1.5 ton,
Compressor Type – Rotary, Compressor:- Sanyo / Mitsubishi or equivalent, Digital Circuit Protection Device
Extra Copper / Aluminum Copper piping for installation of 1 / 1.5 ton, hydrophilic louver fin evaporator, louver corrugated fin condenser, capillary type expansion device, micro computer controlled defrosting system, cross flow indoor fan, propeller type out door fan, power rating for 1.5 ton 2180 w and 1560 w, maximum for one ton.

This is a Single Stage one envelop procedure, therefore 1st lowest bid will be evaluated first. 1st lowest Bidders qualifying the eligibility criteria will only be asked to give date for inspection of their warehouses by a team of the bank. The company getting satisfactory report on account of said visit will only be eligible for award of contract. If the 1st lowest bidder is disqualified in inspection/verification phase, then next lowest bid will be called upon for evaluation/technical inspection demo. Similarly if 2nd bidder is disqualified, then 3rd lowest bidder will be evaluated and so on. On qualification of a bidder during this process no further evaluation will be done

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-2016)

Name of Bidder _____

PART-1

S. No.	Description	Approximate quantity required per branch	Rate /Unit	Amount
1.	Air – Conditioner 1 Ton	01		
2.	Air – Conditioner 1.5 Ton	05		
3.	Air – Conditioner 2 Ton (if required)	01		
4.	Installation & Commissioning charges per unit, complete in all respect	Job		
Total Amount x 30*				

*Number of Branches

Part – 2 SPARE CHARGES

S.No	Description	Unit Quantity	For 1 Ton Amount in Rs.	For 1.5 Ton Amount in Rs.	For 2 Ton Amount in Rs.
0	Gas Charging	01			
02	Indoor Unit Card	01			
03	Outdoor Unit card	01			
04	Sensor	01			
05	Compressor	01			
06	Indoor Fan Motor	01			
07	Outdoor Fan Motor	01			
08	Blower	01			
09	Magnetic Relay	01			
10	Fan Blade, condenser	01			
Total Amount = Sum of Amount (S.No.1 to 10 above)					
Grand Total (Part-2)					

***Grand Total (Part 1 + Part 2) =**

Rs. _____

**This Grand total amount will be taken as final bid offered by the vendor.*

No's:

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 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, installation, commissioning, 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 10 working days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
10. 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.
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. Comprehensive warranty for 01 year is mandatory for all parts except consumables and three years warranty for compressor and plastic parts.

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(Amendment 2013) (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 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.

5.1.9.2 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 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.

5.1.10.2 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 Ten (10 %) 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 and the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform with the said bidding documents for the sum of currency _____ [total bid amount in words and figures].

We undertake, if accepted, to provide the work/related service], that will be in accordance with the terms contained in the proposal and the contract.

Our firm, _____ and any subcontractors _____ 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 Ten percent (10%) 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 price you may receive.

Dated this _____ day of _____ 2015.

[Signature]

(In _____ Capacity of)

Duly authorized to sign Bid _____ and on behalf of _____

SPECIMEN

Annexure “B”

BID SECURITY FORM

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

KNCW 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") have advanced a sum of _____ amount unto SNDB (hereinafter called "the Purchaser") in the sum of _____ which payment and truly to be made to the said Purchaser, the Bank binds itself, its successors, assigns 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, as specified in 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;
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser the above amount upon receipt of its written demand, with interest, which shall have to substantiate its demand, provided that in its demand the Purchaser will specify 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] (hereafter called "Supplier" / "Contractor") has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 2015 to _____ [details of work to be executed here] hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the business terms and conditions of the contract.

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

This guarantee is valid from 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 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. which are payable and not given or agreed to give and shall not give or agree to give to anyone outside Pakistan either directly or indirectly through any agent, representative, associate, 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 any form from GoP, except that which has been lawfully declared pursuant to the above.

