SNDB/COK/ADMIN/TD/679/2016
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Sindh Bank Limited

Tender Document

Maintenance Contract of Generator Sets

This document contains ;49 pages

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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.

"Bidding Documents" means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner / the documents notified by the Authority for preparation of 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 by SNDB.

"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;

"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 / a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost.

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

"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;

"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 vendor's maintenance contract of Generators for its 221 coming branches and its Head office in countrywide region. Detail of the specifications of related services to be provided are given in the scope of work/technical specifications in Section [3] hereto.

Bidders will be selected under procedure described in this tender document in accordance with the Sindh Public Procurement Rules 2010 (Amended 2013) and instructions to bidders ITB given under SPPRA bidding document for national competitive bidding Pakistan – procurement of goods, 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 / Technical Proposal
- Financial Proposal
- Conditions of Contract

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

Yours sincerely,

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

2 INSTRUCTION TO BIDDERS (ITB)

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

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

2.1 Correspondence Address

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

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

2.2 Eligible Bidders

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

2.3 Corrupt Practice

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]

2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010(Amended 2013)(Amended 2013)(Amended 2013), in competing for the contract in question.

3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

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

2.4.2 Cost of Bidding

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

2.4.3 Language of Bid

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

2.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal along with the specifications asked in the section- scope of work with brief description of the bidder's organization outlining their recent experience, professional staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan and organization, 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 inclusive taxes associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB.

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 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 withdraw his bid and bid and security shall be returned forthwith; and [SPPRA Rule 38 (6)]

If the bid validity period will be expired, the SNDB may extend original period of bid validity upto 90 days subject to approval by the Competent Authority of the SNDB and all bidders.

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 biding 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)] / Any bidder being aggrieved by any act or decision of the SNDB after the issuance of notice inviting tender may lodge a written complaint.

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 not warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]. Provided that in case of failure of the complaint Redressal Committee to decide the complaint; SNDB shall not award the contract.

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; provided, SNDB may at its discretion, ask a Bidder for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid. Any request for clarification in the bid made by the SNDB, shall invariably be in wiring. The response to such request shall also be in writing. [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

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	Presently Banks on Cliental List (For counting of each bank services to at least 10 branches are mandatory) for supply of items for which tender was now seen floated	**20**		3 and above	Award letters to be attached duly issued from each concerned Bank.	**Annexure "A"**
		10		1 and above		
2		**20**		5 Years and above		

	Years in Business in relevant field	10		3 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"**
		5		1 years and above		
3	Average Turn Over in Last 3 Years	**15**		15 Million and above	Audit Report / Tax Return	**Annexure "C"**
		10		5 Million and above		
		5		2 Million & above		
4	Number of Offices in cities including Capital Territory & Federal Administration Territories	**20**		4 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 "D"**
		10		3 and above		
		5		2 and above		
5	Number of Service Level Agreement (SLA) presently in implementation with Banks on account of subject tender.	**20**		3	Attach Copies of Service Level Agreement	**Annexure "EF"**
		10		2		
		1		1		
6	Firm's Status	**5**		Public/Private Ltd	NTN Certificate/GST Registration/ Letter of Incorporation	**Annexure "F"**
		3		Partnership		
		1		Proprietorship		
Total Marks		**100**		**Qualified / Disqualified**		

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. Acquiring of 70% marks of the total score will make the Bidder qualify in eligibility criteria.
3. 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

MANDATORY

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

DISQUALIFICATION

The bidder will be considered disqualified 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/Registration With Sindh Revenue Board
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 during verification process of the cliental list the response by any of the bank is unsatisfactory on account of previous performance.
10. 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.
11. In the past, the coy's agreement has been prematurely been terminated after due qualification in any of the category of the tender.

2.6.6 Discussions Prior to Evaluation

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

2.7 Award of Contract

2.7.1 Award Criteria

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

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

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

2.7.3 Notification of Award

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

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

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

2.7.4 Signing of Contract

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

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

2.7.5 Performance Security

Within 10 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft 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 "F"]*

3
SCOPE OF WORK / TECHNICAL SPECIFICATION

Sindh Bank Limited (SNDB) requires bidder maintenance for generators sets (List of branches attached as Annexure "H").

