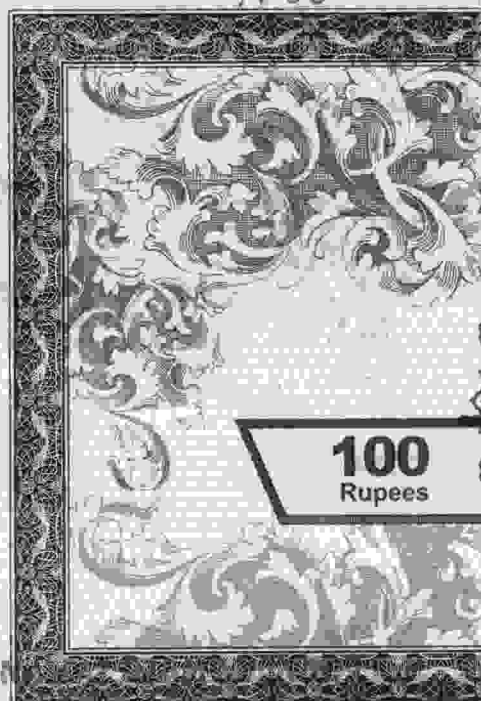


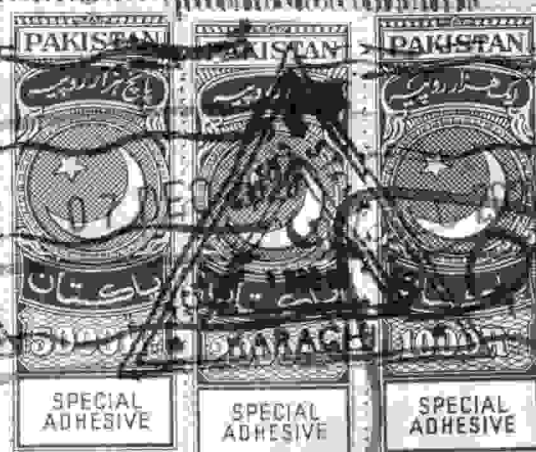
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SHAH

Shop No: 156, Faisal Corridor City,
Tatpur Road, Boulton Market, Karachi

SN NO. 15320 DATE
ISSUED BY MUHAMMAD NAEEM
THROUGH W. ADDRESS ADVOCATE HC 326
PURPOSE
VALUE RS. ATTACHED
COMP. VENDOR'S SIGNATURE
DO NOT USE DIVORCE & WILL PURPOSE



SERVICE AGREEMENT

This agreement is made in Karachi on the 01 day of December 2020 by and between:

Sindh Bank Limited, a Banking Company incorporated under the laws of Pakistan and having its Head Office at 3rd Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi Sindh Bank Limited (herein after referred to as "the Bank") of the one part;
AND

Prime Human Resources Services (Pvt) Ltd (PRIME HR) a company duly registered and existing under the laws of Pakistan having its principal office at Office No.111, 1st Floor, Park Tower, Block - 5, Clifton, Karachi of the other part.

The Bank and PRIME HR are hereinafter collectively referred to as the "Parties" and individually as a "Party"

Whereas:

- A. PRIME HR represents that it is in the business of and has considerable expertise and experience in providing services, and executing the work of such nature, as is from time to time required by Banks and financial institutions.
- B. The Bank intends to outsource some of its Human Resource related services and has identified PRIME HR, a company engaged in providing such services. For the aforesaid purpose, the parties have entered into this Agreement for providing, as and when required, certain services and for matters related and incidental to the execution of such work / services and price schedule are specified in Financial Proposal attached as Annexure A (hereinafter referred to as the "Services") on the terms and conditions herein after contained :

Now therefore, in consideration of the mutual benefits and covenants contained herein, it is hereby agreed as follows:

1. Scope

- 1.1 PRIME HR hereby agrees and confirms that the PRIME HR shall on a non-exclusive basis, provide the Services, as and when required by the Bank and subject to the terms and conditions contained of this agreement as well as tender's terms & conditions;



All employees of the PRIME HR to be sent to the Bank for execution of the services shall be subject to prior approval of the Bank. If for any reason the Bank does not approve any employee of the PRIME HR, the PRIME HR shall immediately ensure that a replacement is sent to the Bank, ensuring that the operation of this agreement is not disrupted or delayed. As regard selection of employees, the decision of the Bank will be FINAL.

Employees of the PRIME HR shall be engaged in the services during the Bank's normal working hours. However, if required, the Bank may require the PRIME HR employee to work beyond normal working hours during the weekends and / or public holidays.