[The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or relating to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation and warranty. [The Supplier] accepts full responsibility and strict liability for making any false statement, making any 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, be null and void or any instrument shall 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 practice 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

Please refer to Notification Advertisement 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 that 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 business 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 advance 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 marketing agreement has been entered into between the Parties) or mentioning or implying the name of the other Party;
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes obligations upon a Recipient with respect to Confidential Information that:
- Was known to the Recipient prior to receipt from the Discloser;
 - Is or becomes public 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, license, transfer or otherwise make use of any technology, services or products.
10. Each Party acknowledges that damages for misappropriation of Confidential Information may be irreparable; therefore, each Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to other remedies available to it.
11. This Agreement does not create an agency, partnership, or joint venture. This Agreement will not be assignable or transferable by either Party without the prior written consent of the other party.
12. This Agreement may be executed in one or more identical counterparts, each of which shall be deemed to be a copy of the Agreement, and all of which when taken together shall be deemed to constitute the entire Agreement. Any version of the Agreement which is transmitted by electronic means, including but not limited to email, shall be deemed to constitute the Agreement if a copy of the Agreement signed by a duly authorized representative of each party has been transmitted together with the electronic version.
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 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

Registered Address:

Name: _____

Signature: _____

Title: _____

Date: _____

Company Name:

Registered Address:

Name: _____

Signature: _____

Title: _____

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;

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3rd Floor, Federation House, Shaheed Raza 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" calls for the services of "Supplier" for Supply & Installation of Air Conditioners (AC) and the Supplier agrees to provide the following services to the bank, as per the open tender dated _____ 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 and installation 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 1000/- per day will be charged, if after expiry of 10 days' notice, the supplies are not provided, installed and made operational, 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 parts 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 product/item or better than the resolution of the problem met, without any extra cost to the Bank.
- The Supplier also undertakes to bear all charges of transportation, freight duty/ Services Charges/Professional Tax / Sales Tax/Excise duty/Income Tax/ Kila Matar (if any) and all other incidental charges up to the place of destination.
- The Bank reserves the right to check the goods to ensure that they are provided as per specification in the tender document. For any discrepancies, at the time of supply or later, the Bank reserves the right to forfeit full performance security and cancel the tender and initiate a process for blacklisting of the Supplier. The decision of the Bank shall be final and the Supplier shall be responsible.
- Delivery will be made at the site as prescribed by the Bank.
- The price shall include all taxes, installation, and labor including delivery charges to Sindh Bank Ltd Branches.
- Supplier hereby 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.

Warranty

Comprehensive warranty 01 year is mandatory for all parts except consumables parts and three years warranty for compressor and plastic parts.

- During Warranty period, any complaint forwarded to the company will be rectified within a period of 24 hours in big cities and within 48 hours in small cities

Payment Schedule:

As per agreed schedule between SNDB and 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:

10% 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 relevant items have been supplied.

Before release of performance security a technical team of the Bank will visit all branches to confirm the specifications of the supplied items as provided in the tender documents by the supplier. Any variation if found will disqualify the supplier, resulting in forfeiting of the performance security and will ultimate recommendation of SPN/7 authority for blacklisting of the firm.

Authorized Representative:

- Any action required or authorized to be taken, and any document required or permitted to be executed under the Agreement by the Bank or the Supplier may be taken or executed by the official

Termination of Agreement by the Bank:

- If the Supplier, or the Supplier's agent, or the Supplier's subcontractor has engaged in corrupt or fraudulent practices in compliance with the Agreement.
- If, as a result of Force majeure, the Supplier is unable to perform a material portion of the Agreement within 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 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 is blank		

SPECIMEN

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

Supplier Signature _____

Witness:

Name _____

Signature _____

Designation _____

Name _____

Company Name _____

Designation _____

Address _____

Address _____

Stamp _____

Customer Signature _____

Signature _____

Name _____

Name _____

Designation _____

Designation _____

Company Name Sindh Bank Limited

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Address Federation House, Sindh Bank

Ltd. Head Office Karachi

Ltd. Head Office, Karachi

Stamp _____

SPECIMEN

AFFIDAVIT/DECLARATION

ANNEXURE "I"

(Ann "A")

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/628/2015

Copy No: _____

Sindh Bank Limited

Tender Document Supply of Office Stationery

This document contains: 41 pages

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	2
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	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	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	5
2.5.8	Mechanism for Redressal of Grievances	6
2.5.9	Review Panel	6
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	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	9
2.6.6	Discussions Prior to Evaluation	10
2.7	Award of Contract	10
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	13
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	14
5	CONTRACT	
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	22
5.1.13	Data Ownership	22
5.1.14	Obligations of the Supplier	22
5.2	Special Conditions of Contract	23
5.2.1	Performance Security	24
5.2.2	Payment	24
5.2.3	Price	24

