

27/09/2017

Provision of Human Resource Services for Providing Sub-ordinate Staff Bid Evaluation Report		
1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/795/2017
3	Tender Description	Provision of HR Services for Providing Subordinate Staff
4	Method of Procurement	Single Stage Two Envelop Bidding Procedure
5	Tender Published & SPPRA S.No.	S.No:34127. Express Tribune, Daily Express, Express Sindhi (04/08/2017)
6	Total Bid Documents Sold	03
7	Total Bids Received	03
8	Technical Bid Opening Date & Time	24/08/2017 at 1130 Hrs.
9	Financial Bid Opening Date & Time	26/09/2017 at 1500 Hrs.
10	No. of bid qualified	01
11	Bid(s) Rejected	-

Details on the above as given below:

S No	Name of Firm or Bidder	Technically Qualified / Disqualified	Cost Offered by the Bidder	Ranking in terms of cost	Comparison with Estimated Cost (Rs.6,000,000/-)	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6	7
1.	M/s. Prime Human Resources Service Pvt. Ltd	Qualified	Rs.5,754,000/-	Only Bidder	Rs.246,000/- below the estimated cost	Qualified-Obtained 100% in Evaluation Criteria	Accepted for Award of Contract
2.	M/s. ICON Consultants (Pvt.) Ltd	Disqualified	Financial Proposal not opened	-	-	Disqualified - *Submitted false information	-
3	M/s. Security Two Thousand Pvt. Ltd	Disqualified	Financial Proposal not opened	-	-	Disqualified - Obtained 40% in Evaluation Criteria	-

Accordingly going by the Technical/Financial Evaluation offered in the tender document, **M/s Prime Human Resource Services Pvt. Ltd** stands as only qualified evaluated bidder for Provision of HR Services for Providing Subordinate Staff to Sindh Bank Limited.

Members - Procurement Committee

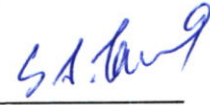
Head of HR

(Kh. Tajammul Hussain)



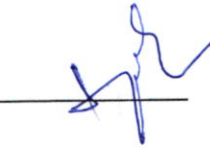
Chief Financial Officer

(Mr. Saeed Jamal)



Chief Manager, IDBL

(Mr. Syed Muhammad Aqeel)



FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2017-2018)

Name of Bidder : PRIME HUMAN RESOURCE SERVICES (PRIVATE) LIMITED

PLEASE NOTE: the below calculation in the table is for calculation purpose only as the new Minimum Wage per Sindh Labour Law is Rs 15000.00 per month.

S.No	Tentative @ Staff Salary/Month	Tentative Total Staff	Projected Total Amount
01	Rs.14,000/-	400	Rs.5,600,000/-
02	Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy		2.75% (Service Charges in %)
03	*GRAND TOTAL		Rs.5,754,0 00/-

*The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
3. **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.
4. 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.
5. 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 (3 working days) on SPPRA website.
6. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
7. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
8. 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

F Ahmed
HEAD OF BUSINESS DEV & MARKETING
(Signature of bidder with name, Designation and Company Seal)

Dated: August 23, 2017

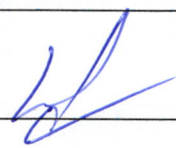


CEO

S.S. Singh
Sul
+ S. Singh
Chohan

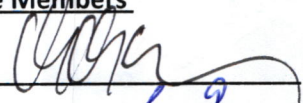
**ATTENDANCE SHEET
 BID OPENING -**

FOR SELECTION OF Provision of HR Services for Providing Subordinate Staff
 Date: 26/09/2017

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
02	Prsme HR	Nauaid	0316-2318011	office No-111 Park Towers	

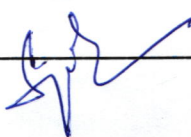
Signature –Procurement Committee Members

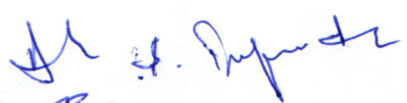
Head of HR


 SA. Khan

Chief Financial Officer

Chief Manager (IDBL)




 HR

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

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA / HR

TENDER NAME

Provision of HR Services for Providing Subordinate Staff

TYPE OF TENDER

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

OPENING DATE

28/09/2017

OPENING TIME

3:00 PM

ATTENDANCE (MEMBER PC)

Head of Administration

Chief Financial Officer

Chief Manager IDBL, Karachi

ATTENDANCE (REPS. OF BIDDERS)

NAME

1- Prime HR

FIRM

Mr. Nawaid Ahmed Siddiqui

TOTAL BIDS ACCEPTED FOR EVALUATION

01

TOTAL BIDS REJECTED

REMARKS

PROCUREMENT COMMITTEE SIGNATURE

Head of HR:

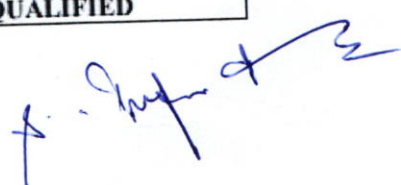
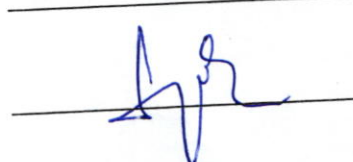
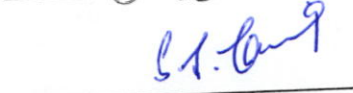
Chief Finance Officer:

Chief Manager, IDBL:

(Handwritten signatures for Head of HR, Chief Finance Officer, and Chief Manager, IDBL)

Date: 20/9/2017**Provision of HR Services for Providing of Subordinate Staff**Serial No: 01Bidder: Prime Human Resource Service (PVT) LTD