2. DURATION

This Agreement shall commence from 01-12-2020 and shall remain in force until 30-11-2021 and may be renewed for further three years on same terms & conditions.

3. DUTIES OF PRIME HR

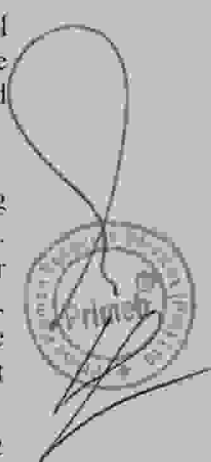
- 3.1 The PRIME HR hereby covenants that if at any time during the continuance of this Agreement:
- a) PRIME HR employee commits any act or makes any omission (whether or not in connection with the Services to be provided pursuant to this Agreement) which is contrary to the interests of the Bank; or
 - b) A PRIME HR Employee conducts himself in a manner prejudicial to the business of the Bank (whether or not in connection with the Services to be provided pursuant to this Agreement);

Then on notifying by the Bank, PRIME HR shall withdraw such Employee from providing any further Services under this Agreement, and replace such Employee with an appropriate substitute acceptable to the Bank. Provided that this shall not in any way be construed as exercise of control or supervision of the PRIME HR employee by the Bank, which shall at all cost be the sole responsibility of PRIME HR and the Bank will not be obliged to compensate for removal or replacement of any PRIME HR Employee.

- 3.2 It is expressly stated that during the tenure of this Agreement, all PRIME HR Employees shall neither be employed by the Bank nor shall they individually and collectively represent themselves as being the employees of the Bank, nor shall be paid any salary or remuneration by the Bank.

- 3.3 PRIME HR shall further ensure that:

- a) It employs such number of persons as may be required for carrying out and discharge of the PRIME HR obligations, duties and responsibilities and for providing adequate, effective and efficient Services.
- b) PRIME HR Employees utilized for the provision of the Services are suitably qualified and trained to perform the Services in complete discharge of PRIME HR obligations and responsibilities under the terms of agreement;
- c) In the course of the performance of the Services, the PRIME HR Employees will meet with all reasonable requirements as the PRIME HR is bound to provide the services to the Bank as per the Agreement, subject to ultimate direction and control being retained by PRIME HR;
- d) Due and proper compliance is/will be made of all applicable laws including Labour Laws ("Labour Laws") applicable to PRIME HR and its employees. PRIME HR shall discharge all financial and other obligations imposed under Labour Laws including but not limited to the Industrial Relations Act 2008, Provincial Employees Social Security Ordinance, 1965, the Employees Old Age Benefit Act, 1976, West Pakistan Industrial and Commercial Employment



(Standing Orders) Ordinance, 1968, The Workers Children (Education) Ordinance, 1972, Form 'C' under the west Pakistan Shops & Establishment Ordinance, 1969 and registration and inspection of premises. The PRIME HR shall regularly, periodically and whenever required by the Bank, provide proof of due performance and due discharge of PRIME HR obligations. The PRIME HR hereby indemnifies the Bank against all claims of whatsoever nature in this regard.

- e) The Services are carried out by professionals qualified to perform in a timely and efficient manner and with all reasonable skill and care the jobs assigned to them.
- f) PRIME HR and PRIME HR Employees promptly notify the Bank of any matter coming to their knowledge which could have affect on the Services or the business or affairs of the Bank;

3.4 The PRIME HR shall be exclusively responsible for paying the salary and other emoluments/benefits to which each PRIME HR employee is entitled under his contract of employment with PRIME HR. For the sake of clarity, the Bank shall not be liable to any PRIME HR Employee for any salary or emoluments, or for the reimbursement of any expenses, or for any other amount on any other account. The PRIME HR shall exclusively deal with all claims made by or in respect of the PRIME HR employees in this regard including but not limited to Employees Old Age Benefits and Social Security or any other payment under the labour Law applicable from time to time. It shall keep the Bank fully indemnified and harmless in this regard.

3.5 None of the PRIME HR Employees shall be entitled to seek employment of the Bank, merely on the ground that he/she had been engaged by PRIME HR during the tenure of this Agreement or was utilized by PRIME HR for the execution of service to the Bank under this Agreement or any other Agreement, whatsoever.

4. DUTIES OF THE SINDH BANK LIMITED

- 4.1 Save as may otherwise be agreed in writing by the Parties hereto, the Bank shall provide PRIME HR employees with such equipment and materials of whatsoever nature as are required and considered necessary, for the proper performance of services.
- 4.2 The Bank shall provide PRIME HR with copies of any of its internal regulations required to be complied with by PRIME HR and PRIME HR Employees during the performance of the services including, without limitation relating to the Bank's products, Code of Conduct, and security procedures. The Bank shall notify PRIME HR of any changes to the same during the continuance of this Agreement.
- 4.3 The Bank shall provide the PRIME HR Employees with such facilities at its premises as may in the Bank's opinion be reasonably required for the services.

