

**Provision of Human Resources Services (For Providing Sub Ordinate Staff)
 Bid Evaluation Report**

| | | |
|----|-----------------------------------|---|
| 1 | Name of Procuring Agency | Sindh Bank Ltd. |
| 2 | Tender Reference No. | SNDB/COK/ADMIN/TD/1176/2020 |
| 3 | Tender Description | Provision of Human Resources Services (For Providing Sub Ordinate Staff) |
| 4 | Method of Procurement | Single Stage Two Envelope Bidding Procedure |
| 5 | Tender Published & SPPRA S.No. | S.No: T00531-20-0009 Express Tribune, Daily Express, Sindh Express (18/09/2020) |
| 6 | Total Bid Documents Sold | 02 |
| 7 | Total Bids Received | 02 |
| 8 | Technical Bid Opening Date & Time | 05/10/2020 at 1130 Hrs. |
| 9 | Financial Bid Opening Date & Time | 23/10/2020 at 1100 Hrs. |
| 10 | No. of bids qualified | 02 |
| 11 | Bid(s) Rejected | - |

Details on the above as given below:

| S. No. | Name of Firm or Bidder | Qualified / Disqualified in Technical/ Eligibility Inspection | Total Cost offered by the Bidders Per Month | Ranking in terms of cost | Comparison with Estimated cost (Rs.8,,261,417/-) Per Month | Reasons for acceptance/ rejection | Remarks |
|--------|---|---|---|-------------------------------|--|---------------------------------------|--------------------------------|
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 01. | M/s. Prime Human Resources Services (Pvt) Ltd | Qualified- Obtained 90% in Evaluation Process | Rs.8,212,633/- | 1 st Lowest Bidder | Rs.48,784/- Below the estimated cost | Accepted - Evaluated Qualified Bidder | Accepted for Award of Contract |
| 02. | M/s. Professional Employers Private Limited | Qualified - Obtained 100% in Evaluation Process | Rs.8,271,814/- | 2 nd Lowest Bidder | Rs.10,397/- Above the estimated cost | High In Bid | ----- |

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender documents, M/s. Prime Human Resources (Pvt) Ltd is the lowest evaluated qualified bidder and their bid is also below the estimated cost, hence recommended for provision of Human Resources Services (For Providing Sub-Ordinate Staff) of Sindh Bank Limited.

Members Signature- Procurement Committee

Lt. Col. (R) Shahzad Begg
 Chairperson-Head of Administration

Saeed Jamal
 Member-Chief Financial Officer

Syed Muhammad Aqeel
 Member- Chief Manager, IDBL Karachi

COMPARISON OF SALARY & SERVICE CHARGES

| S.No | Name of Bidders | Total of Staff | Salary Per Month | Total Amount Per Month | Service Charges % Per Month | Service Charges Amount Per Month | Salary Per Month with Service Charges |
|------|------------------------|----------------|------------------|------------------------|-----------------------------|----------------------------------|---------------------------------------|
| 1 | Prime Human Resources | 457 | 17,500 | 7,997,500 | 2.69 | 215,133 | 8,212,633 |
| 2 | Professional Employers | 457 | 17,500 | 7,997,500 | 3.43 | 274,314 | 8,271,814 |
| | | | | | 0.74 | 59,181 | 59,181 |

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. _____

Head - Admin Div. _____

Member-IDBL. _____


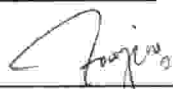

Date: _____

PROVISION OF HR SERVICES
Evaluation Performa

Serial No: 02

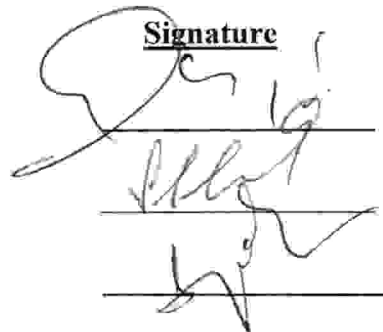
Bidder Name: Professional Employer (P+E) CO

| Sr. No. | Descriptions | Total Marks | Marks Obtained | Remarks | Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded | Attach evidence as |
|--------------------|--|-------------|----------------|---------------------------------|--|--------------------|
| 1 | Firm's Status. | 20 | 20 | 10 years and above | Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed | Annexure "A" |
| | | 10 | | 7 years and above | | |
| | | 5 | | 5 years and above | | |
| 2 | Bank on Cliental List for providing the same service | 20 | 20 | 5 and above | Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2018-2020 | Annexure "B" |
| | | 10 | | 3 and above | | |
| | | 5 | | 1 and above | | |
| 3 | Renowned Companies other than Banks on clientele list for providing the same service | 20 | 20 | 25 and above | List to be attached duly signed and stamped | Annexure "C" |
| | | 10 | | 15 and above | | |
| | | 5 | | 10 and above | | |
| 4 | Number of outsourced staff on the payroll of the Company | 20 | 20 | 5,000 and above | Attach relevant details | Annexure "D" |
| | | 10 | | 3,000 and above | | |
| | | 5 | | 2,000 and above | | |
| 5 | Average Yearly Turn Over in Last 3 Years | 20 | 20 | 500 Million and above | Attach Audit Report / Tax Return | Annexure "E" |
| | | 10 | | 300 Million and above | | |
| | | 5 | | 200 Million and above | | |
| TOTAL MARKS | | 100 | 100 | QUALIFIED / DISQUALIFIED | | |

Members Signatures- Evaluation Committee

Athar Iqbal
Administration Division

Fouzia Shamim
Operations Division

Taimoor Ghausi
Finance Division**Members - Procurement Committee**

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature



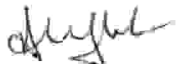
PROVISION OF HR SERVICES
Evaluation Performa


Serial No: 01

Bidder Name: Prime HR Services (Pvt) Ltd

| Sr. No. | Descriptions | Total Marks | Marks Obtained | Remarks | Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded | Attach evidence as |
|--------------------|--|-------------|----------------|---------------------------------|--|--------------------|
| 1 | Firm's Status | 20 | 20 | 10 years and above | Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed | Annexure "A" |
| | | 10 | | 7 years and above | | |
| | | 5 | | 5 years and above | | |
| 2 | Bank on Cliental List for providing the same service | 20 | 20 | 5 and above | Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2018-2020 | Annexure "B" |
| | | 10 | | 3 and above | | |
| | | 5 | | 1 and above | | |
| 3 | Renowned Companies other than Banks on clientele list for providing the same service | 20 | 20 | 25 and above | List to be attached duly signed and stamped | Annexure "C" |
| | | 10 | | 15 and above | | |
| | | 5 | | 10 and above | | |
| 4 | Number of outsourced staff on the payroll of the Company | 20 | 20 | 5,000 and above | Attach relevant details | Annexure "D" |
| | | 10 | | 3,000 and above | | |
| | | 5 | | 2,000 and above | | |
| 5 | Average Yearly Turn Over in Last 3 Years | 20 | | 500 Million and above | Attach Audit Report / Tax Return | Annexure "E" |
| | | 10 | 10 | 300 Million and above | | |
| | | 5 | | 200 Million and above | | |
| TOTAL MARKS | | 100 | 90 | QUALIFIED / DISQUALIFIED | | |

Members Signatures- Evaluation Committee

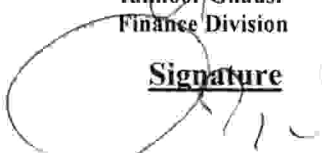

Athar Iqbal
Administration Division

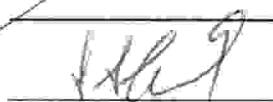

Fouzia Shamim
Operations Division



Taimoor Ghausi
Finance Division

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL


Signature


Signature


Signature



FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-2021)

Date: _____

Name of Bidder: PRIME HUMAN RESOURCE SERVICES (PRIVATE) LIMITED

| S.No | Tentative @ Staff Salary/Month | Tentative Total Staff | Projected Total Amount |
|------|---|-----------------------|---------------------------------|
| 01 | Rs.17,500/- | 457 | Rs.7,997,500/- |
| 02 | Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy | | 2.69% (Service Charges in %) |
| 03 | *GRAND TOTAL | | Rs.8,212,633/- |

*The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
- Calculation of bid security.** 5% of the *(Grand.Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
- The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 working days) on SPPRA website.
- In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
- All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
- The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.

We, hereby accept all the terms and conditions as given above.

Sadiq Fareed
GM-Verification/Recruitment &
Account Management
Dated: October 01st, 2020





SIGNATURE MEMBERS PC-ADMIN
PROFESSIONAL EMPLOYERS PRIVATE LIMITED
Head Admin Div.
Plot # B/1 Sector 39
Korangi Industrial Area
Karachi-75000
Date: _____

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-2021)

Name of Bidder Professional Employers (Pvt) Ltd

| S.No | Tentative @ Staff Salary/Month | Tentative Total Staff | Projected Total Amount in Pak Rs. |
|------|---|-----------------------|-----------------------------------|
| 01 | Rs.17,500/- | 457 | Rs.7,997,500/- |
| 02 | Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy | | 3.43% (Service Charges in %) |
| 03 | *GRAND TOTAL IN RS. | | Rs.8,271,814/- |

*The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
3. **Calculation of bid security.** 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
4. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
5. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 working days) on SPPRA website.
6. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
7. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
8. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.

We, hereby accept all the terms and conditions as given above.

(Muhammad Fahad Tayyab | Unit Head – Client Relationship)
Dated: 02nd October, 2020

