



**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 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 (MIRPUR MATHELO)	SMFB/ADMIN/TD/106/2018	Single Stage One envelope	21/02/2018 (During working hours)	07/03/2018 (During working hours)	08/03/2018 up to 1500 Hours	08/03/2018 At 1530 Hours
02	ACQUIRING OF SERVICE CENTRE PREMISES ON RENTAL BASES (MIRPUR MATHELO, GHOTKI DAHERKI, OBARO)	SMFB/ADMIN/TD/107/2018	Single Stage One envelope	21/02/2018 (During working hours)	07/03/2018 (During working hours)	08/03/2018 up to 1530 Hours	08/03/2018 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](http://www.sindhmfmb.com)) & SPPRA ([www.pprasindh.gov.pk](http://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.

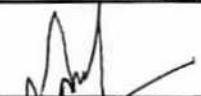


**SINDH MICROFINANCE BANK LIMITED**

**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 Waqar Hussain  
CFO/Company Secretary  
Sindh Microfinance Bank Limited



**SINDH MICROFINANCE  
BANK LTD**

SMFB/PC/ADMIN/2017

March 1<sup>st</sup>, 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<br>CFO/Company Secretary<br>Sindh Microfinance Bank Limited      | Member/Convener |
| 2. Muhammad Arif Jang<br>Manager Administration<br>Sindh Microfinance Bank Limited     | Member          |
| 3. Sumair Ahsenullah<br>In-Charge Administration & HR<br>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

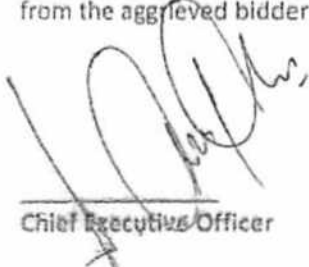
### CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

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<br>CEO – Sindh Micro Finance Bank Limited                                  | Chairman |
| 2. Mr. Hasnain Raza<br>Head of CAD – Sindh Leasing Company Limited                            | Member   |
| 3. Mr. Iftikhar Ahmed Khan Qaimkhani<br>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