5. PAYMENT FOR SERVICES

- 5.1 In consideration of the execution of the services under this Agreement by PRIME HR, the Bank has agreed to pay charges in accordance with clause 5.1(a) as follows:

5.1 (a) **Service charges** will be billed at the rate of 2.69% of the gross amount payable to the employee(s) on account of monthly salaries only and not on commissions, statutory obligations managed by PRIME HR in compliance with various provisions of the Labor Laws. However, the other charges as per agreed terms & conditions will be billed to the Bank at actual for reimbursement.

- 5.2 PRIME HR shall raise invoices in respect of the services provided by PRIME HR on a monthly basis, and the Bank shall make payment of service charges after deduction of withholding taxes, unless proof of exemption is provided, in respect thereof within 07 days of receipt of the Invoice.

- 5.3 The Bank shall not be liable to pay any tax or levy on behalf of PRIME HR and/or the PRIME HR Employees.

6. TERMINATION

- 6.1 Either Party may terminate this agreement by giving one month's (30 days) prior notice in writing. The Bank may also terminate this Agreement with immediate effect if it believes on reasonable grounds that any of the following events have occurred or is likely to occur with reference to PRIME HR.
- a) A receiver or administrator is appointed with respect to PRIME HR or its assets or
 - b) A winding up petition is presented against PRIME HR or a resolution passed for its winding-up (Otherwise that for the purposes of a bonafide amalgamation or reconstruction with the prior approval of the Bank); or
 - c) PRIME HR suspends payment of its debts or it is deemed unable to pay its debts, current obligations, dues, liabilities of any nature; or
 - d) PRIME HR ceases to carry on business as a going concern or ceases to be in a position to fulfill its obligation under this Agreement.
- 6.2 This agreement may be terminated by either party if compliance of the terms herein is prevented or hindered for reasons beyond reasonable control of the Parties not limited Acts of God, war, riots, civil commotions, lock-up, etc. ("Force Majeure"). Before termination, the Party affected by Force Majeure shall on the occurrence of such event immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists for more than ten days, the affected party may give written notice to the other party of its intention to terminate this Agreement because of Force Majeure.
- a) PRIME HR will deliver and procure that all its directors, officers' employees, representatives and agents deliver or return to the Bank all materials whether documentary or otherwise as provided in the agreement and the Bank shall have no obligation to make any payment to PRIME HR after the date of expiry or termination.
 - b) If two (2) unsatisfactory letters/emails are issued by the Bank for unsatisfactory performance.

7. CONFIDENTIALITY.

PRIME HR shall ensure that all PRIME HR employees, in terms of their contract of employment with PRIME HR, are under an obligation to maintain at all times the confidentiality of the confidential information, which they may receive during the term of this Agreement. In the event that the concerned employee or agent of PRIME HR commits breach thereof, then PRIME HR shall take appropriate legal action against the said employee or agent, without prejudice to the other rights of the Bank under those present.

8. NO PARTNERSHIP OR EMPLOYMENT.

It is agreed between the parties that PRIME HR is an independent service executor and shall have no authority to bind the Bank. This Agreement shall constitute a contract for services between the parties and nothing in this agreement shall constitute a partnership between PRIME HR and the Bank nor create the relationship of employer and employee between the Bank and PRIME HR or the Bank and any PRIME HR employee.

9. SUB-CONTRACTING

During the tenure of this agreement, the PRIME HR shall not sub contract or outsource all or any part of the services to any other organization except with the written consent of the Bank. The PRIME HR shall exclusively perform the services as stated in this Agreement.

10. INDEMNIFICATION.

- a) The Parties shall indemnify, defend and hold harmless each other and its representative officers, directors, employees, agents, shareholders, partners, joint ventures, affiliates, successors and assign from and against any and all liabilities, obligations, claims, actions, demands, losses, expenses, damages, fines, judgments, settlements, penalties, including, without limitations, cost, expenses and legal fees incidental thereto which are incurred and arise out of or in connection with this Agreement, including indemnification without limitation for any losses or expenses arising out of any third party demand, claim or action or any misrepresentation, negligence, fraud, wilful misconduct, breach of contract or breach of statutory duty by the parties or its employees, agents and other affiliates. The vendor will also obtain Contractual Liabilities Insurance to cover all claims at all time against any such loss, claim, damage, charge to a maximum claim of Rs. 100,000/- per incident / case maximum of 2 claims per annum.