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 candidates for the Supply of Office Stationery to its Head Office. More 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 the drop box at below mentioned address;

Yours sincerely,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
B-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 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)]

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	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	Banks presently on Cliental List (For counting of each bank services to at least 25 branches are mandatory) in relevant field	40		5 Banks and above	Award letters to be attached duly issued from each concerned Bank for the Year 2015.	Annexure "A"
		20		3 Banks and above		
2	Years in Business in relevant field	30		5 Years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "B"
		15		3 years and above		
3	Average Yearly Turn Over in Last 3 Years	30		6 Million and above	Audit Report / Tax Return	Annexure "C"
		15		4 Million and above		
		5		3 Million and above		
Total Marks		100		Qualified / Disqualified		

ELIGIBILITY CRITERIA NOTE

1. 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.
2. 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.
3. Acquiring of 70% marks of the total score will make the Bidder qualify in eligibility criteria
4. After due qualification as per serial no. 3 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 tender 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. Inspection marking will be carried out as per the specimen attached as Annexure "J".
5. The tender will also stand cancelled if 5% of the items presented for sample are deemed sub-standard.

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. Provision of sample of each tendered items on demand.
6. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
7. 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.
8. Attached Affidavit from the CEO of the company to supply tendered items on emergency basis when demanded without any additional charges incurring to the Sindh Bank Limited.

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 "G" (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 un-satisfactory 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'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 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 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. Same as given in Financial Proposal.

Sindh Bank Limited (SNDB) invites proposal from candidates for the Supply of Office Stationery to its Head Office

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2015-16)

