



SINDH MICROFINANCE BANK LTD
سندھ مائیکرو فنانس بینک لمیٹڈ

NOTICE INVITING TENDERS

Sindh Microfinance Bank Limited would like to invite sealed bids under SPPRA rules, 2010 (Amended 2017) from vendors registered with FBR/SRB for the Supply & Installation of UPS as per the details given below:

S. No.	Tender Description	Tender No.	Bidding Procedure	Tender Collection (Start Date)	Tender Collection (End Date)	Tender Submission Date/Time	Tender / Bid Opening Date (Technical & Financial)
01	Supply & Installation of UPS	SMI-B/IT/TD/05/2017	Single Stage one Envelope	06/09/2017 (During working hours)	20/09/2017 (During working hours)	21/09/2017 up to 0300 Hours	21/09/2017 At 0400 Hours

Tender document containing evaluation criteria and other relevant details may be collected (during office hours) on submission of a written request on company's letterhead from the following address on payment of Rs. 800/- (Non-Refundable), through pay order in the name of "SINDH MICROFINANCE BANK LIMITED".

Attachment of pay order of 5% of the total bid cost as a Bid Security in the name of SINDH MICROFINANCE BANK LIMITED with the FINANCIAL PROPOSAL is mandatory. No tender will be accepted without Bid Security & such tender(s) will be rejected at the spot.

The Bidder may download the Tender document from Sindh Microfinance Bank Ltd / SPPRA websites and deposit the same along with the tender fee.

In case of undesirable circumstances on submission/opening date & time or if Government declares Holiday the tender shall be submitted/opened on the next working day at the same time & venue.

This advertisement along with tender documents are also available on the websites of Sindh Microfinance Bank Limited www.sindhmf.com & SPPRA (www.pprasindh.gov.pk).

Address for submission/venue of opening of Tender Documents is as under:

COMPANY SECRETARY
SINDH MICROFINANCE BANK LIMITED
HEAD OFFICE
39/F, 2nd Floor, M.A.C.H. Society
Karachi 75600



Note: The likely expense expected to incur in respect of Acquiring of Supply & Installation of UPS will be less than 1 million, so the notification will be hoisted on Sindh Microfinance Bank Limited and SPPRA Websites only.



**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.

- | | |
|----------------------------------------------------------------------------------------|-----------------|
| 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.

- | | |
|-----------------------------------------------------------------------------------------------|----------|
| 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



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SINDH MICROFINANCE BANK LIMITED

REVISED 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	4th 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			3rd Qtr	
6	HR Software	Head Office	100,000	Single Stage One Envelope				4th Qtr
7	Operating System for Windows server	Head Office	500,000	Single Stage Two Envelope				4th Qtr
8	Oracle Standard - Edition 2	Head Office	1,900,000	Single Stage Two Envelope			3rd Qtr	
9	Supply of UPS	Head Office, 5 Branches and 20 Service Centers	500,000	Single Stage One Envelope			3rd Qtr	4th Qtr
10	Server for Disaster Recovery Site	Head Office	140,000	Single Stage Two Envelope		2nd Qtr		
11	Microsoft Office 2016 & various Softwares	Head Office	200,000	Quotations			3rd Qtr	4th Qtr
12	Internet Connections	Head Office, 5 Branches and 20 Service Centers	1,500,000	Single Stage Two Envelope		2nd Qtr	3rd Qtr	4th Qtr
13	Printing & Stationary	Head Office	425,000	Single Stage One Envelope		2nd Qtr	3rd Qtr	4th Qtr
14	Group Life Insurance	Head Office	200,000	Single Stage Two Envelope		2nd Qtr		
15	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 Aslam
Muhammad Aslam
Manager Account & Administration
Sindh Microfinance Bank Limited

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