11. ACCESS TO REGULATOR.

Supplier and The Bank agree to provide State Bank of Pakistan necessary access to the documentation and accounting records in relation to the Provision of Human Resources Services for Providing Subordinate Staff and right to conduct on – site inspection, If required.

12. GENERAL

- 10.1 If any term or provision of this agreement is held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the enforceability of the remainder of this Agreement shall not be affected.
- 10.2 The Agreement constitutes the entire agreement between the parties and replaces all previous written or oral agreements to the extent they remain unperformed. No modification or alteration to the Agreement shall have effect unless the same is agreed in writing and signed by both parties.
- 10.3 Except as specifically set forth or referred to herein, nothing contained or implied herein is intended or shall be construed to convey any rights upon any person or entity other than PRIME HR and the Bank
- 10.4 The words importing masculine gender shall unless contrary intention appears be taken to include feminine gender.

13. Notice

- 11.1 Any notice or other communication given or made or in connection with the matters contemplated by this Agreement shall be in writing.
- 11.2 Any such notice or other communication shall be addressed and shall be deemed to have been duly given or made as follows:
- a) If sent by personal delivery or fax, upon receipt at the address or Fax No. of the relevant party;
- b) If sent by first class post or carrier, upon delivery to the addressee.
- 11.3 The relevant addresses and address of each party for the purpose of this Agreement are:

Name of Party(s)
Sindh Bank Limited

Address
3rd Floor, Federation House,
Abdullah Shah Ghazi Road, Clifton,
Karachi, Pakistan.
Telephone No: (9221) 111-333-225
Fax: (9221) 35290274

M/s. Prime Human Resources Services
(Pvt) Ltd

Address:
Office # 111, Level 1, Park Towers, Block-5,
Clifton Karachi – Pakistan
UAN #: (9221)-111-177-463
Fax #: (9221)-35290026

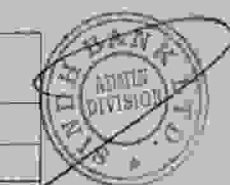
11.4 Either party may notify the other party to this Agreement of a change to its name relevant addressee or address provided that such notification shall only be effective on:

- a) the date specified in the notification i.e. the date on which the change is to take place; or
- b) if no date is specified or the date specified is less than five clear business days after the date on which notice is given, the date falling five clear business days after notice of any such changes has been given.

14. GOVERNING LAW AND ARBITRATION


- a) This agreement shall be governed by and construed in accordance with the laws of Pakistan.
- b) If, at any time, any disagreement or dispute ('Dispute') arises between the parties out of or in respect of this agreement, the parties shall endeavour to settle such Dispute amicably, failing which any such Dispute first the matter will be referred to the grievance committee of the bank thereafter shall be finally settled by arbitration in accordance with the Pakistan Arbitration Act 1940.
- c) Each of the parties shall appoint an arbitrator and the arbitrators so appointed shall, before entering upon the reference, appoint an Umpire. The award of the arbitrators/umpire shall be final and binding upon the parties who shall give full effect thereto. The arbitration shall be conducted at Karachi in the English Language.

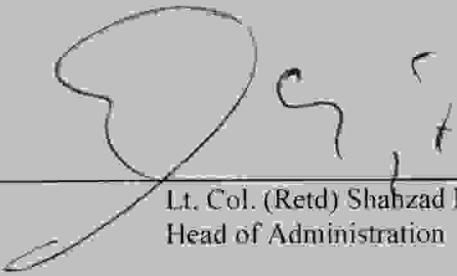
LEVEL-1	Name/Designation (support staff)	
First complain if the call is not resolved " within specified response time " (24 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-2	Name/Designation (Regional/ Head/Manager/GM)	
Second complain, if the call is attended within " Specified Response Time " and not attended / or the problem still unresolved even after complaining at Level-1 (48 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-3	Name/Designation (CEO of the firm)	
Third complain, if the call is attended within " Specified Response Time " and not attended for the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
Note: Ensure that no column above is left blank		



IN WITNESS whereof the parties have executed this agreement on the date first mentioned above:


Signed for and on behalf of
Sindh Bank Limited by

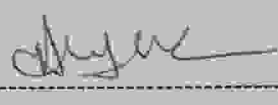

Kh. Tajamul Hussain
Head of Human Resource


Lt. Col. (Retd) Shahzad Begg
Head of Administration



Witnesses

1. 
(Name) Mazhar Hussain Siddiqui

2. 
(Name) Muhammad Athar Insa

Signed for and on behalf of
Prime Human Resource Services (Pvt.) Ltd.