Name of Bidder _____

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
1	Ball Pen (Black/Blue/Red/Green)	Dollar or equivalent	50 Packet		
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent	10 Packet		
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent	8 Packet		
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent	5 Packet		
5	Dock Clip 15mm	Crystal or equivalent	10 Packet		
6	Dock Clip 25mm	Crystal or equivalent	5 Packet		
7	Dock Clip 32mm	Crystal or equivalent	5 Packet		
8	Dock Clip 41mm	Crystal or equivalent	5 Packet		
9	Dock Clip 51mm	Crystal or equivalent	10 Packet		
10	Gum Stick Small	UHU or equivalent	5 Packet		
11	Gum Stick Medium	UHU or equivalent	5 Packet		
12	Jem Clip 30 mm	Crystal or equivalent	5 Packet		
13	Jem Clip 36 mm	Crystal or equivalent	5 Packet		
14	Punch Machine No. 60	Opal or equivalent	10 Pcs		
15	Punch Machine H/D	Opal or equivalent	8 Pcs		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
16	Stapler Machine 24/6	Opal or equivalent	25 Pcs		
17	Stapler Machine H/D STD-3000	Opal or equivalent	5 Pcs		
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram	10 Nos		
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram	10 Nos		
20	Stapler Machine Small	Max/Opal or equivalent	20 Pcs		
21	Stapler Pin # 20	Fuji/Dollar or equivalent	5 Pkt		
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent	50 Pkt		
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent	10 Pkt		
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent	10 Pkt		
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent	10 Pkt		
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent	10 Pkt		
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent	10 Pkt		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
28	Paper RIM A4, 70 gram	AA or equivalent	200 Rim		
29	Paper RIM Legal White, 70gram	AA or equivalent	50 Rim		
30	Paper RIM Legal Green, 70gram	AA or equivalent	50 Pkt		
31	Scotch Tape 1"	3M or Equivalent	30 Pcs		
32	Scotch Tape ½"	3M or Equivalent	25 Pcs		
33	Packing Tape Jumbo 3"	Gold Star or equivalent	30 Pcs		
34	Paper Tape 1"	Gold Star or equivalent	10 Pcs		
35	Brown Tape 3"	Gold Star or equivalent	50 Pcs		
36	Blanko Fluide (Brush)	Pelikan or equivalent	10 Nos		
37	Blanko Fluide (Pen)	Pelikan or equivalent	10 Nos		
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent	72 Pcs		
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent	72 Pcs		
40	Box File	Korona/Euro or equivalent	200 Nos		
41	Paper Cutter	SD or equivalent	10 Nos		
42	Scissor Small	Golden Horse	10 Nos		
43	Rough Pad Small	Solo or equivalent	50 Nos		
44	Rough Pad Large	Solo or equivalent	50 Nos		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
45	Rubber Band	Bata or equivalent	10 Packet		
46	Colourful Separator Plastic	Hua Jic or Equivalent	72 Nos		
47	Separator Card	Focal, Multiline or Equivalent	100 Nos		
48	Separator 1 to 10	Yijian or Equivalent	100 Nos		
49	Sharpener	Panama or equivalent	50 Pcs		
50	Plastic Colourful Flag	Pronti or equivalent	50 Nos		
51	Common Pin	China or equivalent	10 Packet		
52	Computer File	Size A-4 (Square Line or equivalent)	50 Nos		
53	Sticky Notes 2x3	Stick on or equivalent	50 Nos		
54	Sticky Notes 3x3	Stick on or equivalent	50 Nos		
55	Sticky Notes 3x5	Stick on or equivalent	50 Nos		
56	Pen Holder	Golden Horse or equivalent	5 Nos		
57	Spiral Binding Ring 10mm	IBCCO or Equivalent	100 Nos		
58	Spiral Binding Ring 12mm	IBCCO or Equivalent	100 Nos		
59	Spiral Binding Ring 14mm	IBCCO or Equivalent	100 Nos		
60	Spiral Binding Ring 16mm	IBCCO or Equivalent	100 Nos		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
61	Spiral Binding Card	IBCCO or Equivalent	100 Nos		
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent	100 Nos		
63	Calendar Refill	Local or Equivalent	5 Nos		
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram	100 Nos		
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram	100 Nos		
66	Steel Envelope Opener	Local or Equivalent	10 Nos		
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram	100 Nos		
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram	100 Nos		
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram	100 Nos		
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram	100 Nos		
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram	100 Nos		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram	100 Nos		
73	Dock Clip 36mm	Crystal or equivalent	50 Packet		
74	Jem Clip 75mm	Crystal or equivalent	10 Packet		
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar or Whashin or equivalent	10 Packet		
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar or Whashin or equivalent	10 Packet		
77	Board Marker	Dollar or equivalent	30 Nos		
78	Permanent Marker	Dollar or equivalent	30 Nos		
79	Executive Box File	Korona/Boston or equivalent	50 Nos		
80	Eraser	Pelikan or equivalent	50 Nos		
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent	100 Nos		
82	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent	50 Nos		
83	Message Slip	Local or Equivalent 4 x 4 inches	50 Nos		
84	Executive Pencil	Faber Castle or equivalent	50 Nos		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
85	Pencil	Goldfish or equivalent	100 Nos		
86	Pin Remover	Opal/Pelikan or equivalent	30 Nos		
87	Stamp Pad	Dollar or equivalent	10 Nos		
88	Stamp Pad Ink	Dollar or equivalent	10 Nos		
89	Steel Scale Large	China or equivalent	20 Nos		
90	Colourful Flag Paper	(Pronoti or equivalent)	50 Nos		
91	Sticky Notes 3x4	Stick on or equivalent	50 Nos		
92	Thumb Pin with plastic head	Sterling or equivalent	10 Packet		
93	Plastic Paper Tray	Designer or equivalent	10 Nos		
94	Water Dumper (Plastic)	Local or Equivalent	20 Nos		
95	Register 200 Pages	HBO, or Equivalent	10 Nos		
96	Calculator	Citizen 710, Casio MJ-120 or equivalent	10 Nos		
97	Signature Pen/Gel	Dollar Eye Micro or equivalent	10 Packet		
98	Rubber Band Box Penguin Brand	Penguin Brand or Equivalent	20 Packet		

S. No.	Item	Detail	Approximate quantity required on monthly basis	Rate Per Unit	Amount
99	Rubber Band 200 Gm universal Brand	Rubber Band 200 Gm universal Brand or equivalent	5 Kg		
100	Signature Pen Vision El-lite 0.8	Vision El-lite 0.8 or equivalent	5 Packet		
101	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent	5 Packet		
102	H/D Stapler Pin Remover Opal Sr-300	Opal Sr-300 or equivalent	10 Nos		
103	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent	10 Nos		
104	Table Sharpener China Deli Brand	Deli Brand or equivalent	20 Nos		
105	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent	10 Nos		
106	Attendance Register Same Brand	HB, Equint or Equivalent	5 Nos		
107	O - Ring Stickers	Mehfooz or equivalent	10 Box		
108	Correction Pen Uni Brand	Uni Brand or equivalent	20 Nos		
109	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent	10 Packet		
110	Counter Pen	Keen or Equivalent-	20 Nos		
111	Posted Flag	JB or Equivalent	50 Nos		
			*Total Amount		
			*Grand Total X 12 Month		

**This 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 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, transportation 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) 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 within 3 working days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
10. If the obligation of warranty period/conditions of the tender are not met or delayed, the repair/replaced item 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.

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.

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 _____ [_____ amount in words and figures].

We undertake that 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.

Annexure "C"

8. 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 performed here] (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Supplier/Contractor guarantee as required pursuant to the bidding 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 delay 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 of 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, kickback or benefits 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 as a part of the contract.

[The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with allegations 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 the 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 practice 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 & 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:
 1. Trade secrets;
 2. Financial information, including pricing;
 3. Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
 4. Business information, including operations, planning, marketing interests, and products;
 5. The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
 6. Information acquired during any facilities tour.
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"):
 7. If it is clearly and conspicuously marked as "confidential" or with a similar designation;
 8. If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 9. 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:
 10. Any use of Confidential Information in violation of this agreement; and/or
 11. 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:
 12. 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
 13. Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
 14. Was known to the Recipient before receipt from the Discloser;
 15. Is or becomes publicly available through no fault of the Recipient;
 16. Is independently developed by the Recipient without a breach of this Agreement;
 17. Is disclosed by the Recipient with the Discloser's prior written approval; or
 18. 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

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 Supply of Stationery (goods) for its Branches and Supplier agrees to provide the services of the bank under tender opening date _____, along with detail of descriptions and Price Schedules mentioned in Financial Statement 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 03 days will be given for the supply supplies and it will be expected within 03 days, the said supplies will be made available at the site.
- The Supplier shall supply the said goods as per specifications of the tender within 03 working days from the date of issue of Purchase Order by the Bank.
- A fine of Rs 5000 per day will be charged, if even after 05 days of issuance of Purchase order, the supplies are not provided, installed and made operational 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 10 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 product/item or better till the resolution of the fault, same, without any extra cost on the Bank.
- The Supplier also undertakes to bear all kind of taxes like Stamp duty, Services Charges/Professional Tax / Sales Tax/Income Tax / GST/Excise (if any) and all other incidental charges etc, up to the place of destination.
- The Bank reserves the right to inspect 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 all 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 at his own cost.
- Supplier must include all taxes, installation, labor including delivery charges upto the branches of the Bank on nationwide locations.
- Supplier binds himself 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 legal action 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, at the time of said occasion.

Payment Schedule:

Bill will only be processed on the basis of following conditions:-

1. Certificate of satisfaction from the concerned officer/department.
2. 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:

10% 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 concerned officer, where the items have been supplied.

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, decides to terminate this Agreement.
- If two (2) warning letters/emails are issued by the Bank for unsatisfactory current performance to the bidder.

Goods Faith:

- The Parties undertake to act in good faith with respect to each other's rights under the agreement and to adopt all reasonable measures to ensure the realization of its 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 formal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act 1990. 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 shall not 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.		

