

SNDB/COK/ADMIN/TD/1190/2021

COPY NO: _____

Sindh Bank Limited

Tender Document

**Supply and Installation Loan Origination System (LOS)
for Corporate and Consumer financing**

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1 DEFINATIONS

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

“Bidding Documents” means the documents notified by the Authority for preparation of bids in uniform manner.

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“Blacklisting” means barring (or debarring) a bidder, contractor, consultant or supplier from participating in any future procurement proceedings by SNDB.

“Calendar Days” means days including all holidays;

“Conflict of Interest” means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

“Consulting Services” means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Corrupt and Fraudulent Practices” means either one or any combination of the practices given below;

“Coercive Practice” means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

“Collusive Practice” means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, non-competitive levels for any wrongful gain;

“Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

“Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

“Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

“Emergency” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“Government” means the Government of Sindh;

“Head of the Department” means the administrative head of the department or the organization;

“Lowest Evaluated Bid” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost.

“Lowest Submitted Price” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“Notice Inviting Tender” means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“SNDB” means the Sindh Bank Limited;

“Services” includes physical, maintenance, professional, intellectual, consultancy or advisory services but does not include appointment of an individual to a post or office, advertisement, arbitration, conciliation or mediation services, services of an advocate in a court case or any other services specifically excluded under the rules;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB’s requirements.

2 INVITATION ON FOR BIDS (IFB)

Sindh Bank Limited (SNDB) invites proposal from reputed vendors for Supply and Installation Loan Origination System for Corporate and Consumer financing and Auxiliary Tasks Detail of the specifications to be provided are given in the scope of work/technical specifications in Section [3] hereto.

Sindh Bank Limited (SNDB) invites proposal from reputed vendors for Transaction monitoring system for Compliance Department, Head Office. Detail of the specifications of related services to be provided are given in the scope of work/technical specifications in Section [3] hereto. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 (Amended 2017) issued thereunder ("SPPRA") which can be found at www.pprasindh.gov.pk/. For the purposes of this document, any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010.(Amended 2019) .

This TENDER Documents includes the following Sections

- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work / Technical Proposal
- Financial Proposal
- Conditions of Contract

Proposals must be submitted at the below mentioned address;

Yours sincerely,

Head of Administration
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

3 INSTRUCTION TO BIDDERS (ITB)

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website www.sppra.org will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

2.3 Corrupt Practice

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010 (Amended 2019), in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **TECHINCAL, ELIGIBILITY CRITERIA & FINANCIAL PROPSOAL** (duly filled in all respect). [SPPRA Rule 46 (1-a&b)]

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

2.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal along with the specifications asked in the section- scope of work with brief description of the bidder's organization outlining their recent experience, professional staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan and organization, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non-responsive.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs inclusive taxes associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Adding of any condition on the said format will not be taken in to consideration.

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

2.4.7 Bid Security

The SNDB shall require the bidders to furnish the Earnest Money @ 5% of Bidding Cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.7.4]; or
 - Furnish performance security in accordance with ITB Section [2.7.5].

2.4.8 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **TECHINCAL, ELIGIBILITY CRITERIA & FINANCIAL PROPOSAL** (duly filled in all respect) [SPPRA Rule 46 (1-a & b)]

2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

2.5.3 Extension of Time Period for Submission of Bids

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.5 Late Bids

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt.

2.5.6 Withdrawal of Bids

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.7 Cancellation of Bidding Process

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5.8 Mechanism for Redressal of Grievances

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB after the issuance of notice inviting tender may lodge a written complaint [SPPRA Rule 31(3)].

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. [recommend to the Head of Department that the case be declared a mis- procurement if material violation of Act, Rules Regulations, Orders, Instructions or any other law relating to public procurement, has been established; [SPPRA Rule 31(4-bb)] and]

4. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

[Complaint redressal Committee of (SNDB) shall announce its decision within seven (7) days. and intimate the same to the Bidder and the Authority within three (3) working days by SNDB. If the committee stand transferred to the Review Committee which shall dispose of the complaint in accordance with the procedure laid down in Rule 32,] [if the aggrieved bidder files the review appeal within ten (10) days of such transfer] [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint shall not warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)].

Provided that in case of failure of the complaint Redressal Committee to decide the complaint; SNDB shall not award the contract. [until the expiry of appeal period or the final adjudication by the Review Committee]

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.**
- b) Incriminating evidence of the complaints.**

2.5.9 Appeal to Review Committee

A bidder not satisfied with decision of the SNDB Complaints Redressal Committee may lodge an appeal to the Review Committee; [within ten (10) days of announcement of the decision], provided that he has not withdrawn the bid security, if any, deposited by him. [SPPRA Rule 32 (1)].

The bidder shall submit the following documents to the Review Committee: [SPPRA Rule 32 (5)].

- (a) A letter stating his wish to appeal to the Review Committee and nature of complaint; [SPPRA Rule 32 (5-a)].
- (b) A copy of the complaint earlier submitted to the complaint Redressal committee of the department and all supporting documents; [SPPRA Rule 32 (5-b)].
- (c) Copy of the decision of Procuring Agency / Complaint Redressal Committee. [if any] [SPPRA Rule 32 (5-c)].

On receipt of appeal, [along with all requisite information & documents] the Chairperson shall convene a meeting of the Review Committee within seven working days; [SPPRA Rule 32 (6)].

It shall be mandatory for the appellant and the Head of SNDB or his nominee not below the rank of BS-19 to appear before the Review Committee as and when called and produce documents, if required; [SPPRA Rule 32 (8)].

In case the appellant fails to appear twice despite the service of notice of appearance, the appeal may be decided ex-parte [SPPRA Rule 32 (9)].