Shiraz Ahmed
CEO

Witnesses

1. 
(Name)

2. 
(Name)



ANNEXURE "A"

1. DETAILS FOR SERVICES

1.1 This document defines the basis for SERVICES rendered by PRIME HR for the Sindh Bank Limited - these SERVICES will be invoiced to the Bank based on its unique pricing formula.

1. Business Development Officer / Call Center Agent
2. Office Assistant / Telephone Operator
3. Rider / Driver
4. Dispatcher / Tea Boy / Messenger
5. Technician (Telephone, Network, AC & Electrician)
6. Any other Related Assignments and Services not listed above agreed upon with mutual consent.

2. OUT OF POCKET EXPENSES

2.1 PRIME HR may also be required by The Sindh Bank Limited to provide Entry cards/ID Cards and or other tools and equipment for the provision of SERVICES by PRIME HR employees – the costs incurred on such provisions will also be invoiced to The Sindh Bank Limited as and when incurred.

3. FRINGE BENEFITS

Other than the salary, all employees will be entitled to following fringe benefits:

- i. Leave:
 - a) Casual Leave: 10 days p.a. in a calendar year.
 - b) Privilege Leave: 20 days p.a. in a calendar year.
(20 days with full pay in a calendar year, to be allowed on pro rata basis to each employee every year. No accumulation of P/L will be allowed beyond 40 days. Further, no privilege leave will be accrued in case of less than 15 days attendance in a month of an employee.)
- ii. Group Health Insurance:
All employees will be entitled to a family Group Health Insurance per annum of Rs. 200,000/- per family without any Sub Limit. For Benefits Details – See ANNEXURE "B"
- iii. Group Life Insurance:
All employees other are eligible for group life insurance as per applicable law.

4. Other Charges

The following charges would be billed to Sindh Bank Limited

- EOBI Contribution @ 5% of employee's Salary or Rs. 650 whichever is lower (As Per Law, changes may affect once any notification is received from the regulatory authority)
- Social Security Contribution @ 6% of employee's salary (As Per Law, changes may affect once any notification is received from the regulatory authority)
- Group Life Insurance as Rs. 50 per employee per month for Coverage of Rs. 200,000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance as Rs. 75 per employee per month for Coverage of Rs. 300,000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance as Rs. 100 per employee per month for Coverage of Rs. 400,000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Group Life Insurance as Rs. 125 per employee per month for Coverage of Rs. 500,000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- Health Insurance @ Rs. 600 per employee per month.
- GST shall be applicable on Service Charges as per prevailing provincial Law.
- Contractual Liability Insurance shall be applicable after mutual understanding between both parties. If required by Sindh Bank, then _____ shall separately charge for it for any financial damages / loss occurred by _____ deputed employees in the premises of Sindh Bank Limited. _____ shall not be responsible for compensating Sindh Bank if there is no agreement / consent on this Insurance.

ANNEXURE "B"

- 1- Life Insurance will be as per the policy of respective provinces, which is as under:
Punjab Rs.500,000/-
Sindh Rs.500,000/-
KPK Rs.300,000/-
Balochistan Rs.400,000/-
- 2- Group Health Insurance to the employees and their eligible dependents as under:-
Maximum Hospitalization Rs.200,000/= per family in a policy year without any sub-limit for hospitalization.
Limit:
Room / Bed Charges: Not exceeding Rs.2,500/= per day
Maternity (Normal): Rs.18,000/= including Room / Bed Charges (payable from hospitalization limit)
Maternity (Caesarean / Multiple Births / Forcep Complicated): Rs.25,000/= including Room / Bed Charges (payable from hospitalization limit)

BENEFITS TO BE COVERED:-

- All inpatient (hospitalization) expenses:
Daily Room & Board Charges, Physicians / Surgeons Consultation Fees / charges, Surgical Operation Charges, Anesthetist's Fee, Operation Theatre Charges, Diagnostic Investigations, Blood & Oxygen supplies, In-patient medicines / dressings expenses, ICU / CCU charges, Organ Transplant, local ambulance services.
- Day Cure Surgeries / Procedures & Specialized Investigations Outpatient Cover:
Lithotripsy, Endoscopy, Excision Biopsy, Gastroscopy, Partial Mastectomy, Tonsillectomy/Adenoidectomy, Veins / Varicose, Non-malignant tumour / abscess, cholecystectomy, herniography, appendectomy, cataract surgery, cardiac angiography, CTA cardiac angiography, MRI, CT Scan, Thallium Scan, Kidney Dialysis, Treatment of cancer (including chemotherapy with pre & post-hospitalization expenses of chemotherapy) upto full hospitalization limit, Treatment of Hepatitis B & C such as, interferon therapy, consultation & laboratory tests expenses) upto full hospitalization limit, Treatment of all injuries / fractures and lacerated wounds
Accidental dental treatment.
- Pre-existing conditions (undisclosed) to be covered fully with full limits.
- No requirement to fill Health Declaration Form.