Sr. 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	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	20	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	20	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	20	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	20	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	100	QUALIFIED / DISQUALIFIED		

Members Signature- Procurement CommitteeKh. Tajammul Hussain
Head of HR DivisionMr. Saeed Jamal
Chief Financial OfficerMr. Syed Muhammad Aqeel
Chief Manager, IDBL Karachi

Date: 20/9/2017

Provision of HR Services for Providing of Subordinate Staff

Serial No: 02

Bidder: ICON Consultants (Pvt) Ltd

Sr. 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	Attach evidence as
1	Firm's Status	20	—	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	—	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	—	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	—	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	—	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	—	QUALIFIED / DISQUALIFIED		

Disqualified due to submission of false information (SPPRA RULE 30(1))

Members Signature- Procurement Committee

Kh. Tajammul Hussain
Head of HR Division

Mr. Saeed Jamal
Chief Financial Officer

Mr. Syed Muhammad Aqeel
Chief Manager, IDBL Karachi

[Handwritten signatures of Kh. Tajammul Hussain, Mr. Saeed Jamal, and Mr. Syed Muhammad Aqeel]

[Handwritten signature]

Date: 20/9/2017**Provision of HR Services for Providing of Subordinate Staff**Serial No: 03Bidder: Security 1 Lakh thousand (1vt) up

Sr. 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	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	0	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	0	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	0	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	20	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	40	QUALIFIED / DISQUALIFIED		

Members Signature- Procurement Committee

Kh. Tajammul Hussain
Head of HR DivisionMr. Saeed Jamal
Chief Financial OfficerMr. Syed Muhammad Aqeel
Chief Manager, IDBL Karachi

ATTENDANCE SHEET
 BID OPENING -

(Technical Opening)

FOR SELECTION OF Provision of HR Services for Providing Subordinate Staff

Date: 24/08/2014

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
01	Prime HR	Navaid-Ind	0314-2312011	Office No.111 Park Towers	
02	Security 2000	Ahmed Asad	0321-4000777	147-P GULBERG III LAHORE	
03	Icon Consultant	Rashid Ali	0321-8710648	D.E.C.H.S. Tariq Road Karachi	
		UZAIR AZEER	0345-3328124		

RASHID ALI
 e taggroup
 -Co

Signature - Procurement Committee Members

Head of HR

Chief Financial Officer

Chief Manager (IDBL)

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

TYPE OF PROCUREMENT ADMIN / IT / CONSULTANT / MEDIA
 TENDER NAME Provision of HR Services for Providing Subordinate Staff
 TYPE OF TENDER SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE
 OPENING DATE 1130 Hours
 OPENING TIME 24/08/2017
 ATTENDANCE (MEMBER PC)


	<u>NAME</u>	<u>FIRM</u>
ATTENDANCE (REPS. OF BIDDERS)	<u>1 - Prime HR</u>	<u>Mr. Naveed.</u>
	<u>2 - Security doco</u>	<u>Mr. Ahmed Asad</u>
	<u>3 - Icon Consultant</u>	<u>Mr. Rashid Ali</u>
	_____	_____
	_____	_____
	_____	_____

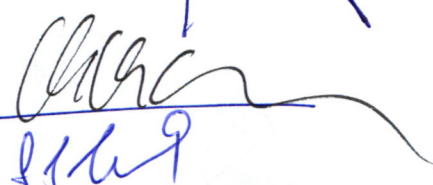
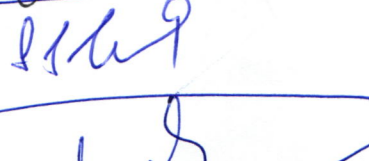
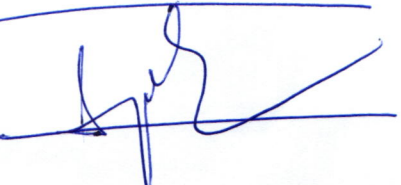
TOTAL BIDS ACCEPTED FOR EVALUATION # 03

TOTAL BIDS REJECTED -

REMARKS _____

PROCUREMENT COMMITTEE


P. Singh

Head of HR 
 Chief Financial Officer 
 Chief Manager (IOBL) 

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. SINDH BANK LIMITED/ADMINISTRATION
- 2) PROVINCIAL / LOCAL GOVT./ OTHER SCHEDULED BANK
- 3) TITLE OF CONTRACT Provision of HR Services for Providing Subordinate Staff
- 4) TENDER NUMBER SNDB/COK/ADMIN/TD/795/2017
- 5) BRIEF DESCRIPTION OF CONTRACT Same as Above
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs. 6,000,000/-
- 8) ENGINEER'S ESTIMATE
(For civil works only) -
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 year
- 10) TENDER OPENED ON (DATE & TIME) Tech: 24/08/2017 At 1130 Hrs Fin: 26/09/2017 At 1500 Hrs
- 11) NUMBER OF TENDER DOCUMENTS SOLD 03
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 03
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 03
- 14) BID EVALUATION REPORT
(Enclose a copy) 02/10/2017 Attached
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Prime HR Services (Pvt) Ltd,
Office # 111, 1st floor, Park Towers,
Block - 5, Clifton, Karachi.
- 16) CONTRACT AWARD PRICE Rs. 5,754,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). 1) M/s. Prime Human Resources Services (Pvt) Ltd.

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____ COMPETENT AUTHORITY _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	SPPRA S. No: 34127/2017
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	Express Tribune, Daily Express & Sindhi Express (4th August 2017)
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

39) Date of Award of Contract: 03-11-2017

Signature & Official Stamp of
Authorized Officer



Kh. Tajammul Hussain
SEVP/Head of Human Resource
SINDH BANK LIMITED
Head Office, Karachi.