Monthly inspection, preventive maintenance & services will be carried out at least once every month on mutually agreed dates. Spare parts and other materials will be charge additionally.

It is mandatory for bidder to comply each clause of the agreement without any condition enclosed as Annexure "G".

Note:

1. This is a Single Stage one envelop procedure, therefore 1st lowest bid will be evaluated first and the bidder must provide a demo unit immediately (within two working days) for necessary inspection/verification of the above specifications. 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 2016)

Name of Bidder _____

A. **For 221 Branches & Head Office**

S.No	Description of Job/Item	Units	Unit Rate in Rs	Total Branches & Head Office, Karachi	*Total Amount
01	Maintenance charges per branches including all other maintenance activities mentioned in Scope of Works & Agreement	Nos.		221	

B. Preventative Maintenance Consumables Parts

S.No	Description of Job/Item	Amount in Rs. For Type of Generators							
		15 KVA	16 KVA	20 KVA	30 KVA	40 KVA	60 KVA	100 KVA	233 KVA
01	Oil Filter								
02	Fuel Filter & Primary Filter								
03	Fuel Element & Secondary Filter								
04	Air Filter								
05	Engine Oil per Litre								
06	Coolant per Litre								
07	Radiator New Core Assembly with Fitting								
08	Radiator Top & Bottom Tank								
09	Radiator De Scaling								

S.No	**Description of Job/Item**	**Amount in Rs. For Type of Generators**							
		15 KVA	**16 KVA**	**20 KVA**	**30 KVA**	**40 KVA**	**60K VA**	**100 KVA**	**233 KVA**
10	Air Charge Cooler De Scaling								
11	Water Body Repairing								
12	Charging Alternator Repairing								
13	Self-Starter Repairing								
14	Genset & Control Panel Re Wiring allied Fitting								
15	Control Module (Alternative)								
16	Relay Timer								
17	Hour Meter								
18	Battery AGS & Exide 85 Amp								
19	Battery AGS & Exide 85 Amp								
20	Battery AGS & Exide 120 Amp								

21	Auto Battery Charger 12 V								
S.No	**Description of Job/Item**	**Amount in Rs. For Type of Generators**							
		15 KVA	**16 KVA**	**20 KVA**	**30 KVA**	**40 KVA**	**60 KVA**	**100 KVA**	**233 KVA**
22	Auto Battery Charger 24 V								
23	Fuel Pump Calibration								
24	Automizer Servicing								
25	Replacement Lift Pump								
26	Replacement of Engineering Control Module (DSE)								
27	Replacement of Diode Assembly (Alternator)								
28	**Sum of Amount** (S.No 1-S.No27)								
Total Amount Sum of Amount (S.No.28)									

***GRAND TOTAL AMOUNT**: (Sum of Total Amount A + Sum of Total Amount B)*
(_____)

= _____

**This Grand Total amount will be taken as lowest submitted price 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 service is not provided/installed after 5 days of issuance of Purchase Order, a fine of Rs.5,000/-per day will be deduced from the bill.
3. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, 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. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
9. If the obligation of 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.
10. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
11. All terms & conditions of the Contract Agreement (Annexure “G”) are part of tender document.
12. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
13. Warranty 1 year mandatory for 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(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 5.1.7 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 toper form 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) 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

Service provider shall provide a performance security of 5% of the tender amount.

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"

6. BID FORM [IT SHOULD BE SPECIFIC TO EACH CONTRACT AND WILL HAVE TO BE TAILORED SEPARTELY FOR EACH TENDER DOCUMENT]

Dated: _____, 2016

To,

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

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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 _____ 2016.

_____ _____

[Signature] ***[In the Capacity of]***

Duly authorized to sign Bid for and on behalf of _____

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Annexure "B"

BID SECURITY FORM

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

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto SNDB (hereinafter called "the Purchaser") in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ___ 2014.

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]

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Annexure "C"

PERFORMANCE SECURITY FORM

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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 ____ 2016 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 _____2016.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure "D"

INTERGRITY PACT

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

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

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

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

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

For and On Behalf Of

_____

Signature: _____

Name: _____

NIC No: _____

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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_____ 2016.