MATERNITY:

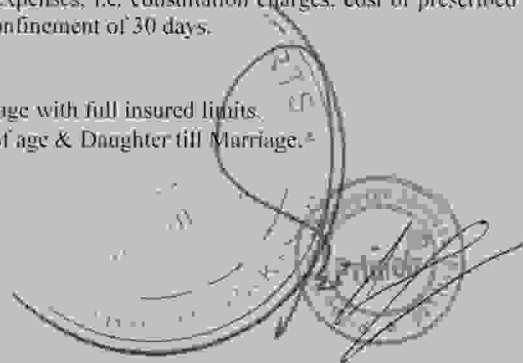
- Normal / Caesarean / Multiple Birth / Force / Complicated to be covered.
- Pre & Post Natal expenses are to be covered upto the maternity limit
- Coverage of congenital birth defects / illnesses for all under all the benefits.
- Newborn babies are to be covered from very 1st day of birth.
- Circumcision charges are to be covered upto the 10% or Rs.2,000/=
- No female employees having children to be covered under maternity benefit, if the names of their husbands are not included in the list.

PRE & POST HOSPITALIZATION EXPENSES

- Local ambulance service.
- Reimbursement of pre & post-hospitalization out-patient expenses, i.e. consultation charges, cost of prescribed medicines and diagnostic tests, before & after hospital confinement of 30 days.

ELIGIBILITY CRITERIA:

- Employees and spouses are to be covered upto 65 years of age with full insured limits.
- Children Coverage: Sons are to be covered upto 25 years of age & Daughter till Marriage.²
- Maternity: To be covered upto 45 years of age.



PROVISION OF HR SERVICES

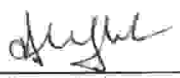
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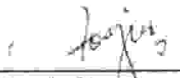
Serial No: 01

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

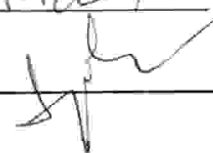

Fouzia Shamm
Operations Division


Taimoor Ghausi
Finance Division

Members - Procurement Committee

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


Signature



Provision of Human Resource Services for Head Office				
S.NO	COMPANY NAME	AMOUNT (Rs)	PAY ORDER NO	NAME OF BANK
01	Prime HR Services (Pvt) Ltd.	300	23085339	HBL
02	Professional Employers (Pvt) Ltd.	300	11497028	Standard Chartered
Total			600/-	

SNDB/COK/ADMIN/TD/1176/2020
November 10, 2020

Senior Manager
Head Office
Standard Chartered Bank
1st Floor, Jubilee Insurance Building
I.I. Chundrigarh Road, Karachi.

Subject: Pay Order # PO. 11497029 dated 05-10-2020 amounting to Rs. 413,591/- by Standard Chartered Bank drawn on Straight Service –Cash management in favour of Sindh Bank Limited

Dear Sir,

Please refer to your pay order # PO. 11497029 dated 05-10-2020 amounting to Rs. 413,591/- issued by Standard Chartered Bank drawn on Straight Service –Cash Management in favour of Sindh Bank Ltd which was submitted by M/s. Professional Employers (Pvt) Ltd. bid security against tender # SNDB/COK/ADMIN/TD/1176 /2020 for Provision of Human Resource Services for Head Office of Sindh Bank Limited.

You are therefore, requested to kindly arrange to provide us confirmation for its genuineness of the above mentioned pay order enabling us to complete the tender formalities at our end.

Your support and cooperation in this regard will be highly appreciated.

Regards,



Lubna Kanwal
Officer Procurement



Muhammad Ather Iqbal
Incharge Procurement

Encl: Copy of Pay Order

10 NOV 2020

SNDB/COK/ADMIN/TD/1176/2020
November 6, 2020

Branch Manager
Badar Com. Area, 26th St Branch
Habib Bank Limited
Shop No 25 & 27 C, 26th Street
DHA Phase -V Ext Karachi.

