



SINDH MICROFINANCE BANK LTD  
سندھ مائیکرو فنانس بینک لمیٹڈ

February 21, 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 SUPPLY & INSTALLATION OF FURNITURE & FIXTURE**

Dear Sir,

It is requested to please upload the attached Tender Notice / Documents for "Supply & Installation of Furniture & Fixture- SMFB/ADMIN/TD/105/2018" 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 # 22483165 of Rs. 2,000/-

Yours Sincerely,

*Farheen Haider*

Sindh Micro Finance Bank Ltd

SPPRA INWARD DIARY

No: 6117

DATED: 21-02-2018



SINDH MICROFINANCE BANK LTD  
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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 Supply & Installation of Furniture & Fixture 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 Furniture & Fixture	SMFB/ADMIN/TD/105/2018	Single Stage Two envelopes	21/02/2018 (During working hours)	08/03/2018 (During working hours)	09/03/2018 up to 1600 Hours	09/03/2018 At 1630 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/cheque in the name of "SINDH MICROFINANCE BANK LIMITED".

Attachment of pay order 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.sindhmf.com](http://www.sindhmf.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



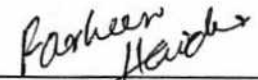
**Note: The likely expense expected to incur in respect of Supply & Installation of Furniture & Fixture will be less than 1 million, so the notification will be hoisted on Sindh Microfinance Bank Limited and SPPRA Websites only.**

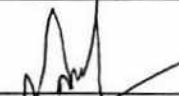


**SINDH MICROFINANCE BANK LIMITED**

**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 Jung  
Manager Accounts & Administration  
Sindh Microfinance Bank Limited

  
Syed Waheed Hussain  
CFO/Company Secretary  
Sindh Microfinance Bank Limited



SINDH MICROFINANCE  
BANK LTD

SMFBL/PGRC/01/2015  
October 15, 2015

OFFICE ORDER

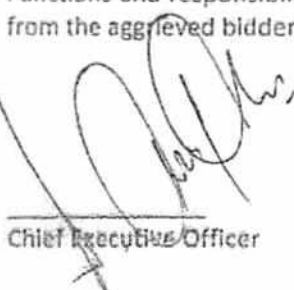
CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

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



**SINDH MICROFINANCE  
BANK LTD**

SMFB/PC/ADMIN/2017

March 1<sup>st</sup>, 2017

**OFFICE ORDER**

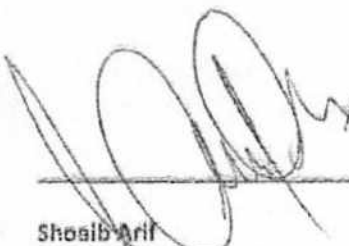
**RE-CONSTITUTION OF PROCUREMENT COMMITTEE-SINDH MICROFINANCE BANK LIMITED**

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 Ahsanullah<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