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:

   a. Trade secrets;

   b. Financial information, including pricing;

   c. Technical information, including research, development, procedures, algorithms, data, designs, and know-how;

   d. Business information, including operations, planning, marketing interests, and products;

   e. The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and

   f. 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"):

   g. If it is clearly and conspicuously marked as "confidential" or with a similar designation;

   h. If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or

   i. 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:

   j. Any use of Confidential Information in violation of this agreement; and/or

   k. Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of

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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:

l. 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

m. Make copies of documents containing Confidential Information.

6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:

n. Was known to the Recipient before receipt from the Discloser;

o. Is or becomes publicly available through no fault of the Recipient;

p. Is independently developed by the Recipient without a breach of this Agreement;

q. Is disclosed by the Recipient with the Discloser's prior written approval; or

r. 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.

SPECIMEN

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"

12. Contract Agreement

Maintenance Contract

This service contract is made between _____hereinafter referred to as_____ and **M/s. Sindh Bank Ltd,** Head office, federation house Abdullah Shah Ghazi Road, Clifton Karachi Hereinafter referred to as "PARTY" for the maintenance of following diesel generating set.

SNo	Location	Genset KVA Power Rating	Genset Make Power Rating	Corporate Discounted Offer (each set)
1	Pakistan Branches Network **. In Bank' network one DG set is 230 KVA, 100 KVA two sets, 60 KVA 12 sets and 50 KVA 4 sets remaining all sets are 30 KVA or bellow rating**	10 KVA -300 KVA	All Brands of Diesel Generators Set	

A Service Contract Total fee of Genset per site for ***ONE year is on the basis of one routine visit, after every month*** at mutually agreed dates. The D.G. Set Make / Model and location of sets covered under this contract are mentioned above. The make and capacity of set will be communicated separately.

SCOPE OF WORK:
Inspection, preventive maintenance & services will be carried out at least once every month on mutually agreed dates. The scope of work does not include overhauls and repairs mentioned in clause "Special Works/Repairs" given below. Spare parts and other materials will be chargeable additionally.

The Scope of routine Services include the following but not limited to:

- Thoroughly inspection offset
- Checking of Voltages, RPM, on load and without load
- Setting of over load if require and per phase load
- Leaking of oil, water, fuel and its repairing
- Checking of fuel pump and lift pump function
- Radiator fins cleaning through air
- General Servicing / cleaning of entire set
- Replacement of lube oil, filters if required
- Calibration, if require
- Fan belt tension, if require

SCOPE OF WORK:

Monthly inspection, preventive maintenance & services will be carried out at least once month on mutually agreed dates. The scope of work does not include overhauls and repairs mentioned in clause "Special Works/Repairs" given below. Any new branches will be automatically added in AMC lists after receiving email from the Sindh Bank.

General/Walk around Inspection

1. Coolant Level
2. Oil (Crank Case) Level
3. Leakage, both Oil and Coolant
4. Fan/Alternator belts condition
5. Air Cleaner element indicator
6. Batteries electrolyte level/battery cables/specific gravity
7. Missing or Broken parts
8. Dash garages
9. Inspection of Exciter parts and connection

Periodic Maintenance (As & when Required)

1. Changing Oil & Filter
2. Changing Coolant and Coolant Conditioners
3. Servicing/Changing air cleaner element
4. Filling Battery electrolyte
5. Greasing all service points
6. Fan belt adjustments/replacement
7. Valve lash/bridge adjustment
8. Changing fuel filter
9. Governor & throttle control linkages adjustment

Testing & Repairs (When Required)

1. Testing engine under load condition for general performance/evaluation
2. Load to be provided by Client
3. Testing of Safety devices operation
4. Testing of dash gauges and panel gauges operation
5. Output Voltage for fluctuation/adjustment
6. Rectification of all leakages
7. Repair of water pump
8. Repair of starting circuit
9. Repair of exciter
10. Repair/replacement of gauges
11. Repair of shut off circuit
12. Repair of oil pump
13. Repair of fan drive unit
14. All repairs in workshop will be charges at actual

Testing & Repairs (When Required)

1. Dust Blowing and Inspection of the electric panel
2. Dust blowing from the alternators and exciter winding and its inspection
3. Checking battery electrolyte specific gravity and its terminals for corrosion
4. Engine Safety test
5. Checking governor and AVR connection and its behaviour

6. Electrical connection checking and tightening
7. Electronic relay functions test
8. Checking the mounting balls of the alternator
9. Checking rotating diode varistor and its connection
10. Lubrication of the electric starter bushes
11. Battery charger and its regulator checking.
12. Renewal of all filters and oil
13. Servicing of Radiator and flushing if required will be charged.

SPECIAL WORK / REPAIRS:

For repairs where engine/alternator or other assemblies have to be dismantled or repairs/ any alteration in allied equipment is involved, all consumables, spare parts, cables, labour and lifting arrangements will be provided by IPES and additional charges for this type of job shall be chargeable to **PARTY** and a separate quotation will be submitted accordingly as per nature of job.

EMERGENCY CALLS:

Besides scheduled visits, _____ shall provide services against Emergency calls. However, such calls are limited to **SIX** during the contract period.

FAULT INTIMATION FOR EMERGENCY CALLS:

Report with regard to any failure/fault that occurs in any area of generator shall be communicated to immediately on telephone first and then written report as per "Fault Intimation Report" through email or fax with complete description of the fault will be forwarded (however, our service team will be activated on telephonic complaint). This is required to fulfil our official formality and will certainly help us to depute suitable engineers/technicians for early rectification of the job.

LOCAL REPAIRS/MACHINING/CONSUMABLE MATERIAL:

All charges for repairs, machining, and expenses carried out through market sources will be paid by **PARTY**. Any use of Diesel, Lube Oil & Filters etc. will be on account.

The materiel required for service and maintenance of the generator shall be at the cost of the contractor. The Contractor shall provide a list of spare parts to be kept in stock within seven days (local or imported) from taking over the maintenance contract of generator. He will also ensure that the spare part etc. is replaced only when it is considered essential. Since these are imported items, maximum care should be taken to repair the old parts for its re-use. New parts should only be substituted when the old parts cannot be satisfactorily repaired. All old damaged and replaced spares will be returned back to PIC, store and receive the N.O.C. for further payment

PARTS:

Parts required to be replaced in D.G Sets or in allied panels will be on your account.

LIMITATIONS:

_____shall not be responsible for breakdowns of the D.G Set resulting from:

- Damage caused by any tampering to the set by any person other than the personnel of "__".
- Damage caused by riot and strike, explosion or any other natural acts.
- Damage caused by use of consumables spare parts or any other material other that provided by
- "___" shall not be responsible for loss from failure of the set to operate for any period of time or any other direct/indirect consequential business loss.

The _____ shall ensure that the generator will operate satisfactorily throughout the contract period generally in accordance with the specifications of the generator as laid down by the manufacturer. In case of any part or parts of the generator, are damaged or destroyed as a result of negligence on the part of the contractor his

agent or employees, the
contractor shall be liable to pay for rectification and making good of all such damages of loses

VISIT DAY:
The date of the visit of service engineers to the site shall be as per mutual agreement of both the parties during normal working days and hours.
After receiving the emergency call on any day, the _____ will attend the problem within 2 hours in urban areas & 4 hours in rural areas as depending upon the distance and situation.

FORCE MAJEURE:
Offer is subject to usual force majeure clause.

Terms & Conditions:

All terms and conditions of the tender document will remain part of this agreement.

A fine of Rs 5,000/- per day will be fined in case of failure to address the Generators issue after 10 days of the issuance of the contract/letter award.

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 generators 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 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.

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.

SPECIMEN

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 Maintenance of Generators will be paid within one month of invoice submission by the supplier with branch confirmation.

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.

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

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 the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
If issued with two warning letters/email for unsatisfactory current performance by the bank to the bidder.

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.

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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" (05 days)	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 (10 days)	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

SPECIMEN

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 Ltd. Head Office, Karachi**

Stamp

Signature_____

Name
Designation
Company Name **Sindh Bank Limited**
Address **Federation House, Sindh Bank Ltd. Head Office Karachi**

Witness:

Signature_____

Name _____

Designation _____

Address _____

13. LIST OF BRANCHES **ANNEXURE "H"**

Generator KVA List - Branches

S.No	Code	Name of Branches	KVA	Remarks
1	0401	HYDERABAD	20	
2	0403	KOTRI	20	
3	0407	TANDOALAYAR	30	
4	0408	T. M. KHAN	60	
5	0409	BADIN	60	
6	0413	SANGHAR	30	
7	0426	MARKET ROAD, HYD	20	
8	0427	CITIZEN COLONY, HYD	20	
9	0428	DIGRI	15	
10	0431	JAMSHORO	20	
11	0434	KHIPRO	15	
12	0435	BERANI - RUA	15	
13	0436	SULTANABAD - RUA	15	
14	4071	Sub-Br: Tandoallayar Sugar	16	
15	4091	Sub-Br: Bawani Sugar Mill	20	
16	4092	Sub-Br: Khoski Sugar Mill	16	
17	0109	SEHWAN - RUA	30	
18	0130	QAZI AHMED	16	
19	0402	HALA - RUA	60	
20	0405	QASIMABAD	30	
21	0410	MITHI	30	
22	0411	SH. BENAZIRABAD	60	
23	0415	MATIARI	30	
24	0416	SHAHDADPUR	20	
25	0417	KUNRI - RUA	20	
26	0419	UMERKOT	20	
27	0424	SAKRAND	20	
28	0425	SAEEDABABD	16	
29	0430	ISLAMKOT - RUA	16	
30	0432	GARI KHATA - HYD	-	
31	0433	JOURNALIST SOCIETY, HYD	20	
32	0102	KHAIRPUR	30	
33	0103	PANO AQIL - RUA	30	
34	0105	NOSHERO FEROZE	30	

S.No	Code	Name of Branches	KVA	Remarks
35	0108	SUKKUR	60	
36	0110	GHOTKI	30	
37	0115	DAHARKI	20	
38	0116	MIRPUR MATHELO	16	
39	0120	ROHRI	20	
40	0121	GAMBAT	20	
41	0125	PIR JO GOTH - RUA	16	
42	0127	MILITARY ROAD, SUKKUR	30	
43	0129	KANDIARO	20	
44	0131	UBARO BRANCH	16	
45	0132	MEHRABPUR	15	
46	0421	MORO - RUA	16	
47	0101	NAUDERO - RUA	30	
48	0104	KANDHKOT	30	
49	0106	DADU	16	
50	0107	LARKANA	60	
51	0111	RATODERO, LARKANA - RUA	20	
52	0113	SHAHDADKOT	30	
53	0114	SHIKARPUR	16	
54	0117	THULL - RUA	16	
55	0118	KASHMORE	30	
56	0119	JACOBABAD CITY	16	
57	0122	MEHAR	20	
58	0123	QAMBER	16	
59	0124	BADAH - RUA	15	
60	0126	K.N.SHAH	20	
61	0128	GHOUSPUR - RUA	5	
62	0134	NASIRABAD	15	
63	0423	BHANE SAEEDABABD - RUA	20	
64	1061	Sub-Br: Dadu Sugar Mill	16	
65	1141	Sub-Br: Shikarpur Rice	16	
66	0404	MIRPURKHAS	60	
67	0406	TANDO ADAM - RUA	30	
68	0412	THATTA	20	
69	0418	LATIFABAD HYDERABAD	16	
70	0422	SAJAWAL - RUA	20	
71	0429	GHARO - RUA	15	
72	4121	Sub-Br: Thatta Cement Co.	16	
73	0301	I.I CHUNDRIGAR ROAD	60	

S.No	Code	Name of Branches	KVA	Remarks
74	0309	SADDAR	100	
75	0310	PAPER MARKET	30	
76	0312	SHAHRAH-E-FAISAL	30	
77	0315	TIMBER MARKET	30	
78	0318	CLOTH MARKET	30	
79	0322	M.A. JINNAH ROAD	20	
80	0324	N. NAPIER ROAD	20	
81	0328	NEW CHALLI	30	
82	0333	MUHAMMAD ALI SOCIETY	30	
83	0339	LEA MARKET KHI	30	
84	0343	GULSHAN-E-HADEED KHI	20	
85	0345	LANDHI KHI	20	
86	0364	CATTLE (BHENS) COLONY, KHI	20	
87	0308	KORANGI IND. AREA	60	
88	0316	MEMON GOTH	30	
89	0323	JAMSHED QUARTER	20	
90	0326	SHAHEED-E-MILLAT	30	
91	0331	UNIVERSITY RD, GULSHAN	30	
92	0332	KARACHI ADMIN SOCIETY	16	
93	0335	GULISTAN-E-JOHAR	16	
94	0342	PIB COLONY KHI	15	
95	0344	MALIR CANTT. KHI	20	
96	0349	GARDEN EAST KHI	20	
97	0352	MEHMOODABAD KHI	20	
98	0353	PECHS, KHI	20	
99	0356	SAFOORA GOTH, KHI	16	
100	0358	PIA EMPLOYEES CO-OPERATIVE	16	
101	0360	BAHADURABAD, KHI	15	
102	0362	SMCH KHI	16	
103	0306	HYDERI N.NAZIMABAD	60	
104	0314	S.I.T.E. AREA	20	
105	0317	NEW KARACHI	16	
106	0319	N. INDUSTRIAL AREA	20	
107	0320	WATER PUMP	20	
108	0321	GOLE MKT, NAZIMABAD	20	
109	0329	BUFFERZONE	30	
110	0330	LIAQUATABAD	30	
111	0334	SOHRAB GOTH	16	
112	0337	GULSHAN-E-MAYMAR	30	

S.No	Code	Name of Branches	KVA	Remarks
113	0340	SHERSHAH KHI	16	
114	0347	METROVILLE KHI	16	
115	0355	NORTH NAZIMABAD, KHI	20	
116	0707	HUB	16	
117	0313	TARIQ ROAD	60	
118	0302	CLIFTON	-	
119	0303	COURT ROAD	30	
120	0304	DHA PHASE 5, KHI	40	
121	0305	GULSHAN-E-IQBAL	60	
122	0307	JODIA BAZAR	30	
123	0311	GIZRI	20	
124	0325	DHORAJEE	20	
125	0336	STOCK EXCHG. KHI	-	
126	0338	DHA PHASE 4, KHI	16	
127	0341	BAHADURSHAH KHI	20	
128	0346	WEST WHARF KHI	20	
129	0348	KHAYABAN-E-ITTEHAD KHI	30	
130	0354	KHAYABAN-E-SHAHBAZ, KHI	20	
131	0357	DHA PHASE-2, KHI	20	
132	0359	KEHKASHAN CLIFTON, KHI	60	
133	0363	SHIRIN JINNAH COLONY	15	
134	0366	BAHRIA COMPLEX-II, KHI	60	
135	3021	Sub-Br: Sir Syed Hospital	16	
136	3031	Sub-Br: Sindh Secretariat	20	
137	0604	G.T. RD GUJRANWALA	40	
138	0607	CHAKGHANIA - RUA	30	
139	0609	PINDIBAHAUDDIN - RUA	30	
140	0615	SARGODHA	20	
141	0616	LALA MUSA	20	
142	0632	DHABWALA, WAZIRABAD - RUA	16	
143	0636	FAISALABAD	30	
144	0637	SIALKOT	30	
145	0639	KALRA KHASA - RUA	20	
146	0640	KUNJAH - RUA	16	
147	0642	MORR. AIMANABAD - RUA	16	
148	0657	CHINIOT	20	
149	0658	ALI PUR CHATTAHA - RUA	16	
150	0666	MOUZA GOJRA - RUA	15	
151	0601	BLUE AREA, ISB	60	

S.No	Code	Name of Branches	KVA	Remarks
152	0602	BANK ROAD, RWP	60	
153	0608	VILLAGE LILA, JEHLUM - RUA	30	
154	0611	DALWAL, DISTT. CHAKW - RUA	30	
155	0617	E-11 ISLAMABAD	20	
156	0619	RAJA BAZAR, RWP	20	
157	0620	MURREE RD, RWP	20	
158	0625	TARAMARI CHOWK - RUA	20	
159	0627	P.W.D. HOUSING SOC. ISB	30	
160	0635	JEHLUM	30	
161	0646	PESHAWAR ROAD, RWP	30	
162	0651	WAH CANT, RWP	16	
163	0605	BAHRIA TOWN, LHR	-	
164	0606	VILLAGE GHURKI, LHR - RUA	16	
165	0613	A. IQBAL TOWN, LHR	20	
166	0621	CIRCULAR RD, LHR	20	
167	0622	VILLAGE LIDHAR - RUA	16	
168	0623	VILLAGE BURKI - RUA	16	
169	0626	VILLAGE CHUNG - RUA	16	
170	0628	SHAHRAH-E-FATIMA LHR	16	
171	0629	KAHANA LHR - RUA	16	
172	0633	VILLAGE SATHGARH - RUA	16	
173	0643	MANNAWALA - RUA	16	
174	0644	OKARA	20	
175	0645	MOHLANWAL, LHR - RUA	16	
176	0648	DHA PHASE 6, LHR	20	
177	0649	NANKANA SAHIB - RUA	16	
178	0652	DHA PHASE 5, LHR	20	
179	0653	MUGHALPURA, LHR	16	
180	0654	FEROZEPUR, LHR	20	
181	0655	RAIWIND, LHR	16	
182	0662	GHARI SHAHU	20	
183	0663	DEVIS ROAD, LHR	-	
184	0665	KASUR	20	
185	0610	ASHRAFABAD, BAHAW. - RUA	20	
186	0630	RAHIMYAR KHAN	30	
187	0631	DERA GHAZI KHAN	30	
188	0634	HARAPA - RUA	16	
189	0638	MULTAN	20	
190	0647	MIAN CHANNU	20	

S.No	Code	Name of Branches	KVA	Remarks
191	0650	MAIN BAZAR, CHICHAWATANI	16	
192	0659	TOBA TEK SINGH	16	
193	0660	GAGGO MANDI - RUA	16	
194	0664	KHANEWAL	15	
195	0668	ALI WALA - RUA	15	
196	0603	DHA LHR	100	
197	0612	GULBERG BR, LHR	20	
198	0614	JOHAR TOWN, LHR	20	
199	0624	WALTON ROAD, LHR	20	
200	0641	PECO RD, LHR	16	
201	0669	DHA MAIN BOULEVARD, LHR	16	
202	0670	WAPDA TOWN LAHORE	16	
203	0701	JINNAH RD, QTA	100	
204	0702	LIAQUAT BAZAR, QTA	30	
205	0703	CHAMAN	16	
206	0704	ZHOB	16	
207	0705	DERA MURAD JAMALI	16	
208	0706	GAWADAR	16	
209	0708	SIRKI ROAD	16	
210	0903	GILGIT BRANCH	16	
211	0901	MIRPUR AZAD KASHMIR	30	
212	0902	MUZAFFARABAD AJK	16	
213	0801	PESHAWAR CANTT	30	
214	0802	G.T. ROAD, PESHAWAR	20	
215	0803	UNIVERSITY RD, PESHAWAR	20	
216	0804	MANSEHRA RD, ABBOTABAD	20	
217	0805	KARKHANO MKT, PESHAWAR	20	
218	0806	HAYATABAD, PESHAWAR	20	
219	0807	VILLAGE MERAN - RUA	15	
220	0808	KOHAT	15	
221	5301	KHAYABAN-E-ITTEHAD KHI - IBB	60	
222	5601	MALL ROAD LAHORE - IBB	-	
223	5602	GHOURI TOWN, RWP - IBB	20	
224	5603	SAHIWAL - IBB	20	
225	5801	ASHRAF ROAD, PEW	15	
226	9999	HEAD OFFICE	233	
227	9999	HEAD OFFICE	60	

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