Subject: Pay Order # PO. 23085377 dated 29-09-2020 amounting to Rs. 410,632/- by Habib bank
Bank Limited drawn on Badar Com. Area, 26th St Branch in favour of Sindh Bank Limited

Dear Sir,

Please refer to your pay order # PO. 23085377 dated 29-09-2020 amounting to Rs. 410,632/- issued by Habib Bank Limited drawn on Badar Com. Area, 26th St Branch in favour of Sindh Bank Ltd which was submitted by M/s. Prime HR Services (Pvt) Ltd. bid security against tender # SNDB/COK/ADMIN/TD/1176/2020 for Provision of Human Resource Services for Head Office of Sindh Bank Limited.

You are therefore, requested to kindly arrange to provide us confirmation for its genuineness of the above mentioned pay order enabling us to complete the tender formalities at our end.

Your support and cooperation in this regard will be highly appreciated.

Regards,



Lubna Kanwal
Officer Procurement



Muhammad Ather Iqbal
Incharge Procurement

Encl: Copy of Pay Order

06 NOV 2020

PROVISION OF HR SERVICES

Evaluation Performa

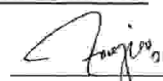
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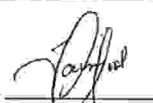
Bidder Name: Professional Employers (Pvt) Ltd

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	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 Shamin
Operations Division


Taimoor Ghousi
Finance Division

Members - Procurement Committee

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

Signature




INTEGRITY PACT

Declaration of Fees, Commissions and Brokerage etc Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010

M/s Prime Human Resource Services (Pvt) Limited hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, **Prime Human Resource Services Pvt Ltd** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

Prime Human Resource Services Pvt Ltd certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. **Prime Human Resource Services Pvt Ltd** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, **Prime Human Resource Services Pvt Ltd** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **Prime Human Resource Services Pvt Ltd** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Prime Human Resource Services (Pvt) Ltd

Signature: _____

Name: Sadiq Fareed

NIC No: 42101-7381549-3



SNDB/COK/ADMIN/TD/1176/2020

Dated: 01/12/2020

M/s. Prime Human Resources Services (Pvt) Ltd
Office No.111, 1st Floor, Park Tower
Block-5, Clifton
Karachi

**Subject: Contract Award – Provision of Human Resources Services
(For Providing Sub Ordinate Staff)**

Dear Sir,

The management of Sindh Bank Limited is pleased to award the subject contract to

M/s. Prime Human Resources Services (Pvt) Ltd in accordance with terms and conditions mentioned in our tender dated 18/09/2020.

Sincerely,

For & behalf of Sindh Bank Limited,



Baqir Hussain
EVP-1 – Human Resources Division

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. SINDH BANK LIMITED/ADMINISTRATION
- 2) PROVINCIAL / LOCAL GOVT./ OTHER SCHEDULED BANK
- 3) TITLE OF CONTRACT Provision of Human Resources Services
- 4) TENDER NUMBER SNDB/COK/ADMIN/T/1176/2020
- 5) BRIEF DESCRIPTION OF CONTRACT Same as Above
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs.8,261,417/- P.M
- 8) ENGINEER'S ESTIMATE -
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 01 Year
- 10) TENDER OPENED ON (DATE & TIME) Technical Opening Date 05/10/2020 at 1130 Hours & Financial opening date 23/10/2020 at 1100 hours
- 11) NUMBER OF TENDER DOCUMENTS SOLD 02
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED 02
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 02
- 14) BID EVALUATION REPORT 10/11/2020 Attached
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s.Prime Human Resources (Pvt) Ltd *81 officers. III,
1st Floor, Park Tower
Block-5, Clifton
Karachi*
- 16) CONTRACT AWARD PRICE Rs.8,212,633/- P.M
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID).
- 1) M/s.Prime Human Resources (Pvt) Ltd
- 2) M/s.Professional Employers (Pvt) Ltd

18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE ☐ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE ☒ ☐
- c) TWO STAGE BIDDING PROCEDURE ☐ ☐
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE ☐ ☐

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e.
EMERGENCY, DIRECT CONTRACTING ETC WITH BRIEF REASONS.

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____ COMPETENT AUTHORITY

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	SPPRA S. No: T00531-20-0009
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	Express Tribune, Daily Express & Ibrat 18/09/2020
No	

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
--------------------	-------------------------------------	------	--------------------------

23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF
CONTRACT?
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

39) Date of Award of Contract: 07/12/2020

Signature & Official Stamp of
Authorized Officer

Lt Col (R) Shalazad Begg
EVP/Head of Administration
SINDH BANK LIMITED

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

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Reset

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

FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-2021)

Date: _____

SIGNATURE

Head - Fin Div.

Head - Admin Div.

Member-IDBL.



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:

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.