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset

27/09/2017

Provision of Human Resource Services for Providing Sub-ordinate Staff Bid Evaluation Report		
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Accordingly going by the Technical/Financial Evaluation offered in the tender document, **M/s Prime Human Resource Services Pvt. Ltd** stands as only qualified evaluated bidder for Provision of HR Services for Providing Subordinate Staff to Sindh Bank Limited.

Members - Procurement Committee

Head of HR
(Kh. Tajammul Hussain)

Chief Financial Officer
(Mr. Saeed Jamal)

Chief Manager, IDBL
(Mr. Syed Muhammad Aqeel)





FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2017-2018)

Name of Bidder : PRIME HUMAN RESOURCE SERVICES (PRIVATE) LIMITED

PLEASE NOTE: the below calculation in the table is for calculation purpose only as the new Minimum Wage per Sindh Labour Law is Rs 15000.00 per month.

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02	Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy		2.75% (Service Charges in %)
03	*GRAND TOTAL		Rs.5,754,0 00/-

*The Grand Total amount will be taken as the financial bid offered by the bidder.

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8. 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.

F Ahmed

 HEAD OF BUSINESS DEV & MARKETING
 (Signature of bidder with name, Designation and Company Seal)
 Dated: August 23, 2017



S.S. Khan

Spl

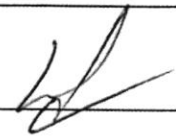
CEO

Asif

Chohan

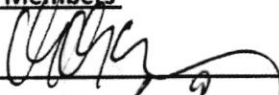
**ATTENDANCE SHEET
 BID OPENING -**

FOR SELECTION OF Provision of HR Services for Providing Subordinate Staff
 Date: 26/09/2017

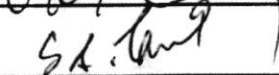
S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
02	Prime HR	Nauaid	0314-2318011	office No-111 Park Towers	

Signature –Procurement Committee Members

Head of HR

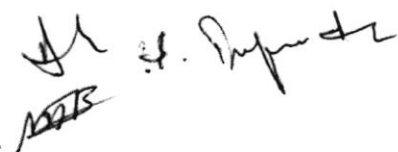

 Sd. _____

Chief Financial Officer


 Sd. _____

Chief Manager (IDBL)


 Sd. _____



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

TYPE OF PROCUREMENT ADMIN / IT / CONSULTANT / MEDIA / HR
TENDER NAME Provision of HR Services for Providing Subordinate Staff
TYPE OF TENDER SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE
OPENING DATE 28/09/2017
OPENING TIME 3:00 PM

ATTENDANCE (MEMBER PC)
Head of Administration
Chief Financial Officer
Chief Manager IDBL, Karachi

ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM
	<u>1- Prime HR</u>	<u>MV. Navaid Ahmed Siddiqui</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
TOTAL BIDS ACCEPTED FOR EVALUATION	<u>1</u>	
TOTAL BIDS REJECTED	<u>-</u>	
REMARKS	_____	

PROCUREMENT COMMITTEE SIGNATURE

Head of HR: [Signature]
Chief Finance Officer: [Signature]
Chief Manager, IDBL: [Signature]

Date: 20/9/2017

Provision of HR Services for Providing of Subordinate Staff


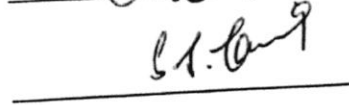

Serial No: 01

Bidder: Prime Human Resource Service (P+H) LTD

Sr. 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	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	20	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	20	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	20	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	20	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	100	QUALIFIED / DISQUALIFIED		

Members Signature- Procurement Committee

Kh. Tajammul Hussain
Head of HR DivisionMr. Saeed Jamal
Chief Financial OfficerMr. Syed Muhammad Aqeel
Chief Manager, IDBL Karachi

Date: 20/9/2017

Provision of HR Services for Providing of Subordinate Staff

Serial No: 02

Bidder: ICON Consultants (Pvt) Ltd

Sr. 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	Attach evidence as
1	Firm's Status	20	—	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	—	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	—	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	—	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	—	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	—	QUALIFIED / DISQUALIFIED		

Disqualified due to submission of false information (SAPRA RULE 30(1))

Members Signature- Procurement Committee

Kh. Tajammul Hussain
Head of HR Division

Mr. Saeed Jamal
Chief Financial Officer

Mr. Syed Muhammad Aqeel
Chief Manager, IDBL Karachi

[Handwritten signatures of Kh. Tajammul Hussain, Mr. Saeed Jamal, and Mr. Syed Muhammad Aqeel]

[Handwritten signature]

Date: 20/9/2017**Provision of HR Services for Providing of Subordinate Staff**Serial No: 03Bidder: Security Jinn thousand (8vt) up

Sr. 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	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	0	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2016-17	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	0	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	0	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	20	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	40	QUALIFIED / DISQUALIFIED		

[Signature]
Members Signature- Procurement Committee

Kh. Tajammul Hussain
 Head of HR Division

Mr. Saeed Jamal
 Chief Financial Officer

Mr. Syed Muhammad Aqeel
 Chief Manager, IDBL Karachi

[Signature]
[Signature]
[Signature]

[Signature]

3 SCOPE OF WORK

Sindh Bank Limited (SNDB) requires proposal from well reputed companies for providing subordinate staff (approximately 400), as per following categories / requirement for its Head Office, 260 Branches already in operation in country wide regions for the year 2017-2018 as per the given detail below:-

- 1-Business Development Officer / Call Centre Agent.
- 2-Office Assistant / Telephone Operator
- 3-Rider / Driver/Dispatcher
- 4-Tea Boy / Messenger
- 5-Technician (Telephone, Network, AC & Electrician)

Contract agreement may be further extended / renewed upto 3 years on mutual understanding on same terms & conditions and rates.

Minimum salary of subordinate staff to be hired would be @ Rs 14,000/- per month.

In addition to the salary etc, the employees will be entitled to the following facilities:-

- 1- Life Insurance will be as per the policy of respective provinces, which is as under:

Punjab Rs.400,000/-
Sindh Rs.500,000/-
KPK Rs.300,000/-
Balochistan Rs.200,000/-

- 2- Group Health Insurance to the employees and their eligible dependents as under:-

Maximum Hospitalization Limit:	Rs.200,000/= per family in a policy year without any sub-limit for hospitalization.
Room / Bed Charges:	Not exceeding Rs.2,500/= per day
Maternity (Normal):	Rs.15,000/= including Room / Bed Charges (payable from hospitalization limit)
Maternity (Caesarean / Multiple Births / Forcep / Complicated)	Rs.25,000/= including Room / Bed Charges (payable from hospitalization limit)

BENEFITS TO BE COVERED:

- All inpatient (hospitalization) expenses:

Daily Room & Board Charges, Physicians / Surgeons Consultation Fees / charges, Surgical Operation Charges, Anesthetist's Fee, Operation Theatre Charges, Diagnostic Investigations, Blood & Oxygen supplies, in-patient medicines / dressings expenses, ICU / CCU charges, Organ Transplant, local ambulance services.

- Day Care Surgeries / Procedures & Specialized Investigations Outpatient Cover:

Lithotripsy, Endoscopy, Excision Biopsy, Gastroscopy, Partial Mastectomy, Tonsillectomy/Adenoidectomy, Veins / Varicose, Non-malignant tumour / abscess, cholecystectomy, herniography, appendectomy, cataract surgery, cardiac angiography, CTA cardiac angiography, MRI, CT Scan, Thallium Scan, Kidney Dialysis, Treatment of cancer (including chemotherapy with pre & post-hospitalization expenses of chemotherapy) upto full hospitalization limit. Treatment of Hepatitis B & C such as, interferon therapy, consultation & laboratory tests expenses) upto full hospitalization limit. Treatment of all injuries / fractures and lacerated wounds Accidental dental treatment.

- Pre-existing conditions (undisclosed) to be covered fully with full limits.

- No requirement to fill Health Declaration Form.

MATERNITY:

- Normal / Caesarean / Multiple Birth / Force / Complicated to be covered.
- Pre & Post Natal expenses are to be covered upto the maternity limit
- Coverage of congenital birth defects / illnesses for all under all the benefits.
- Newly born babies are to be covered from very 1st day of birth.
- Circumcision charges are to be covered upto the 10% or Rs.2,000/=
- No female employees having children to be covered under maternity benefit, if the names of their husbands are not included in the list.

PRE & POST HOSPITALIZATION EXPENSES

- Local ambulance service.
- Reimbursement of pre & post-hospitalization out-patient expenses, i.e. consultation charges, cost of prescribed medicines and diagnostic tests, before & after hospital confinement of 30 days.

ELIGIBILITY CRITERIA:

- Employees and spouses are to be covered upto 60 years of age with full insured limits.
- Children Coverage: Sons are to be covered upto 25 years of age & Daughter till Marriage.
- Maternity: To be covered upto 45 years of age.

NOTE:

Detail of deviation, if any, regarding prescribed Hospitalization / Room Rent limits, eligibility criteria, and other benefits including exclusion may be enclosed.

PRE BID MEETING:

In case of any clarification required regarding tender document, a prebid meeting can be held at Sindh Bank Limited Head Office 3rd floor, federation House Abdullah Shah Ghazi Road Karachi with prior notice for appointment.

Provision of HR Services

S.No.	COMPANY NAME	AMOUNT	PO NO	BANK NAME
1	Icon Consultant	300	13603792	UBL
2	Security 2000	300	00457358	Sindh Bank
3	Prime HR	300	17246636	HBL
Total		900/-		

SNDB/COK/ADMIN/TD/795/2017
03/11/2017

M/s. Prime HR Services (Pvt) Ltd.
Office # 111, First Floor,
Park Towers, Block – 5,
Clifton, Karachi

Subject: Contract Award – Provision of HR Services for Providing Subordinates Staff.

We are pleased to place an order with you for Provision of HR Services for Providing Subordinates Staff, with all terms & conditions mentioned in our tender no. SNDB/COK/ADMIN/TD/795/2017 dated: 24/08/2017.

Please acknowledge.

Sincerely,

For & behalf of Sindh Bank Limited,



Kh. Tajammul Hussain
Head of Human Resources Division



STAMP OFFICE CITY COURT, KARACHI.

Issued to ZAHID HANWOOD ADV
CNIC No. _____
Vide D.S.R. No. _____ Dt. 02/11/17
On behalf of challan No. 43 Dt. 02/11/17
for the purpose of _____
Entry No. _____ Dt. 02/11/17

OFFICE SUPERINTENDENT
Stamp Office City Court,
Karachi.

02 NOV 2017

[Signature]
Ex. Officer Karachi

SERVICE AGREEMENT

This agreement is made in Karachi on the 03-11-2017 by and between:

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 Sindh Bank Limited (herein after referred to as "the Bank") of the one part;

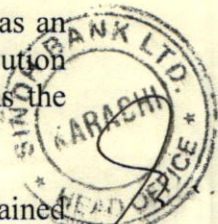
AND

Prime Human Resource Services (Pvt.) Ltd (PRIMEHR) a company duly registered and existing under the laws of Pakistan having its principal office at Office # 111, First Floor, Park Towers, Block 5, Clifton, Karachi of the other part.

The Bank and PRIMEHR are hereinafter collectively referred to as the "Parties" and individually as a "Party"

Whereas:

- A. PRIMEHR represents that it is in the business of and has considerable expertise and experience in providing services, and executing the work of such nature, as is from time to time required by Banks and financial institutions.
- B. The Bank intends to outsource some of its Human Resource related services and has identified PRIMEHR, a company engaged in providing such services. For the aforesaid purpose, the parties have entered into this Agreement for providing, as and when required, certain services and for matters related and incidental to the execution of such work /services are specified in Annexure A (hereinafter referred to as the "Services") on the terms and conditions herein after contained :



Now therefore, in consideration of the mutual benefits and covenants contained herein, it is hereby agreed as follows:

1. Scope

- 1.1 PRIMEHR hereby agrees and confirms that the PRIMEHR shall on a non-exclusive basis, provide the Services as and when required by the Bank and subject to the terms and conditions contained of this agreement.

All employees of the PRIMEHR to be sent to the Bank for execution of the services shall be subject to prior approval of the Bank. If for any reason the Bank does not approve any employee of the PRIMEHR, the PRIMEHR shall immediately ensure that a replacement is sent to the Bank, ensuring that the operation of this agreement is not disrupted or delayed. As regard selection of employees, the decision of the Bank will be FINAL.

Employees of the PRIMEHR shall be engaged in the services during the Bank's normal working hours. However, if required, the Bank may require the PRIMEHR employee to work beyond normal working hours during the weekends and/or public holidays.

2. DURATION

This Agreement shall commence from the 03-11-2017 and shall remain in force until 03-11-2018 and may be renewed by mutually settled terms for further successive periods.

3. DUTIES OF PRIMEHR

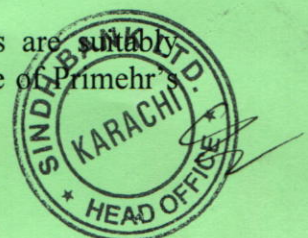
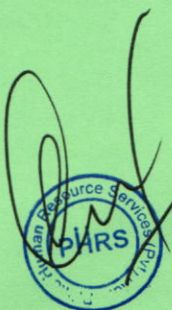
- 3.1 The PRIMEHR hereby covenants that if at any time during the continuance of this Agreement:
- a) PRIMEHR employee commits any act or makes any omission (whether or not in connection with the Services to be provided pursuant to this Agreement) which is contrary to the interests of the Bank; or
- b) A PRIMEHR Employee conducts himself in a manner prejudicial to the business of the Bank (whether or not in connection with the Services to be provided pursuant to this Agreement);

Then on notifying by the Bank, PRIMEHR shall withdraw such Employee from providing any further Services under this Agreement, and replace such Employee with an appropriate substitute acceptable to the Bank. Provided that this shall not in any way be construed as exercise of control or supervision of the PRIMEHR employee by the Bank, which shall at all cost be the sole responsibility of PRIMEHR and the Bank will not be obliged to compensate for removal or replacement of any PRIMEHR Employee.

- 3.2 It is expressly stated that during the tenure of this Agreement, all PRIMEHR Employees shall neither be employed by the Bank nor shall they individually and collectively represent themselves as being the employees of the Bank, nor shall be paid any salary or remuneration by the Bank.

- 3.3 PRIMEHR shall further ensure that:

- a) It employs such number of persons as may be required for carrying out and discharge of the PRIMEHR obligations, duties and responsibilities and for providing adequate, effective and efficient Services.
- b) PRIMEHR Employees utilized for the provision of the Services are ~~with~~ qualified and trained to perform the Services in complete discharge of Primehr's obligations and responsibilities under the terms of agreement;



- c) In the course of the performance of the Services, the PRIMEHR Employees will meet with all reasonable requirements as the PRIMEHR is bound to provide the services to the Bank as per the Agreement, subject to ultimate direction and control being retained by PRIMEHR;
- d) Due and proper compliance is/will be made of all applicable laws including Labour Laws ("Labour Laws") applicable to PRIMEHR and its employees. PRIMEHR shall discharge all financial and other obligations imposed under Labour Laws including but not limited to the Industrial Relations Act 2008, Provincial Employees Social Security Ordinance, 1965, the Employees Old Age Benefit Act, 1976, West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968, The Workers Children (Education) Ordinance, 1972, Form 'C' under the west Pakistan Shops & Establishment Ordinance, 1969 and registration and inspection of premises. The PRIMEHR shall regularly, periodically and whenever required by the Bank, provide proof of due performance and due discharge of Primehr's obligations. The PRIMEHR hereby indemnifies the Bank against all claims of whatsoever nature in this regard.
- e) The Services are carried out by professionals qualified to perform in a timely and efficient manner and with all reasonable skill and care the jobs assigned to them.
- f) PRIMEHR and PRIMEHR Employees promptly notify the Bank of any matter coming to their knowledge which could have affect on the Services or the business or affairs of the Bank;

3.4 The PRIMEHR shall be exclusively responsible for paying the salary and other emoluments/benefits to which each PRIMEHR employee is entitled under his contract of employment with PRIMEHR. For the sake of clarity, the Bank shall not be liable to any PRIMEHR Employee for any salary or emoluments, or for the reimbursement of any expenses, or for any other amount on any other account. The PRIMEHR shall exclusively deal with all claims made by or in respect of the PRIMEHR employees in this regard including but not limited to Employees Old Age Benefits, Social Security or any other payment under the labor Law applicable from time to time. It shall keep the Bank fully indemnified and harmless in this regard.

3.5 None of the PRIMEHR Employees shall be entitled to seek employment of the Sindh Bank Limited, merely on the ground that he/she had been engaged by PRIMEHR during the tenure of this Agreement or was utilized by PRIMEHR for the execution of service to the Sindh Bank Limited under this Agreement or any other Agreement, whatsoever.

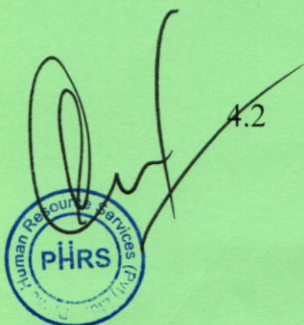
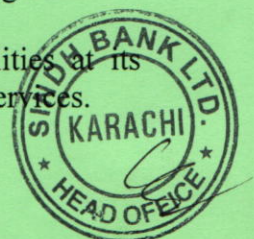
3.6 That PRIMEHR will ensure that the employees posted are physically and mentally fit and are not suffering from epidemic diseases.

4. DUTIES OF THE SINDH BANK LIMITED

4.1 Save as may otherwise be agreed in writing by the Parties hereto, the Bank shall provide PRIMEHR employees with such equipment's and materials of whatsoever nature as are required and considered necessary, for the proper performance of services.

4.2 The Bank shall provide PRIMEHR with copies of any of its internal regulations required to be complied with by PRIMEHR and Primehr's Employees during the performance of the services including, without limitation relating to the Bank's products, Code of Conduct, and security procedures. The Bank shall notify PRIMEHR of any changes to the same during the continuance of this Agreement.

4.3 The Bank shall provide the PRIMEHR Employees with such facilities at its premises as may in the Bank's opinion be reasonably required for the services.

5. PAYMENT FOR SERVICES

5.1 In consideration of the execution of the services under this Agreement by PRIMEHR, the Bank has agreed to pay charges in accordance with clause 5.1(a) as follows:

5.1 (a) Service charges will be billed at the rate of 2.75% of the gross amount payable to the employee(s) on account of monthly salaries only and not on commissions, statutory obligations managed by PRIMEHR in compliance with various provisions of the Labor Laws. However, any other payments such as incentives, bonus or any other payment under the labor Law applicable from time to time as per agreed terms & conditions will be billed to the Bank at actual for reimbursement.

5.2 PRIMEHR shall raise invoices in respect of the services provided by PRIMEHR on a monthly basis, and the Bank shall make payment of service charges after deduction of withholding taxes, unless proof of exemption is provided, in respect thereof within 07 days of receipt of the Invoice.

5.3 The Bank shall not be liable to pay any tax or levy on behalf of PRIMEHR and/or The PRIMEHR Employees.

6. TERMINATION

6.1 Either Party may terminate this agreement by giving one month's (30 days) prior notice in writing. However, on expiry of one year initial contract, unless renewed, this contract will automatically be stand expired without any risk & responsibility of the Bank. The Bank may also terminate this Agreement with immediate effect if it believes on reasonable grounds that any of the following events have occurred or is likely to occur with reference to PRIMEHR.

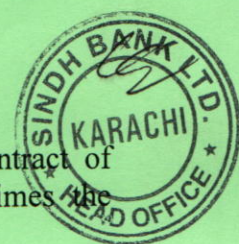
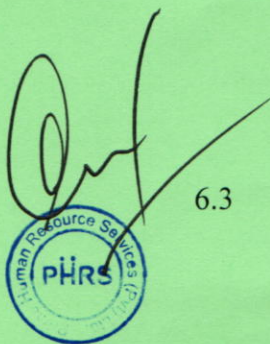
- a) A receiver or administrator is appointed with respect to PRIMEHR or its assets or
- b) A winding up petition is presented against PRIMEHR or a resolution passed for its winding-up (Otherwise that for the purposes of a bonafide amalgamation or reconstruction with the prior approval of the Bank); or
- c) PRIMEHR suspends payment of its debts or it is deemed unable to pay its debts, current obligations, dues, liabilities of any nature; or
- d) PRIMEHR ceases to carry on business as a going concern or ceases to be in a position to fulfill its obligation under this Agreement.

6.2 This agreement may be terminated by either party if compliance of the terms herein is prevented or hindered for reasons beyond reasonable control of the Parties not limited Acts of God, war, riots, civil commotions, lock-up, etc. ("Force Majeure"). Before termination, the Party affected by Force Majeure shall on the occurrence of such event immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists for more than ten days, the affected party may give written notice to the other party of its intention to terminate this Agreement because of Force Majeure.

6.3 PRIMEHR will deliver and procure that all its directors, officers' employees, representatives and agents deliver or return to the Bank all materials whether documentary or otherwise as provided in the agreement and the Bank shall have no obligation to make any payment to PRIMEHR after the date of expiry or termination.

7. CONFIDENTIALITY.

PRIMEHR shall ensure that all PRIMEHR employees, in terms of their contract of employment with PRIMEHR, are under an obligation to maintain at all times the



confidentiality of the confidential information, which they may receive during the term of this Agreement. In the event that the concerned employee or agent of PRIMEHR commits breach thereof, then PRIMEHR shall take appropriate legal action against the said employee or agent, without prejudice to the other rights of the Bank under those present.

- (a) Except with the prior written consent of the Bank, the supplier and the Personnel shall not at any time communicate to any person or entity and 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.

8. NO PARTNERSHIP OR EMPLOYMENT.

It is agreed between the parties that PRIMEHR is an independent service executor and shall have no authority to bind the Bank. This Agreement shall constitute a contract for services between the parties and nothing in this agreement shall constitute a partnership between PRIMEHR and the Bank nor create the relationship of employer and employee between the Bank and PRIMEHR or the Bank and any PRIMEHR employee.

9. SUB-CONTRACTING

During the tenure of this agreement, the PRIMEHR shall not sub contract or outsource all or any part of the services to any other organization except with the written consent of the Bank. The PRIMEHR shall exclusively perform the services as stated in this Agreement.

10. ACCESS TO REGULATOR

The Vendor agrees, upon reasonable notice, to allow the Bank Management / or its regulators, the right of inspecting and examining the Vendor's operations and business records which are directly relevant to the SERVICES as set forth in the Agreement.

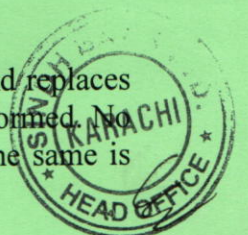
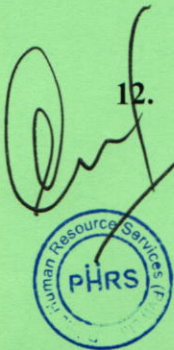
11. INDEMINIFICATION

The Parties shall indemnify, defend and hold harmless each other and its respective officers, directors, employees, agents, shareholders, partners, joint ventures, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, actions, demands, losses, expenses, damages, fines, judgments, settlements, penalties, including, without limitation, costs, expenses and legal fees incidental thereto which are incurred and arise out of or in connection with this Agreement, including indemnification without limitation for any losses or expenses arising out of any third party demand, claim or action or any misrepresentation, negligence, fraud, willful misconduct, breach of contract or breach of statutory duty by the Parties or its employees, agents and other affiliates. The Vendor will also obtain Contractual Liability Insurance to cover all claims. at all times against any such loss, claim, damage, charge to a maximum claim of Rs 100,000/- per incident / case maximum of 2 claims per annum.

12. GENERAL

12.1 If any term or provision of this agreement is held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the enforceability of the remainder of this Agreement shall not be affected.

12.2 The Agreement constitutes the entire agreement between the parties and replaces all previous written or oral agreements to the extent they remain unperformed. No modification or alteration to the Agreement shall have effect unless the same is agreed in writing and signed by both parties.



- 12.3 Except as specifically set forth or referred to herein, nothing contained or implied herein is intended or shall be construed to convey any rights upon any person or entity other than PRIMEHR and the Bank
- 12.4 The words importing masculine gender shall unless contrary intention appears be taken to include feminine gender.

12. NOTICE

- 12.1 Any notice or other communication given or made or in connection with the matters contemplated by this Agreement shall be in writing.
- 12.2 Any such notice or other communication shall be addressed and shall be deemed to have been duly given or made as follows:
- a) If sent by personal delivery or fax, upon receipt at the address or Fax No. of the relevant part;
- b) If sent by first class post or carrier, upon delivery to the addressee.
- 12.3 The relevant addresses and address of each party for the purpose of this Agreement are:

Name of Party(s)

Address

Sindh Bank Limited

3rd Floor, Federation House,
Abdullah Shah Ghazi Road, Clifton,
Karachi, Pakistan.
Telephone No: (9221) 111-333-225
Fax: (9221) 35290274

Prime Human Resource Services (Pvt.) Ltd. 111, 1st Floor, Park Towers, Block 5,
Clifton, Karachi, Pakistan.
Telephone No. (9221) 353623828-29
Fax (9221) 35290026

- 12.4 Either party may notify the other party to this Agreement of a change to its name relevant addressee or address provided that such notification shall only be effective on:
- a) the date specified in the notification i.e. the date on which the change is to take place; or
- b) if no date is specified or the date specified is less than five clear business days after the date on which notice is given, the date falling five clear business days after notice of any such changes has been given.

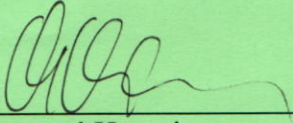
13. GOVERNING LAW AND ARBITRATION

- 13.1 This agreement shall be governed by and construed in accordance with the laws of Pakistan.
- 13.2 If, at any time, any disagreement or dispute ('Dispute') arises between the parties out of or in respect of this agreement, the parties shall endeavor to settle such Dispute amicably, failing which any such Dispute shall be finally settled by arbitration in accordance with the Pakistan Arbitration Act 1940.
- 13.3 Each of the parties shall appoint an arbitrator and the arbitrators so appointed shall, before entering upon the reference, appoint an Umpire. The award of the arbitrators/umpire shall be final and binding upon the parties who shall give full effect thereto. The arbitration shall be conducted at Karachi in the English Language.

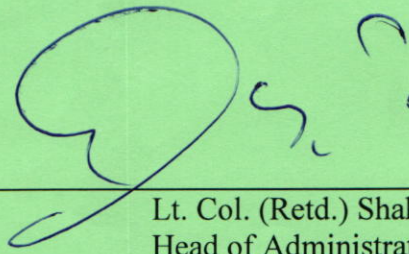


IN WITNESS whereof the parties have executed this agreement on the date first mentioned above:

Signed for and on behalf of
Sindh Bank Limited by

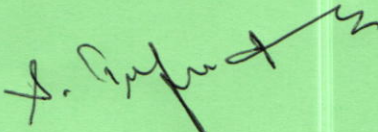


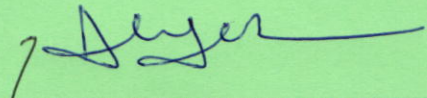
Kh. Tajammul Hussain
Head of Human Resource



Lt. Col. (Retd.) Shahzad Begg
Head of Administration

Witnesses

1. 
Syed Azeem Ali
(Name)

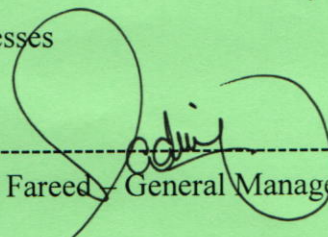
2. 
(Name) Muhammad Ather Iqbal

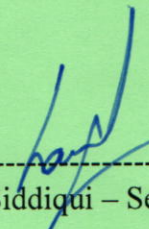
Signed for and on behalf of
Prime Human Resource Services (Private) Limited by



Shiraz Ahmed

Witnesses

1. 
Sadiq Fareed - General Manager

2. 
Navaid A. Siddiqui - Senior Manager



ANNEXURE "A"

1. DETAILS FOR SERVICES

1.1 This document defines the basis for SERVICES rendered by PRIMEHR for the Sindh Bank Limited - these SERVICES will be invoiced to the Bank based on its unique pricing formula.

1. Business Development Officer / Call Center Agent
2. Office Assistant / Telephone Operator
3. Rider / Driver
4. Dispatcher / Tea Boy / Messenger
5. Technician (Telephone, Network, AC & Electrician)
6. Any other Related Assignments and Services not listed above agreed upon with mutual consent.

2. OUT OF POCKET EXPENSES

2.1 PRIMEHR may also be required by The Sindh Bank Limited to provide Entry cards/ID Cards and or other tools and equipment for the provision of SERVICES by PRIMEHR's employees – the costs incurred on such provisions will also be invoiced to The Sindh Bank Limited as and when incurred.

3. FRINGE BENEFITS

Other than the salary, all employees will be entitled to following fringe benefits:

- i. Leave:
 - a) Casual Leave: 10 days p.a. in a calendar year.
 - b) Privilege Leave: 20 days p.a. in a calendar year.
20 days with full pay in a calendar year, to be allowed on pro rata basis to each employee every year. No accumulation of P/L will be allowed beyond 40 days. Further, no privilege leave will be accrued in case of less than 15 days attendance in a month of an employee.)
- ii. Group Health Insurance:
All employees will be entitled to a family Group Health Insurance per annum of Rs.200, 000/- per family without any Sub Limit. For Benefits Details – See ANNEXURE "B"
- iii. Group Life Insurance:
All employees are eligible for Group Life Insurance as per applicable provincial law.

4. OTHER CHARGES

The following charges would be billed to Sindh Bank Limited

- EOBI Contribution @ 5% of employee's Salary or Rs.650 whichever is lower (As Per Law, changes may affect once any notification is received from the regulatory authority)
- Social Security Contribution @ 6% of employee's salary (As Per Law, changes may affect once any notification is received from the regulatory authority)
- Group Life Insurance @ Rs. 50 per employee per month for Coverage of Rs. 200000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance @ Rs. 75 per employee per month for Coverage of Rs. 300000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance @ Rs. 100 per employee per month for Coverage of Rs. 400000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance @ Rs. 125 per employee per month for Coverage of Rs. 500000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Health Insurance @ Rs. 600 per employee per month.
- GST shall be applicable as or As per Law.



Handwritten signature

ANNEXURE "B"

Group Health Insurance Benefits defined below:

2- Group Health Insurance to the employees and their eligible dependents as under:-

Maximum Hospitalization Limit:	Rs.200,000/= per family in a policy year without any sub-limit for hospitalization.
Room / Bed Charges:	Not exceeding Rs.1,500/= per day
Maternity (Normal):	Rs.15,000/= including Room / Bed Charges (payable from hospitalization limit)
Maternity (Caesarean / Multiple Births / Forcep / Complicated)	Rs.25,000/= including Room / Bed Charges (payable from hospitalization limit)

BENEFITS TO BE COVERED:

• All inpatient (hospitalization) expenses:

Daily Room & Board Charges, Physicians / Surgeons Consultation Fees / charges, Surgical Operation Charges, Anesthetist's Fee, Operation Theatre Charges, Diagnostic Investigations, Blood & Oxygen supplies, in-patient medicines / dressings expenses, ICU / CCU charges, Organ Transplant, local ambulance services.

• Day Care Surgeries / Procedures & Specialized Investigations Outpatient Cover:

Lithotripsy, Endoscopy, Excision Biopsy, Gastroscopy, Partial Mastectomy, Tonsillectomy/Adenoidectomy, Veins / Varicose, Non-malignant tumour / abscess, cholecystectomy, herniography, appendectomy, cataract surgery, cardiac angiography, CTA cardiac angiography, MRI, CT Scan, Thallium Scan, Kidney Dialysis, Treatment of cancer (including chemotherapy with pre & post-hospitalization expenses of chemotherapy) upto full hospitalization limit. Treatment of Hepatitis B & C such as, interferon therapy, consultation & laboratory tests expenses) upto full hospitalization limit. Treatment of all injuries / fractures and lacerated wounds Accidental dental treatment.

- Pre-existing conditions (undisclosed) to be covered fully with full limits.
- No requirement to fill Health Declaration Form.

MATERNITY:

- Normal / Caesarean / Multiple Birth / Forcep / Complicated to be covered.
- Pre & Post Natal expenses are to be covered upto the maternity limit
- Coverage of congenital birth defects / illnesses for all under all the benefits.
- Newly born babies are to be covered from very 1st day of birth.
- Circumcision charges are to be covered upto the 10% or Rs.2000/=
- No female employees having children to be covered under maternity benefit, if the names of their husbands are not included in the list.

PRE & POST HOSPITALIZATION EXPENSES

- Local ambulance service.
- Reimbursement of pre & post-hospitalization out-patient expenses, i.e. consultation charges, cost of prescribed medicines and diagnostic tests, before & after hospital confinement of 30 days.

ELIGIBILITY CRITERIA:

- Employees and spouses are to be covered upto 65 years of age with full insured limits.
- Children Coverage: Sons are to be covered upto 25 years of age & Daughter till Marriage.
- Maternity: To be covered upto 45 years of age.

