



**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 Ahsenullah 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.

Shoaib 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

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 | I.T 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 Waheed Hussain
 Syed Waheed Hussain
 CFO /Company Secretary
 Sindh Microfinance Bank Limited