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





SIGNATURE MEMBERS PC-ADMIN
PROFESSIONAL EMPLOYERS
PRIVATE LIMITED

Plot #1000, DB/1A Sector 30
Korangi Industrial Area,
Karachi-74900

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



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: _____

Circular

Financial Proposal
opening,

SNDB/CO/ADMIN/BIDDING/CIRC/ 1176/2020

Date: 23/10/2020

Opening of Tender for Selection of Procurement of Human Resource Services
(for providing subordinate)

Bidders have been called upon to participate for the subject purpose. Members of the procurement committee are requested to attend the event as per the given schedule:

Bid Opening Date: 23/10/2020

Bid Opening Time: 11:00 Hours

Venue : Board Room

Ather Iqbal
Ather Iqbal
Incharge Procurement

Signature –Procurement Committee Members

Head of Administration

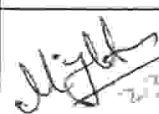
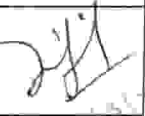
Chief Financial Officer

Chief Manager (IDBL)

[Signature]
[Signature]
[Signature]

OPENING OF BID
 FINANCIAL PROPOSALS

FOR SELECTION OF Provision of Human Resource Service (for Promotional
Subordinate Staff)
 Date: 23/10/2020


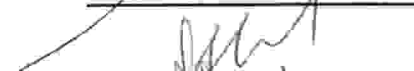
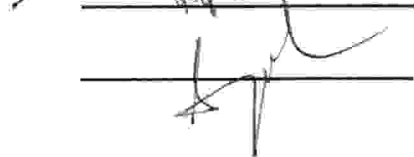
S.No	Company Name	Total Bid Offered		Signature of Company Representative	Remarks
		Announced	Evaluated		
1	Prime HR Services (Pvt) Ltd	B. 8,212,633	(2.69%)		23/10/2020
2	Professional Employer (Pvt) Ltd	B. 8,271,814	(3.43%)		23/10/2020

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

ATTENDANCE SHEET
 BID OPENING -

FOR SELECTION OF Provision of Human Resources Services (For Providing

Date: 23/10/2020 Subordinate
Staff

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Prime HR Services	M. Yousaf Haloon	0321-857 6189	1st Floor, Park Towers, Clifton Karachi	
2	Professional Employer (CN+1) Ltd	JOHAN (1300)	0300-9205380	Korangi	

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

MINUTES OF THE OPENING OF THE TENDER (TECHNICAL /FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Revision of Human Resource Services (for providing of
subordinate staff)

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE

23/10/2010

OPENING TIME

1100 Hours

ATTENDANCE (MEMBER PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

① Yaswan Haran

1. Prime HR Services (Pvt) Ltd

② Sohail Meo

2. Professional Employers (Pvt) Ltd

TOTAL BIDS ACCEPTED FOR EVALUATION

#02

TOTAL BIDS REJECTED

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date:



Circular

(Technical proposal)

SNDB/CO/ADMIN/BIDDING/CIRC/1176/2020

Date: 05-10-2020

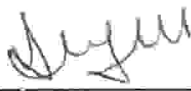
Opening of Tender for Selection of Provision of Human Resource Services

Bidders have been called upon to participate for the subject purpose. Members of the procurement committee are requested to attend the event as per the given schedule:

Bid Opening Date: 5-10-20

Bid Opening Time: 11:30 hours

Venue : Board Room


Ather Iqbal
Incharge Procurement

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

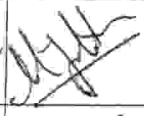

Chief Manager (IDBL)



ATTENDANCE SHEET
BID OPENING -

FOR SELECTION OF Provision of Human Resource Services

Date: 5-10-2020


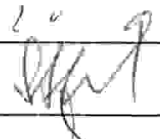

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Prime HR	Yaqar Hameed	0321-877 6189	Office No: 111, 1st Floor, Park Tower Clifton, Karachi	
2	Professional Employer	Sohail	0300-9205580	Plot 5 1st floor near Rajbradley	

Signature - Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

MINUTES OF THE OPENING OF THE TENDER (TECHNICAL / FINANCIAL PHASE)

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA / HR

TENDER NAME

Provision of Human Resource Services

TYPE OF TENDER

SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE / TWO STAGE-TWO ENVELOPE

OPENING DATE

5-10-20

OPENING TIME

1130 hours

ATTENDANCE (MEMBER PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

- 1) Prime HR Services (PST) LTD
- 2) Professional Employees (PVT) LTD

TOTAL BIDS ACCEPTED FOR EVALUATION

#02

TOTAL BIDS REJECTED

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div

Head - Admin Div

Member-JOBL

Date: