



SINDH MICROFINANCE BANK LTD
سندھ مائیکرو فنانس بینک لمیٹڈ

January 25, 2018

Mr. Ayub Ali Khan
Deputy Director (A & F)
Sindh Public Procurement
Regulatory Authority
Block-8, Secretariat 4-A
Court Road, Karachi.

TENDER DOCUMENT AND NIT FOR ACQUIRING OF BRANCH & SERVICE CENTRE ON RENTAL BASES

Dear Sir,

It is requested to please upload the attached Tender Notice / Documents for "Acquiring of Branch & Service Centre Premises on Rental bases- SMFB/ADMIN/TD/101/2018 & SMFB/ADMIN/TD/102/2018" on SPPRA's website. Please find herewith following documents required in connection with NIT.

- Notice Inviting tender
- Procurement Committee
- Complaint Redressal Committee
- Annual Procurement Plan
- Hard & Soft copy of Bidding Document
- Cheque # 22483096 of Rs. 2,000/-

Yours Sincerely,

Sindh Micro Finance Bank Ltd

SPPRA INWARD DIARY
NO: 5031
DATED 25-01-2018



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NOTICE INVITING TENDERS

Sindh Microfinance Bank Limited would like to invite sealed bids under SPPRA rules, 2010 (Amended 2017) from vendors for the ACQUIRING OF BRANCH & SERVICE CENTRE PREMISES ON RENTAL BASES 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	ACQUIRING OF BRANCH PREMISES ON RENTAL BASES (SUKKAR)	SMFB/ADMIN/TD/101/2018	Single Stage One envelope	25/01/2018 (During working hours)	08/02/2018 (During working hours)	09/02/2018 up to 1500 Hours	09/02/2018 At 1530 Hours
02	ACQUIRING OF SERVICE CENTRE PREMISES ON RENTAL BASES (SUKKAR, ROHRI, KHAIRPUR, GAMBAT, PANO AQIL)	SMFB/ADMIN/TD/102/2018	Single Stage One envelope	25/01/2018 (During working hours)	08/02/2018 (During working hours)	09/02/2018 up to 1530 Hours	09/02/2018 At 1600 Hours

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

Attachment of pay order/cheque of 1% 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.sindhmfmb.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 BRANCH & SERVICE CENTRE PREMISES ON RENTAL BASES 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 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.


Shoib 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

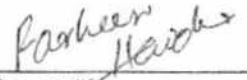


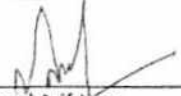
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SINDH MICROFINANCE BANK LIMITED

PROCUREMENT PLAN FOR RENTAL PREMISES, RENOVATION WORKS, IT EQUIPMENT, SOFTWARES ETC., FOR THE YEAR 2018

Sr. No.	Description of Procurement	Tentative Requirement	Estimated Cost	Proposed Procurement Method	Timing of Procurement 2018			
					Q1	Q2	Q3	Q4
1	Acquiring of Premises on Rental Basis	For Head Office, 5 Branches and 21 Service Centers	5,500,000	Single Stage One Envelope	1st Qtr	2nd Qtr		
2	Renovation of Branches	For Head Office, 5 Branches and 21 Service Centers	700,000	Single Stage One Envelope	1st Qtr	2nd Qtr		
3	Furniture & Fixtures	For Head Office, 5 Branches and 21 Service Centers	1,700,000	Single Stage Two Envelope	1st Qtr	2nd Qtr		
4	I.T Equipment (Hardware)	For Head Office, 5 Branches and 21 Service Centers	2,500,000	Single Stage Two Envelope	1st Qtr	2nd Qtr		
5	Email Services	Head Office	300,000	Single Stage One Envelope		2nd Qtr		
6	HR Software	Head Office	300,000	Single Stage One Envelope		2nd Qtr		
7	Operating System for Windows server	Head Office	500,000	Single Stage Two Envelope		2nd Qtr		
8	Supply of UPS	For Head Office, 5 Branches and 21 Service Centers	1,000,000	Single Stage One Envelope	1st Qtr	2nd Qtr	3rd Qtr	
9	Microsoft Office 2016 & Various Softwares	Head Office	500,000	Quotations	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
10	Internet Connections	For Head Office, 5 Branches and 21 Service Centers	2,000,000	Single Stage Two Envelope	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
11	Printing & Stationary	Head Office	1,500,000	Single Stage One Envelope	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
12	3rd Party Arrangements	Head Office & Branches	720,000	Single Stage Two Envelope	1st Qtr	2nd Qtr	3rd Qtr	3rd Qtr


Farheen Haider
Incharge-Human Resources
Sindh Microfinance Bank Limited


Muhammad Arif Jang
Manager Accounts & Administration
Sindh Microfinance Bank Limited


Syed Waheed Hussain
CFO/Company Secretary
Sindh Microfinance Bank Limited