

Bid Evaluation Report	
Actuarial Valuation	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/PROVISION OF CLERICAL & NON-CLERICAL STAFF/2017
Method of Procurement	Single Stage One Envelope
Tender Description	PROVISION OF CLERICAL & NON-CLERICAL STAFF
Tender Published	SPPRA S.No. 33913 Dated July, 10, 2017
Total Bid Document Sold	1
Total Bid Received	1
Technical Bid Opening Date	26th July, 2017 1600Hrs
Financial Bid Opening Date	26th July, 2017 1600Hrs
No. of Bids Technically Qualified	1
Bids Rejected	0

S. No	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs. 500,000/-)	Reason for Acceptance/Rejection	Remarks
1	2	3	4	5	6	7	
1	M/s Prime HR Services	Qualified as per Eligibility Criteria	Rs. 270,000 /-	1	Rs.230,000/- Below the Estimated Cost	Accepted being the only & lowest cost bidder	Rule 48 has been complied with

Note:- As M/s Prime HR Services is selected for provision of Clerical & Non-Clerical Staff to Sindh Insurance Limited being the only & lowest cost qualified bidder.

Procurement Committee Members

- 1 Mr. Muhammad Raza
Sindh Insurance Ltd
(HO OP)
Head of Procurement Committee
- 2 Mr. Nadeem Akhter
Sindh Insurance Ltd
CFO & Company Secretary
Member
- 3 Lt. Col.(R) Shahzad Begg
Sindh Bank Ltd
Head of Administration
Independent Member

Signature _____

Signature _____

Signature _____

Checked & Approved By
FAISAL SIDDIQUI
Chief Executive Officer
Sindh Insurance Ltd.

Signature _____

MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Provision of Clerical & Non clerical staff

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE

OPENING DATE

26.07.2017

OPENING TIME

4pm

ATTENDANCE MEMBER (PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

M. Adnan

FIRM

Prime Ltd.

TOTAL BIDS ACCEPTED FOR EVALUATION

01

TOTAL BIDS REJECTED

-

REMARKS

only 01 bid received.

PROCUREMENT COMMITTEE

[Signatures]

MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)

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ATTENDANCE MEMBER (PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

M. Ashan

FIRM

Prime HR.

TOTAL BIDS ACCEPTED FOR EVALUATION

01

TOTAL BIDS REJECTED

-

REMARKS

only one bid present

PROCUREMENT COMMITTEE

[Handwritten signatures and initials of the Procurement Committee members]

2.6.5 Eligibility/Scoring Criteria

SIL shall evaluate Technical Proposals using the following scoring criteria.

M/s Prime HR

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is Mandatory.	Evidence attached as
1	Years in Business in relevant field	20	<i>20.</i>	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter required to be enclosed	Annexure "A" ✓
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20	<i>20.</i>	On an average of 02 M and above per year	Audit Report / Tax Return of last 3 years	Annexure "B" ✓
		15		On an average of Upto 02 M per year		
3	Companies presently on Cliental List	35	<i>35.</i>	5 and above	Award letters to be Attached duly issued.	Annexure "C" ✓
		20		3 and above		
4	Number of Offices	25	<i>25</i>	2 and above	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the Countrywide offices. No mobile numbers will be accepted	Annexure "D" ✓
		15		01		
Total		100	<i>100</i>	QUALIFIED/DISQUALIFIED		



NOTE:

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

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(Applicable for the year 2017)

Name of Bidder: **PRIME HUMAN RESOURCE SERVICES PVT. LIMITED** (Primehr)

S. No.	Break up of payment	% age	Amount/year 15 PERSONS
1	Services Charges (per clerical & non-clerical staff)	6.00%	Rs 270,000.00
2	SESSI Contribution-Mandatory deduction as per govt. rate	6.00% of the minimum ceiling.	N/A. If salaries are Rs15000 or lower then 6% will be charged as per Sindh Statutory Law.
3	EOBI Contribution-Mandatory deduction as per govt. rate	AS PER LAW	Rs 117,000.00
4	Sindh Sales Tax Contribution-Mandatory deduction as per govt. rate	13%	
5	Any other tax Contribution-Mandatory deduction as per govt. rate	Exemption Certificate attached	
6	Other Mandatory Costs	Life Insurance	Rs 22,500.00

NOTE; The lowest %age of service charges per staff shall be considered as lowest cost bid.
EOBI/SESSI/SALEXTAX and any other govt.deduction will be billed to SIL AT ACTUAL

- Expected induction of 15 employees on third party arrangement
- Average salary per employee Rs. 25,000/- (only for calculation basis)
- Calculation of bid security @ 2% of service charges shall be calculated as per below formulae:
Expected Salary X No. of Employees X 12 (months) X Service Charges (amount of %) X 2% = bid security.
- The bid security is to be submitted with tender document in the shape of pay order favoring Sindh Insurance Limited.
- 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.
- The cost must include all taxes, stamp duties (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labor charges.
- Attach tax exemption certificate (if any)

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

F Ahmed

Farhan Ahmed, Head of Business Development & Marketing

Dated: Dated: 26th July 2017.



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**OPENING OF BIDS
 FINANCIAL PROPOSALS**

For Selection of : *Provision of Chemical & Non-chemical drugs* Dated: 26/07/2017

S.no	Company Name	Total Bid Offered	Signature of Company Representative	Remarks
1	<i>Prime HR</i>	<i>270,000/-</i>	<i>[Signature]</i>	
2				
3				
4				
5				

Procurement Committee Memebers

- 1 Mr. Muhammad Raza (HO OP)
Head of Procurement Committee
- 2 Mr. Nadeem Akhter
Sindh Insurance Ltd
CFO & Company Secretary
Member
- 3 Lt. Col.(R) Shahzad Begg
Sindh Bank Ltd
Head of Administration
Independent Member

Signature *[Signature]*

Signature *[Signature]*

Signature *[Signature]*

Sindh Insurance Limited

ATTENDANCE SHEET

BID OPENING

Date:- 26-07-2017

FOR SELECTION OF :- Provision of Clerical & non-clerical staff.

S NO.	Company Name	Name of Company Representative	Contact No.	Company Address
1	Prime HR.	M. Anwar	0332- 2271644	

Signature of Procurement Committee

Mr. Muhamamd Raza
Head-Procurement Committee

Mr. Nadeem Akhter
Member:-

Lt. Col. (R)Shahzad Begg
Independent Member



IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO



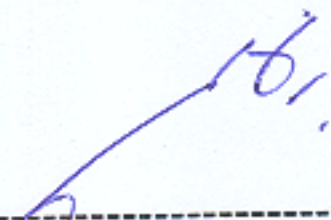
TENDER# SIL/PROVISION OF CLERICAL & NON-CLERICAL STAFF/2017
09-08-2017

Subject; Certificate in Compliance of Rule 48 of SPPRA

This is to certified that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows

Sr.No	Last tender Unit Price.	Total Cost as per Market Quotation (M/s Motivated)	Total Cost Offered by the Bidder (M/s Prime HR Services)
01	NIL	@ 17% Rs. 765,000/-	@ 6% Rs. 270,000/-

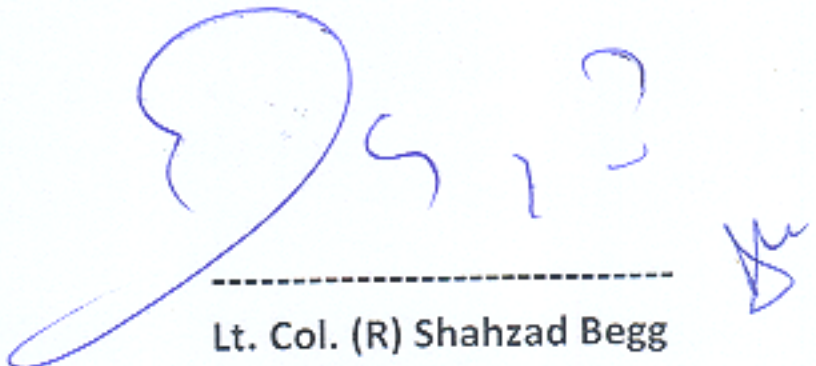
Members Procurement Committee



Muhammad Raza
Head of Operations
Sindh Insurance Ltd.



Nadeem Akhter
CFO / Company Secretary
Sindh Insurance Ltd.

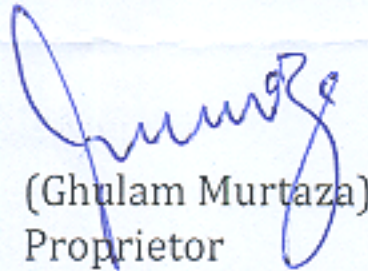


Lt. Col. (R) Shahzad Begg
Head Of Administration
Sindh Bank Ltd.

**FINANCIAL PROPOSAL
PRICE SCHEDULE
(Applicable for the year 2017)**

Name of Bidder: **Motivated Consultancy & Janitorial services**

S. #	Break up of Payment	Cost in Rs.
1.	Service Charges (per clerical & Non clerical staff)	17% per person per month
2.	SESSI Contribution Mandatory deduction as per Govt. rate	6 % of Minimum wage
3.	EOBI Contribution Mandatory deduction as per Govt. rate	6% of Minimum wage
4.	Sindh Government Sales Tax	10%
5.	Any Other Taxes, if applicable	


(Ghulam Murtaza)
Proprietor

For and on behalf of **Motivated**



17% of Per Person's Salary Per-month.