



**SINDH MICROFINANCE
BANK LTD**

SMFB/PC/ADMIN/2017

March 1st, 2017

OFFICE ORDER

RE-CONSTITUTION OF PROCUREMENT COMMITTEE-SINDH MICROFINANCE BANK LIMITED

In pursuance of SPPRA Rule No. 7, Procurement Committee has been re-constituted with immediate effect to handle the affairs as per given terms of reference.

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| 1. Syed Wajid Hussain
CFO/Company Secretary
Sindh Microfinance Bank Limited | Member/Convener |
| 2. Muhammad Arif Jang
Manager Administration
Sindh Microfinance Bank Limited | Member |
| 3. Sumair Ahsanullah
In-Charge Administration & HR
Sindh Leasing Company Limited | Member |

Terms of Reference

Functions and responsibilities of the Committee will be as per SPPRA Rule No. 8 in respect of procurement of goods, works, general services; IT related items and selection of premises for Sindh Microfinance Bank Limited.


Shosib Arif
CEO/President
Sindh Microfinance Bank Limited



SINDH MICROFINANCE
BANK LTD

SMFBL/PGRC/01/2015
October 15, 2015

OFFICE ORDER

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

In pursuance of SPPRA Rule 31, Grievance Redressal Committee has been constituted with immediate effect as per given terms of reference.

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| 1. Mr. Shoaib Arif
CEO – Sindh Micro Finance Bank Limited | Chairman |
| 2. Mr. Hasnain Raza
Head of CAD – Sindh Leasing Company Limited | Member |
| 3. Mr. Iftikhar Ahmed Khan Qaimkhani
Chief Operating Officer – Ghandara Industries Limited | Member |

Terms of Reference

Functions and responsibilities of the committee will be as per SPPRA rule 31 in respect of complaint(s) from the aggrieved bidder(s).


Chief Executive Officer

CC:
Chief Internal Auditor
Members – Procurement Committee
Members – Grievance Redressal Committee
Deputy Director A&F – SPPRA



SINDH MICROFINANCE BANK LIMITED

PROCUREMENT PLAN FOR GOODS, WORKS, SERVICES, IT EQUIPMENT & SOFTWARES FOR THE YEAR 2017

Amount in Rupees

Sr. No.	Description of Procurement	Tentative Requirement at	Estimated Cost	Proposed Procurement Method	Timing of Procurement 2017			
					Q1	Q2	Q3	Q4
1	Acquiring of Premises on Rental Basis	Head Office, 5 Branches and 20 Service Centers	6,985,000	Single Stage One Envelope		2nd Qtr	3rd Qtr	4th Qtr
2	Renovation of Branches	5 Branches	500,000	Single Stage One Envelope		2nd Qtr	3rd Qtr	
3	Furniture & Fixtures	Head Office, 5 Branches and 20 Service Centers	1,700,000	Single Stage Two Envelope		2nd Qtr	3rd Qtr	4th Qtr
4	LT Equipment (Hardware)	For Head Office, 5 Branches and 20 Service Centers	2,832,500	Single Stage Two Envelope		2nd Qtr	3rd Qtr	4th Qtr
5	Email Services	Head Office	240,000	Single Stage One Envelope		2nd Qtr		
6	HR Software	Head Office	100,000	Single Stage One Envelope		2nd Qtr		
7	Operating System for Windows server	Head Office	500,000	Single Stage Two Envelope		2nd Qtr		
8	Oracle Standard DB Additional - Edition 2	Head Office	500,000	Single Stage Two Envelope		2nd Qtr		
9	Server for Disaster Recovery Site	Head Office	140,000	Single Stage Two Envelope		2nd Qtr		
10	Microsoft Office 2016 & various Softwares	Head Office	200,000	Quotations		2nd Qtr		
11	Internet Connections	Head Office, 5 Branches and 20 Service Centers	1,500,000	Single Stage Two Envelope		2nd Qtr	3rd Qtr	4th Qtr
12	Printing & Stationary	Head Office	425,000	Single Stage One Envelope		2nd Qtr	3rd Qtr	4th Qtr
13	Group Life Insurance	Head Office	200,000	Single Stage Two Envelope		2nd Qtr		
14	3rd Party Arrangements	Head Office & Branches	720,000	Single Stage Two Envelope		2nd Qtr	3rd Qtr	

Farheen Haider
 Farheen Haider
 Incharge - Human Resources
 Sindh Microfinance Bank Limited

Muhammad Afif Jang
 Muhammad Afif Jang
 Manager Account & Administration
 Sindh Microfinance Bank Limited

Syed Waqid Hussain
 Syed Waqid Hussain
 CFO / Company Secretary
 Sindh Microfinance Bank Limited