SPECIMEN

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

Supplier Signature _____

Witness:

Name _____
Designation _____

Signature _____

Company Name _____

Name _____

Address _____

Designation _____

Stamp _____

Address _____

Signature _____

Customer Signature _____

Name **Lt. Col. (R) Shahzad Begg**

Name **Akhter Ali Khan**

Designation **Head of Administration**

Designation **Executive Vice President**

Company Name **Sindh Bank Limited**

Company Name **Sindh Bank Limited**

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

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

Stamp _____

Customer Signature _____

Name _____

Designation _____

Company Name **Sindh Bank Limited**

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

SPECIMEN

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: _____

Date d. _____

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 PERFORMA

Firm Name: _____

Date & Time of Inspection: _____

SAMPLE - STATIONERY ITEMS INSEPTION REPORT

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
1	Ball Pen (Black/Blue/Red/Green)	Dollar or equivalent			
2	Pointer (Black/Blue/Red/Green)	Dollar or equivalent			
3	Gel Pen (Black/Blue/Red/Green)	Signo or equivalent			
4	Highlighter (Yellow/Pink/Orange/Green)	Dollar or equivalent			
5	Dock Clip 15mm	Crystal or equivalent			
6	Dock Clip 25mm	Crystal or equivalent			
7	Dock Clip 32mm	Crystal or equivalent			
8	Dock Clip 41mm	Crystal or equivalent			
9	Dock Clip 51mm	Crystal or equivalent			
10	Gum Stick Small	UHU or equivalent			
11	Gum Stick Medium	UHU or equivalent			
12	Jem Clip 30 mm	Crystal or equivalent			
13	Jem Clip 36 mm	Crystal or equivalent			
14	Punch Machine No. 60	Opal or equivalent			
15	Punch Machine H/D	Opal or equivalent			
16	Stapler Machine 24/6	Opal or equivalent			
17	Stapler Machine H/D STD-3000	Opal or equivalent			
18	Register 200 Pages	HBO or Equivalent Paper quality of 70 gram			
19	Register 400 Pages	HBO or Equivalent Paper quality of 70 gram			
20	Stapler Machine Small	Max/Opal or equivalent			
21	Stapler Pin # 20	Fuji/Dollar or equivalent			
22	Stapler Pin # 24/6	Fuji/Dollar or equivalent			

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
23	Heavy Duty Stapler Pin # 23/15	Fuji/Dollar or equivalent			
24	Heavy Duty Stapler Pin # 23/17	Fuji/Dollar or equivalent			
25	Heavy Duty Stapler Pin # 23/13	Fuji/Dollar or equivalent			
26	Heavy Duty Stapler Pin # 23/10	Fuji/Dollar or equivalent			
27	Heavy Duty Stapler Pin # 23/8	Fuji/Dollar or equivalent			
28	Paper RIM A4, 70 gram	AA or equivalent			
29	Paper RIM Legal White, 70gram	AA or equivalent			
30	Paper RIM Legal Green, 70gram	AA or equivalent			
31	Scotch Tape 1"	3M or Equivalent			
32	Scotch Tape ½"	3M or Equivalent			
33	Packing Tape Jumbo 3"	Gold Star or equivalent			
34	Paper Tape 1"	Gold Star or equivalent			
35	Brown Tape 3"	Gold Star or equivalent			
36	Blanko Flude (Brush)	Pelikan or equivalent			
37	Blanko Flude (Pen)	Pelikan or equivalent			
38	Transparent Plastic/L Folder (A4) of Good Quality	Data Office or Equivalent			
39	Transparent Colourful Plastic/L Folder (Legal) Colourful - Colourful	Data Office or Equivalent			
40	Box File	Korona/Euro or equivalent			
41	Paper Cutter	SD or equivalent			
42	Scissor Small	Golden Horse			
43	Rough Pad Small	Solo or equivalent			
44	Rough Pad Large	Solo or equivalent			
45	Rubber Band	Bata or equivalent			
46	Colourful Separator Plastic	Hua Jic or Equivalent			
47	Separator Card	Focal, Multiline or Equivalent			
48	Separator 1 to 10	Yijian or Equivalent			

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
49	Sharpener	Panama or equivalent			
50	Plastic Colourful Flag	Pronti or equivalent			
51	Common Pin	China or equivalent			
52	Computer File	Size A-4 (Square ine or equivalent)			
53	Sticky Notes 2x3	Stick on or equivalent			
54	Sticky Notes 3x3	Stick on or equivalent			
55	Sticky Notes 3x5	Stick on or equivalent			
56	Pen Holder	Golden Horse or equivalent			
57	Spiral Binding Ring 10mm	IBCCO or Equivalent			
58	Spiral Binding Ring 12mm	IBCCO or Equivalent			
59	Spiral Binding Ring 14mm	IBCCO or Equivalent			
60	Spiral Binding Ring 16mm	IBCCO or Equivalent			
61	Spiral Binding Card	IBCCO or Equivalent			
62	Spiral Binding Plastic Sheet	IBCCO or Equivalent			
63	Calendar Refill	Local or Equivalent			
64	White Envelope - Small	HB or Equivalent Paper quality of 70 gram			
65	Brown Envelope -Small	HB or Equivalent Paper quality of 70 gram			
65	Steel Envelope Opener	Local or Equivalent			
67	White Envelope - A4	HB or Equivalent Paper quality of 70 gram			
68	White Envelope - Legal	HB or Equivalent Paper quality of 70 gram			
69	White Envelope - A3	HB or Equivalent Paper quality of 70 gram			

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub-Standard	
70	Brown Envelope - A4	HB or Equivalent Paper quality of 70 gram			
71	Brown Envelope - Legal	HB or Equivalent Paper quality of 70 gram			
72	Brown Envelope - A3	HB or Equivalent Paper quality of 70 gram			
73	Dock Clip 36mm	Crystal or equivalent			
74	Jem Clip 75mm	Crystal or equivalent			
75	Heavy Duty Stapler Pin # 23/24	Fuji, Dollar or Whashin or equivalent			
76	Heavy Duty Stapler Pin # 23/20	Fuji, Dollar or Whashin or equivalent			
77	Board Marker	Dollar or equivalent			
78	Permanent Marker	Dollar or equivalent			
79	Executive Box File	Korona/Boston or equivalent			
80	Eraser	Pelikan or equivalent			
81	Ring File Fiber A/4 F/S Mpm Brand	Abba or equivalent			
32	Ring File Fiber A/3 F/S Mpm Brand	Abba or equivalent			
83	Message Slip	Local or Equivalent 4 x 4 inches			
84	Executive Pencil	Faber Castle or equivalent			
85	Pencil	Goldfish or equivalent			
86	Pin Remover	Opal/Pelikan or equivalent			
87	Stamp Pad	Dollar or equivalent			
88	Stamp Pad Ink	Dollar or equivalent			
89	Steel Scale Large	China or equivalent			
90	Colourful Flag Paper	(Pronoti or equivalent)			

S. No.	Item	Detail	Quality		Remarks
			Standard	Sub Standard	
91	Sticky Notes 3x4	Stick on or equivalent			
92	Thumb Pin with plastic head	Sterling or equivalent			
93	Plastic Paper Tray	Designer or equivalent			
94	Water Dumper (Plastic)	Local or Equivalent			
95	Register 200 Pages	HBO, Equint or Equivalent			
96	Calculator	Citizen 710, Casio MJ-120 or equivalent			
97	Signature Pen	Eye Micro or equivalent			
98	Rubber Band Box Penguin Brand	Penguin Brand or Equivalent			
99	Rubber Band 200 Gm universal Brand	Rubber Band 200 Gm universal Brand or equivalent			
100	Signature Pen Vision El-lite 0.8	Vision El-lite 0.8 or equivalent			
101	Transparency Sheet (Per Pkt 100 Sheets)	-Local or Equivalent			
102	H/D Stapler Pin Remover Opal Sr-300	Opal Sr-300 or equivalent			
103	Spiral Note Book Alba Deli Brand	Alba Deli Brand or equivalent			
104	Table Sharpener China Deli Brand	Deli Brand or equivalent			
105	Scotch Tape Dispenser Large National / Lucky	National / Lucky or equivalent			
106	Attendance Register Same Brand	HB, Equint or Equivalent			
107	O - Ring Stickers	Mehfooz or equivalent			
108	Correction Pen Uni Brand	Uni Brand or equivalent			
109	Carbon Paper Blue Kcr 100 Sheets	Kcr 100 Sheets or equivalent			
110	Counter Pen	Keen or Equivalent-			
111	Posted Flag	JB or Equivalent			

Total Items presented for inspection: _____

Items declared of standard quality: _____
Items declared of sub-standard quality: _____

Result-Inspection Report: _____

Overall Report: Qualified / Disqualified

Names & Signatures- Procurement Committee:

1	_____	_____
	(Name)	(Signature)
2	_____	_____
	(Name)	(Signature)
3	_____	_____
	(Name)	(Signature)