The Review Committee shall hear the parties and announce its decision within ten working days of submission of appeal; [However, in case of delay, reasons thereof shall be recorded in writing] [SPPRA Rule 32 (10)].

The decision of Review Committee shall be final and binding upon the SNDB. After the decision has been announced, the appeal and decision thereof shall be hoisted by the Authority on its website; [SPPRA Rule 32 (11)].

2.5.10 Matters not subject to Appeal or Review

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by SNDB

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids; provided, SNDB may at its discretion, ask a Bidder for clarifications needed to evaluate the bids but shall not permit any bidder to change the substance or price of the bid. Any request for clarification in the bid made by the SNDB, shall invariably be in writing. The response to such request shall also be in writing. [SPPRA Rule 43]

2.6.3 Preliminary Examination

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

2.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)] SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

2.6.5 Eligibility Criteria

The prospective Supplier will provide Sindh Bank with SD-WAN solution for three hundred and fifty 350 branches as per Section 3. SCOPE OF WORK / TECHNICAL SPECIFICATION.

Bidder/OEM Eligibility Criteria:

The contract will be awarded to the successful Bidder whose bid will be found technically compliant and has offered the lowest cost and emerged as most advantageous bid. Proposed Bidder must qualify following criteria:

SNDB shall evaluate proposals using the following eligibility criteria.

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	Minimum 05 Years in business in the relevant field	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. (attached as Annexure "A")	Yes	No
2	Turn Over in last 3 Years should be at least PKR 200 million	Audit Report / Tax Return (attached as Annexure "B")	Yes	No
3	Registration with Income Tax , SRB and Sales Tax	NTN , SRB & GST Certificates (attached as Annexure "C")	Yes	No
4	The system must have been installed by the vendor in at least 02 (Two) Banks in Pakistan.	(attached as Annexure "E") Attached recent contract award.	Yes	No
5	The Product Quoted in the bid must be currently used by at least 02 (Two) Banks in Pakistan.	Attached recent contract award. (Attached as Annexure "F")	Yes	No
Qualified / Disqualified				

ELIGIBILITY CRITERIA NOTE

1. If company not active Tax payer it will consider as a disqualified (Attached Proof as Annexure-6).
2. There can be a subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd & SPPRA websites regularly.
3. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, bidder will be disqualified.
4. Bank reserves the right to verify all or any documents from the source, submitted in the bid as per SPPRA rule # 30(1).
5. Bank reserves the right to verify the equipment from the principle at any time to ensure that the supply of equipment is genuine, original, new and that its specification are the same as described in the bid. In case of any fake/refurbished equipment, the company may be subject to legal proceeding as per SPPRA rule # 30(1).
6. Company will be considered disqualified if specification of the LSO quoted does not meet the specification given in the tender document.
7. Company shall supply Goods as per specifications and upon the recommendations of the Technical/Standardized Committee appointed by the Bank within 8 to 10 weeks from the date of receipt of purchase order. In addition to that Rs. 500/- per day will be fined after 10 days and Rs. 1,000/- per day will be fined after 20 days.

MANDATORY

1. GST/Income Tax Registration/Registration With Sindh Revenue Board
2. Attachment of Affidavit (specimen attached as Annexure “H”) on stamp paper from the owner of the company.
3. Attachment of Annexure “A” (With Financial Proposal) & Annexure “B” (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
4. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.
5. The bidders are required to submit bids only in prescribed financial pro-forma given in Tender Document.
6. The representative present at the time of opening of tender shall be in possession of authority letter on the company’s letter head, duly signed by the CEO of the company.
7. The Company must be in I.T. Business for Preferably 05 Years in Pakistan. (Attach documentary proof as Annexure-7)
8. Company must provide a valid & latest Manufacturer Authorization Certificate (MAF) from the Manufacturer/Principal for supply of required equipment. (Attach documentary/certificate proof as Annexure-8)

Note: Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, bidder will be disqualified.

DISQUALIFICATION

The bidder will be considered disqualified prior to/during technical/financial evaluation process or after award contract if:

1. On black list of SPPRA & Sindh Bank Ltd.
2. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances.
3. Not GST/Income Tax Registered/Registration With Sindh Revenue Board
4. Alternate bid is offered.
5. Non - Attachment of Annexure “A” (With Financial Proposal) & Annexure “B” (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
6. The qualified bidder sublets the contract in any form/stage to any other agency.
7. The tender is deposited without Tender Fee.
8. Warranty of supplied items is less than 03 year.
9. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
10. After supply, if the specification of supplied items is found different with the items produced in front of committee at the time of technical evaluation.
11. In the past, the company agreement has been prematurely been terminated after due qualification in any of the category of the tender.

2.6.6 Discussion Prior to Evaluation

If required, prior to technical evaluation the bidder may seek any clarification in writing on the eligibility criteria.

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.7.2 SNDB’s Right to Accept Any Bid and to reject any or all Bids

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Within thirty (30) days of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the Procuring agency.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7]

2.7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

2.7.5 Performance Security

Within 10 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 10 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure "C" shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

Failure of the successful Bidder to comply with requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bid.

2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this TD.

2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [5.2] of this TD

2.7.8 Integrity Pact

The successful bidder shall upon the award of the contract execute an Integrity Pact with SNDB. *[Specimen is attached in Annexure “D”]* [SPPRA Rule 89]

2.7.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “F”]*

3. SCOPE OF WORK / TECHNICAL SPECIFICATION

Sindh Bank Limited was established on October 29, 2010 and is wholly subscribed by the Government of Sindh. It commenced full-scale banking business in April 2011 and within just seven years, emerged as one of the fastest growing commercial banks in Pakistan, having established 330 on-line branches spread across 169 towns and cities of Pakistan. Out of these, 14 branches are dedicated to Islamic Banking.

Like other commercial banks, Sindh Bank also offers Corporate, SME and Agricultural financing. Recently bank has started focusing on consumer products, which includes Autos, Housing and personal loans.

In order to streamline the pre-disbursement loan assessment and approval process, Sindh Bank is looking to acquire an efficient automated Loan Origination System for Corporate and Consumer financing. The solution should cover the end-to-end workflow for Consumer/Corporate/SME loans starting from origination/application stage till its approval. Risk analysts and Relationship Managers analyze the Consumer Application and accord approval or reject the same based on logical reasons and forwards it to the ultimate and competent credit approval authority, as per the bank's policies and procedures, to accord a final approval or rejection with documented reasons.

Corporate LoS should be able to simplify the usually slow and cumbersome pre-approval loan process, thereby reducing the turnaround time to respond to customers. The system should allow the bank to leverage technology & fully automate in-house operations for criteria based loan application processing & approvals. The system should provide flexibility to be tailored to meet loan application processing needs of multiple financial products.

The solution provide the Bank with dynamic flexibility so that they can just roll out their needs while standardization of quality according to their organizational structure and achieve quality across all functions with Prudential Regulations (PR) framework as stipulated by Central Bank of any country being the benchmark of its design feature.

This Request for Proposal is issued for inviting proposals (Technical and Commercial Bids) for implementation and maintenance of Loan Origination System (LoS) solution. The "Request for Proposal" (RFP) document is now being issued to enable vendors to submit their response to the Bank for the empanelment process.

The contract will be for an initial period of 3 years and the same may be extended at the discretion of the Bank on mutually agreed terms.

For this purpose Bank invites separate sealed bids (Technical and commercial) from the interested vendors for supply, integration, customization and implementation of Loan Origination System (LoS) solution in the Bank.

A vendor submitting the proposal in response to this RFP shall hereinafter be referred to as "Bidder / System Integrator (SI)" interchangeably.

The RFP document is neither an offer letter nor a legal contract, but an invitation for offers / responses. No contractual obligation on behalf of Sindh Bank whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of Sindh Bank and the bidder.

The Bank further reserves the right to accept or reject the total proposal or part thereof based on its own evaluation of the offers received, or on the basis of stability, capabilities, track records, reputation among users and other similar credentials of a vendor. When the Bank makes any such rejection, the Bank will not be bound to give any reason and / or justification in this regard to the vendor. The bank reserves the right to cancel the RFP at any point of time without informing any reason.

The broad scope of work for the above mentioned requirement is narrated in the ensuing paragraphs, wherein the selected bidder has to provide the necessary system to enable Implementation of Loan Origination System, including all hardware, middleware etc. as required by the offered solution, application software and all related components, complete interface with the existing CBS solution, implementation and ongoing support services.

This is an end to end project and all the items required for making the application operational should be considered by the bidder, even if the same is not explicitly mentioned in this RFP document

Loan Origination System Requirements:

Detailed Scope of Work

Below are the basic features required in Loan Origination System (LoS):

Business partner management

- Unique identification number throughout the system
- Provision of maintaining different types of business partners e.g. customers, suppliers, valuers etc.
- Personal details
- Multiple addresses (purpose wise)
- Contact person (in case of company)
- Grouping of partners hierarchy wise
- Stakeholders details
- Document checklist
- Flexible search and traceability in the system on unique identification (NIC, Passport, license no, etc.)
- User definable data tagging for reporting and analysis
- Associated bank department/RM contact details

Customer Profiling

- Customer basic details
- Know Your Customer (KYC)
- CRM details
- Stakeholder Details
- Director Details
- Guarantor Details
- Other Bank Details

Loan Application

- Loan Application Forms
- Multiple product setup
- Assets / Non-Asset based loans
- Assets categories and sub-category
- Complete assets management

- Assets details
- Loan terms (Tenure, Frequency, Repayments)
- Repayment plan Types
- Bullet
- Deferred
- Staggered
- Handling of grace periods
- Multiple repayment frequencies
- Risk Review
- Credit Review
- Bank Credit Policy Definition
- Prudential Regulation Checks
- Sectoral Financial Data Repository and Analysis (Format provided in Appendix-B)

Loan Verification

- Automated loan verification queues
- Internal / external verification
- Configurable verification forms for both internal / external verification
- Service based workflow activities (configurable)

External Integration

- ECIB/Data Check detail capturing
- NADRA Verification
- DBR Calculator
- Tax Status (filer/Non-filer)
- Title Fetch (From CB) based upon CNIC/Account Number
- Call Center systems
- Scoring systems

Loan Approval

- Rule based workflow for approval
- Multiple credit approval committees
- Routing of loan application on different criteria's to different approval committees
- Multiple or single vets for approval
- Discrepancies handling
- Deviations marking
- Deviations decisioning/approvals based upon user levels
- Limit decisioning/approvals based upon user levels
- Deferral Management
- Rule Engine & Segment Caps
- Formula based rule types definition
- Formula based Segment Caps definition

Electronic Document Management

- Ability to tag e-documents with clients
- Tagging of documents with loan application
- Document checklists for different stages
- Application
- Verification

- Approval
- Ability to view e-documents with client profile

Limit Management

- Ability to handle multi-dimensional limits:
- Group limits
- Customer/ Individual limits
- Funded / non funded
- Limits under group of products
- Individual product limit
- Syndication Limits
- N dimensional Limit concentration
- Bank wide limits
- Bank wise industry / product / sector etc limits
- Regional limits
- Branch limits
- Collateral concentration limits

Collateral Management

- Ability to configure n type of collaterals
- Collateral types (mortgage, hype, pledge etc.)
- Handling of margins
- Collateral revaluation
- One to many and many to one mapping of collaterals with credit proposals
- Collateral Search report details
- Collateral Insurance

Sales Hierarchy

- Multi-level sales hierarchy available for calculating commissions for Sales staff

Regulatory Requirement

- MIS format as provided in Appendix-A, are mandated by SBP and these reports must be retrieve-able from system and upload-able to SBP portal directly without any manual input.

Miscellaneous Requirements

- The solution should be capable of migrating the data including archived data in the existing solution and reading the same for inquiry purposes.
- User Creation Policy, Password Policy and maker Checker concept should be implemented in the proposed solution.
- Bidder should provide required software and licenses including implementation / execution of the same within the stipulated time period.
- Bidder should act as a system integrator for providing LoS solution, providing all the required hardware, middleware, application software and third party utilities, if any and installation, testing, commissioning, warranty, annual maintenance etc.
- A detailed list of the servers, tape library etc. together with their configurations should be provided in the technical bid. Technical specifications should be recommended keeping in mind that fault-tolerant systems with sufficient redundancy built in to ensure smooth and continuous operations. (Bank's existing tape library and backup solution can be used for solution, alternatively.)

- During warranty / AMC (annual maintenance contract) period, bidder shall provide onsite support for hardware / software at no additional cost to the Bank. Services under Warranty, AMC and ATS (annual technical support) should be provided on comprehensive on site basis only. Remote NOC services are not envisaged.
- The proposed solution must encompass installation, integration and customization of the solutions with the existing Core Banking Solution of the Bank without hampering the routine operations of the bank. The bidder should accomplish the job in coordination with existing System Integrator of the CBS (core banking system).
- Bidder will have to ensure the troubleshooting in all forms like technical, administrative related issues etc.
- Bidder shall provide necessary software and hardware to support archiving requirements of the Bank for the entire contracting period.
- The proposed hardware should have either horizontal scalability or vertical scalability in accordance with the requirements of Web / App / DB layers. Bidder has to submit a hardware sizing document duly explaining and detailing make, model, architecture, configuration and OS requirement for each of the systems required for various layers.
- Time, being an essential feature of the contract, the selected vendor is expected to complete the implementation within 03 months from the date of Purchase order.
- Selected bidder must supply, install and integrate all the hardware, tools, software, media, documentation and other material as per the terms and conditions agreed by the Bank. All the components required for the project will be owned by the Bank. Space and infrastructure to install the system will be provided to the Bidder. The Bank's team shall be included in the process so that they are able to understand the details of the system and process.
- Selected bidder has to provide following services including provision of software and maintenance services.
- Selected bidder has to provide necessary project management.
- Selected bidder required to provide adequate training and operational guidelines to designated staff for data extraction, conversion and uploading tasks, Report Generation Software / Tools installed in the LoS solutions for a period not less than of one week.
- Selected bidder shall provide comprehensive documentation of the application including application architecture, description of the interfaces, data model, database structure, meta data details, user manual etc.
- The bid should include the hardware and software required for setting up of DR site for the solution
- The bid should include backup solution including backup hardware.

MIS, Audit Trail, etc.:

- i) The system should support generation of various management information system and adhoc reports as required by the bank from time to time in the format as desired by the bank.
- ii) There should be a comprehensive audit trail detailing every user activity in the system.
- iii) There should be a comprehensive audit trail detailing every user activity in the system.
- iv) The user should be able to develop and store queries and reports.

Architectural Considerations – Envisaged architecture of the proposed Anti-Money Laundering Solution

For IT (mention the details on CBS and Antivirus solution, firewalls of different makes, IPS as part of Security architecture.

- The proposed solution should be compatible and should integrate with the existing architecture of the Bank.
- The system should automatically pull information from CBS on real time basis and either block or raise alarm for suspicious transactions.
- The proposed solution may have its own App Server with required redundancy.
- The proposed solution has to be functional even with the Bank's DR system, when DR System is designated for the purpose of operations either due to a scheduled cut over (DR Drill) or put to use for the purpose of operations in the event of a disaster.
- The software license fees should include DR component. BoM should include the hardware and software required for DC and DR also.
- The expectations from Bank's CBS System Integrator are to be listed out. The Vendor should have willingness to work in coordination with the System Integrator.
- The bidder shall provide detailed solution architecture showing all internal components of transaction workflow.
- Bank may require the selected bidders to arrange for a demonstration of the proposed solution, to assess the feasibility and suitability, at a live reference site. The bidders will have to arrange for the necessary infrastructure for conducting the said demonstration.

Hardware, software and database:

The bidder needs to supply, install and configure all the required Servers, application software, Operating system, middleware, database, Tape library, backup software, required rack etc. for implementing LoS solution. The bidder shall make specify the storage size required for the solution.

The bidder can use the existing storage space for implementing the solution at Data Centre & Disaster Recovery Site. Bank prefers to have Open Source software and database wherever feasible. In the case of open source software the following are mandatorily required.

The hardware shall be insured for an amount equal to 110 percent of the value of the Products from “Warehouse to final destination” on “All Risks” basis including War Risks and Strikes, valid for a period not less than 3 months after installation and commissioning and issue of acceptance certificate by the Bank.

Should any loss or damage occur, the Supplier shall: -

- a) initiate and pursue claim till settlement and
- b) promptly make arrangements for repair and / or replacement of any damaged item irrespective of settlement of claim by the underwriters.
 - Intellectual Property (IP) built around the Open Source Software by the SI/OEM. In such cases, the patent number and other details should be provided to the bank. EULA (End User License Agreement) should be signed with the bank.
 - Tech support to be provided for the Open Source Software

The application should have three tier architectures. The web and application layer can be on the same server and database should be on a separate server. All the servers should be provided in high availability mode i.e. in active – passive mode. Further all the equipment should have dual power supply and all the required cables for connecting the equipment should be supplied by the bidder.

The bidder must also ensure that the hardware resources utilization should not exceed 70% at any point of time for five years from the date of signing of contract. In case the utilization exceeds the above level, the bidder must provide additional hardware without any additional cost to the Bank.

Implementation of DR facility: The hardware quoted for DR should be of equivalent capacity as that of the hardware at DC should be provided in high availability mode i.e. in active – passive mode.

UAT / Training setup: The bidder should also provide UAT / Training server at Head Office only. No redundancy is expected for the UAT / training server.

Warranty and AMC support

Warranty: The Bidder shall offer software solution for Implementation of LoS Solution with 3 years AMC / ATS after the Warranty Period of 3 years from the date of commissioning of the services. However, the Bank reserves right to renew AMC/ ATS of the solution at mutually agreed rate for one or more years. If the bidder fails to offer service for the specified period, then the bid is liable for rejection and may cause Heavy Penalty/ Blacklisting of Bidder's company/ Legal Action against Bidder Company. During the warranty period, the bidder has to customize the application as per Bank's requirement, maintain it and fix reported bugs at no extra cost to the Bank.

The Bidder shall also provide Complete Maintenance Support (Post Warranty AMC –Onsite (as and when it is required) which must include:

- a) Supply, installation and configuration of upgraded versions of application, Software & patches (whenever released).
- b) Trouble Shooting & Rectification of bugs/ defects.
- c) Fine Tuning/ Performance Tuning/ Security Configuration of the Solution.
- d) Reinstallation & Reconfiguration of software/ database (whenever required).
- e) Testing of the Solution (as specified above).

Bidder has to provide uninterrupted support services per Bank's working hours (Monday to Saturday). However, support shall be available on 24*7 basis during periods of crisis, resolution of issues or movement of releases/ fixes, DR drills. Bidder has to provide detailed escalation hierarchy which must include:

- a. Maximum Number of Level in escalation hierarchy should not exceed 4.
- b. Defined issue resolution time (min & max) at each level.
- c. Support Level wise contact information (escalation hierarchy) should be provided to Bank which includes Support Engineer/ Team Leader/ Manager/ Higher Official Name, Office Number, Mobile Number and Email ID etc.
- d. All modes of communication to raise issue should be accepted by Bidder like: by registered email, by

registered phone, by issue tracker system, by official letter from Bank (scanned or actual).

Bidder has to facilitate one:

- a. Technical Engineer (with sound web application development & domain knowledge) availability for the discussion & finalization of the additional requirement/ changes in existing requirement (if any, as & when required) throughout the contract period.
- b. Single point contact person i.e. "Account Manager" who has to visit HO: Compliance Vigilance and FRM division and IT Division (regularly/ on demand) to ensure smooth functionality & various other discussion related to the solution.

As a part of the AMC support, Bidder is required to setup one Development/ Test Server at their support centre to simulate & resolve the issues reported by the Bank (with the help of the log generated by the application). Although the backup will be taken by the DC team the Bidder will also be responsible to test the backup for the restorability using test server once in every 6 months.

Bidder will be responsible to do all the required testing/ validation against the specified guidelines using industry standard tools and submit the relevant reports to the Bank before Go-Live. These testing should be conducted on yearly basis by the AMC Support Team as a part of the AMC contract and relevant report are to be submitted to the Bank. The tests also includes load testing & performance bench marking (if required).

The successful bidder shall impart training for Bank Team.

Admin Functions Training 2 Batches of 5 each - One week duration.

Core Team Training - 2 Batches of 20 each - One week duration.

SERVICE LEVELS AND PENALTIES

Service Level Agreements (SLAs)

Within twenty (20) days of receipt of the Purchase Order or before submission of the bill for payment, the Selected Bidder shall sign and date the SLA designed by the Bank and return it to the Bank. The SLA will include the terms/ conditions as in RFP. The Bidder however may submit the SLA Form they like to execute. It is the prerogative of the Bank to accept the same or to modify. It is reiterated that the SLA to be entered into by the Selected Bidder shall be as approved by the Bank only.

The Bidder need to execute a Service Level Agreement/Contract with the Bank covering all terms and conditions of this tender. Bidder need to strictly adhere to Service Level Agreement

(SLA). Services delivered by bidder should comply with the SLA mentioned below. The Bank shall without prejudice to its other rights and remedies under and in accordance with the terms of the RFP levy liquidated damages with applicable taxes including Goods and Services Taxes from payments due to the Bidder. SLA will be reviewed on a quarterly basis. SLA violation will attract penalties.

Time is the essence of the contract and the bank expects the Bidder to complete the project as per the implementation plan specified in the RFP. If the Bidder fails

- I) to deliver any or all software; or
- II) to commence services within the time specified as per the terms of the RFP; or
- III) to perform the services and extend the support that meets the requirements as stipulated in the RFP within the time specified in the RFP; or
- IV) to maintain the uptime of the solution/component of the solution; Inability of the Bidder either to provide the requirements as per scope or to meet the timelines as specified would attract liquidated damages.

Penalties due to downtime

Availability Report on monthly basis and a review shall be conducted based on this report. A monthly report shall be provided to the Bank at the end of every month containing the summary of all incidents reported Service Levels will include Availability measurements and Performance parameters. The Vendor shall provide and associated Bidder performance measurement for that period. Bidder shall use an appropriate tool for the purpose of such reporting. Performance measurements would be assessed through audits or reports, as appropriate to be provided by the Bidder e.g. utilization reports, response time measurements reports, etc. The tools to perform the audit will need to be provided by the Bidder. Audits will normally be done on regular basis or as required by Company and will be performed by Bank or Bank appointed third party agencies.

LEVEL	Function / Technology
Severity 1	<ul style="list-style-type: none"> a. Any problem due to which real-time detection or prevention is not working or; b. Any problem due to which the components of LoS Solution are not available to the Bank's users or does not perform according to the defined performance and query processing parameters required as per the RFP or; c. Showstoppers involving major functional failure in the application. There are no usable workarounds available to troubleshoot the Problem
Severity 2	<ul style="list-style-type: none"> a. Any problem due to which near-real time detection or prevention is not working or; b. Any incident which is classified as "Severity 1" for which an acceptable workaround has been provided by the Bidder or; c. Users face severe functional restrictions in the application Irrespective of the cause
Severity 3	<ul style="list-style-type: none"> a. Any problem due to which offline detection and prevention is not working or; b. Any incident which is classified as "Severity 2" for which an acceptable workaround has been provided by the Bidder or; c. Moderate functional restrictions in the application irrespective of The cause. Has a convenient and readily available workaround.

System availability is defined as:

$\{(\text{Scheduled operation time} - \text{system downtime}) / (\text{scheduled operation time})\} * 100\%$

Where:

- I. "Scheduled operation time" means the scheduled operating hours of the System for the month. All planned downtime on the system would be deducted from the total operation time for the month to give the scheduled operation time.

- II. “System downtime” subject to the SLA, means accumulated time during which the system is not available to the Bank’s users or customers due to in-scope system or infrastructure failure, and measured from the time Bank and/or its customers log a call with the Bidder help desk of the failure or the failure is known to the Bidder from the availability measurement tools to the time when the System is returned to proper operation.
- III. Service Levels should be complied with irrespective of the customizations that the applications would undergo during the tenure of the Contract.

Severity Definition

Severity Definition during Live operations due to Infrastructure/ Functional issues of the LoS Solution.

The Bank will classify all errors into three categories:

- (I) Critical errors defined as the Errors that cause the transactional service disruption or service disruption to other connected systems due to malfunction/ service unavailability of the LoS Solution or unavailability of the expected services by LoS Solution. The Vendor undertakes and guarantees that all the Critical Errors will be resolved in the production environment within four hours of the Bank intimating the same through writing, telephone or fax.
- (II) Medium Level Errors defined as those errors that are not the Critical Errors as defined above but cause great inconvenience or operational difficulties to the Bank. The Vendor undertakes and guarantees that all the Medium Level Errors will be resolved in the production environment within two days of the Bank intimating the same through writing, telephone or fax.
- (III) Low Level Errors defined as those other errors that are not the Critical errors or the Medium Level Errors as defined above. The vendor undertakes and guarantees that all the Low Level Errors will be resolved in the production environment within five days of the Bank intimating the same through writing, telephone or fax.

Penalties for delayed delivery

The bidder should ensure that the entire hardware / software is delivered within 6 weeks from the date of purchase order.

Bank reserves the right to charge penalty for delayed deliveries with applicable taxes thereon at the rate of 0.50% of the TCO per week without prejudice to its other rights, if not delivered as per the agreed terms & conditions of delivery schedule as per Bid submitted. The penalty may be increased to 1% per week for the delay beyond 2 weeks from the stipulated delivery date. The penalty is capped at 10 % of the Total Cost of Ownership (TCO) of the Project.

In case of delay from Bank’s side, the bidder should provide documentary proof for the same. Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the bidder.

Penalties for delayed implementation of the project

The Bidder is expected to complete the responsibilities that have been assigned on time.

The bidder should ensure that the project implementation at DC / DR is completed within 5 months from the date of Purchase order / signing of contract.

As a deterrent for delay, Bank would levy penalties for delays attributable to the Bidder. Notwithstanding the Bank’s right to cancel the order, liquidated damages at 0.5 % of TCO of

the Project Cost with applicable taxes will be charged for every week delay in implementation subject to a maximum of 10 % of the value of the Project.

Penalties if the hardware is not sized as per the requirement.

The bidder must also ensure that the hardware resources utilization should not exceed 70% at any point of time for five years from the date of signing of contract. In case the utilization exceeds the above level, the bidder must provide additional hardware without any additional cost to the Bank.

If the required upgrade is not carried out by the bidder bank has the right to carry out the upgrade and recover the expenditure from any of the payments due to bidder.

Project Implementation:

Deliverables	% OF PAYMENT	STAGES (On completion of the activities)
Hardware	70%	Delivery and on submission of invoice, Bidder has to mention their GSTN, HSN/SAC number in all the invoices/bills, wherever applicable. Without the same, GST will not be payable.
	30%	On successful Installation and acceptance of the Hardware
LoS Application Licenses, Database Licenses, Operating Systems and other peripheral software	70%	On delivery of licenses, this shall be only after acceptance of Hardware and on submission of proof
	30%	On successful installation and commissioning of the respective software.
No payment shall be made to the vendor until a Performance Bank Guarantee is submitted to the required value. If Performance Bank Guarantee is not submitted by the successful bidder as per PO terms, Bid Security will be invoked by giving notice to the vendor.		
Implementation Cost for respective modules	20%	On LoS Solution Sign off by the bank
	20%	Parameterization
	20%	UAT
	40%	Go live
Training	100%	Will be paid as and when each batch is trained.

Note

This is a Single Stage one envelop procedure, therefore 1st lowest bid will be evaluated first. If the 1st lowest bidder is disqualified in evaluation criteria or technical criteria, then next lowest bid will be evaluated.

Similarly if 2nd bidder is disqualified, then 3rd lowest bidder will be evaluated and so on.

On qualification of a bidder during this process no further evaluation will be done. Selected bidder must provide a demo/sample unit immediately (within two working days) for necessary inspection/verification of the specifications.

Delivery Time: within 8 to 10 weeks

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2021-2022)

Name of Bidder _____

S.No	Item	Quantity	*Total Amount In Pak Rs.
01	Implementation Cost One Time	01	
02	Yearly Maintenance Charges	01	
	*Total Amount in Pak Rs.		

*** This amount will be considered as only the “Bid Offered”. Whereas be apprised that the successful bidder will be the one whose “Evaluated Bid” is the lowest. (For further clarification refer Note. 6 below).**

Note

- The total cost must include all applicable taxes, duties and other charges as mentioned in the description column, Stamp duty (as applicable under Stamp Act 1989), delivery charges up to Sindh Bank Limited branches on Countrywide basis
 - No advance payment for supply of goods will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the branch manager.
 - Calculation of Bid Security.** 5% of the Grand Total Amount of the Financial Proposal will be submitted along with tender as Bid Security
 - In case it is revealed at any stage after supply of the goods/items that the asked specification of the tender have not been met, the amount of the supply of that specific goods will be fined to the vendor with appropriate action as deem necessary by the procurement committee.
 - Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the goods within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment or cancellation of tender as will be decided by the Procurement Committee.
 - Lowest evaluated bid is going to be the criteria for award of contract rather than considering the lowest offered bid, encompassing the lowest whole sum cost which the procuring agency has to pay for the duration of the contract.
- SPPRA Rule 49 may please be referred.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
 - The tender will be considered cancelled if the contract agreement after due signature is not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period 3 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.
 - 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.
 - Contract agreement will be executed after deposit of 5% performance security of the total tender amount in shape of Pay Order/Bank Guarantee in favor of Sindh Bank Limited.
 - Quality is ensured. In case it is revealed at any stage after supply of the items that the asked specifications of the tender have not been met, the performance security will be forfeited.
 - Free backup facility in case the item is reported defective.
 - Goods to be delivered have to be packed in such a way that no damage is reported by the branch on delivery. In case of any such complaint is received the bidder will replace that item at his own cost.
 - If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be deducted from the performance security / upcoming payment due to supplier
 - Payment will be made in Pak Rupee.*

Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd. & SPPRA website regularly.

Signature & Stamp of Bidder _____

5 Contract

5.1 Conditions of Contract

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010.(Amended 2019)

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the
- Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SNDB or the Supplier may be taken or executed by the officials.

5.1.5 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.7 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

Termination

Termination by SNDB

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days

Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

Settlement of Disputes

Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

Arbitration

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in

accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

Conflict of Interest

The Supplier shall hold the SNDB's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

Confidentiality

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

5.2 Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

5.2.1 Performance Security

The amount of performance security shall be ten (10 %) percent of the Contract Price

5.2.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

- a. All advance payment (if any) will be made against valid bank guarantee(s).

- b. SNDB will effect payment within 30 days on satisfactory delivery of services, upon submitting the invoice under above conditions.

5.2.3 Price

Schedule of prices shall be as fixed in the Contract.

Annexure “A”

6. BID FORM

FORM OF BID

Tender Reference No.....

Dated: _____, 2020

To,

Head of Information Technology
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency _____ [total bid amount in words and figures].

We understand that all the Annexures attached hereto form part of this Bid.

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

_____.

If our Bid is accepted, we will obtain the Bank Guarantee/Pay order in a sum equivalent to ten percent (10%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

We understand that you are not bound to accept the lowest or any Bid you may receive.

Name & Address of Bidder in Block Capital

Dated this _____ day of _____ 2020

[Signature]

[In the Capacity of]

Duly authorized to sign Bid for and on behalf of _____

Witness;

Signature; _____

Name: _____

Address:-----

Occupation: -----

Annexure “B”

7. BID SECURITY FORM

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for the supply of Disinfectant Sanitizer Foam & Surgical Face Mask and Surgical Gloves.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto Sindh Bank (hereinafter called “the Purchaser”) in the sum of Rupees _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 2020.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Sindh Bank during the period of bid validity:
 - a. fails or refuses to execute the Contract, if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

[Signature and Seal of the Bank]

Annexure “C”

8. PERFORMANCE SECURITY FORM

To,

Head of Information Technology
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated ____ 2020 to _____ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier / Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2020.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure “D”

9. 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

_____ [the Supplier] 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, [the Supplier] 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.

[The Supplier] 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. [The Supplier] 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, [the Supplier] 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 [the Supplier] 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

Signature: _____

Name: _____

NIC No: _____

Annexure “E”

10. SCHEDULE OF OPENING AND SUBMISSION OF BID

For details refer to Newspaper Advertisement published on the subject matter.

Annexure “F”

11. FORM OF CONTRACT (Non-Disclosure Agreement)

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is _____ 2020.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
 - Trade secrets;
 - Financial information, including pricing;
 - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
 - Business information, including operations, planning, marketing interests, and products;
 - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
 - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
 - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
 - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation “confidential” or any similar designation is used.

4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
 - Any use of Confidential Information in violation of this agreement; and/or
 - Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
 - Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
 - Was known to the Recipient before receipt from the Discloser;
 - Is or becomes publicly available through no fault of the Recipient;
 - Is independently developed by the Recipient without a breach of this Agreement;
 - Is disclosed by the Recipient with the Discloser's prior written approval; or
 - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".

8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.
9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

Sindh Bank Limited

Company Name:

Registered Address:

Registered Address:

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Annexure “G”

12. AGREEMENT

This Agreement is made on this _____ day of _____ ,
Between Sindh Bank Limited having its head office at 3rd Floor, Federation House, Clifton,
Karachi (hereinafter called the Purchaser)

And

M/S. _____ having its registered office at _____
(Here in after called the Vendor).

WHEREAS the Vendor is the dealer/supplier/manufacture of _____
(Goods).

AND WHEREAS the Bank is inclined to purchase the Goods as detailed below on
the terms and conditions laid down hereinafter for the supply of _____ of Disinfectant Sanitizer Foam & Surgical
Face Mask and Surgical Gloves for the BANK of total sum Amounting Rs. _____ .

Detail of items are as follows.

S.No	Product	Quantity	Unit Price PKR	Total Price (PKR)

Terms & Conditions:

1. The vendor will provide the performance security in the form acceptable to the Bank. for the 10% of the order value for the period of 90 days from the date of Submission of performance security . In case Vendor does not fulfil its commitments the bank reserves the right to enforce the performance security. All terms & condition of the tender documents are part of this agreement
2. The vendor shall supply Goods as per specifications and upon the recommendations of the Technical / Standardized Committee appointed by the Bank within _____ weeks from the date of receipt of Purchase Order.
3. The bank will have the option to enforce the performance bond on happening of any one or all the following events.
 - a. If the vendor fails to deliver the Goods as per agreed Schedule.
 - b. If the vendor fails to get the Goods inspected by the Technical Committee.
 - c. If the Goods supplied by the vendor fails to perform as per Banks requirement.

4. The Vendor is obliged and bound to replace any or all parts broken or damaged in transit at his own cost and risk and shall deliver all the goods in good and sound condition.

5. The warranty of the goods is One year comprehensive onsite from the date of delivery.

6. The warranty will be effective while the Goods remain in the premises of the Bank and the Bank will not be responsible to send the goods to the vendor site. In case however if any portion of goods required to be shifted to vendor's site, vendor will provide equivalent backup during the warranty period.

7. Vendor agrees to maintain adequate inventory of the goods so that the replacement is available within 24 hours, if any fault arises in the goods during the warranty period. In case the effected part is not available, then the vendor will provide backup goods of the same product or better till the resolution of the fault, without any extra cost to the bank. The vendor will provide 36 Month Principal Back Warranty to cover Advance Goods Replacement, 24x7 Technical Assistance, Software Updates & Patches & Support.

8. The vendor also undertakes to bear all kind of taxes i.e. Stamp duty/ Services Charges/Professional Tax / Sales Tax Invoice, Income Tax, Zila / Octroi Tax (if any) and all other incidental charges etc, up to the place of destination.

9. The Bank reserves the right to Test/Check the goods to ensure that it is provided as per specification in the tender document. For any discrepancies, the Bank reserve the right to forfeit full security deposit/ cancel the order for the supply and bring the vendor on black list of the Bank forever. The decision of the Bank shall be final and binding upon the vendor.

10. In the event of the default on the part of the vendor, in the performance of any condition of the contract and if such default is not remedied within 3 days it shall be lawful for the Bank to enforces full or part of the Earnest money / Performance Security and or cancel the whole part of the supply order with vendor and the decision of the Bank will be the final and legally binding on the vendor.

11. Proportionate payments against supply of goods will be made within Thirty days from the goods delivery date.

12. In case of any dispute at any point the matter will be settled amicably. If the parties do not reach a settlement the dispute will be referred to the Complaint Redressal Committee for Dispute Resolution.

13. Delivery will be made by the vendor at different locations prescribed by the Bank.

14. In case of failure to supply the requisite within 7 working days after the delivery time, as described under clause no 2 of this agreement, Rs.1,000/- per day may be charged.

14. The term of this agreement shall be for the period of _____ year, commencing from the date of signing of this agreement. Extendable up to three years.

15. CONFIDENTIALITY

- i. **Confidential Information.** For the purposes of this Agreement, the term “Confidential Information” shall mean any information comes in possession of M/S _____ on and its personnel during normal course of business / Services shall be the property of the SNDB at all times and / or any of the SNDB’s communications, whether in oral, written, graphic, magnetic, electronic, or other form, that is either conspicuously marked “confidential” or “proprietary,” or is known to be confidential or proprietary, or is of a confidential or proprietary nature, and that is made in the course of discussions, studies, or other work undertaken shall be kept confidential by M/S _____.
- ii. M/S _____. Acknowledges that the SNDB is under strict confidentiality obligations with regard to all the information and affairs of its Customers. Therefore, Nedo Corporation COMPANY shall not disclose any data, information or other affairs of SNDB’s customers which may come to the knowledge of M/s _____ in providing the above services. _____ undertakes to obtain from its employees involved in the Services to provide written undertakings to maintain the confidentiality obligations of M/S _____ under this Agreement.
- iii. In the event of breach of this clause, M/S _____. shall be liable to pay damages to the SNDB and indemnifies the SNDB against any injury arising out of any breach of this clause by the SNDB.
- iv. This clause shall survive termination of the Agreement.

16. INDEMNIFICATION.

- v. M/S _____. (the “Indemnifier”) agrees that it shall indemnify, defend, and hold harmless the SNDB and its parent, subsidiaries, affiliates, successors, and assigns and their respective directors, officers, employees and agents (collectively, the "Indemnities") from and against any and all liabilities, claims, suits, actions, demands, settlements, losses, judgments, costs, damages and expenses (including, without limitation, reasonable attorneys', accountants' and experts' fees) arising out of or resulting from, in whole or in part: (i) any act, error or omission, whether intentional or unintentional, by the Indemnifier or its officers, directors, employees, or sub-administrators, related to or arising out of the business covered by this Agreement, or (ii) an actual or alleged breach by the Indemnifier of any of its representations, warranties or covenants contained in this Agreement (including, without limitation, any failure of Indemnifier to comply with applicable local, state, provincial or federal regulations concerning Indemnifier’s performance under this Agreement).
- i. This Article shall survive termination of this Agreement.

17. Ensuring Access to SBP

M/S _____ and SNDB will ensure that the State Bank of Pakistan is provided necessary access to the documentation and records in relation to the outsourced activities and right to conduct on-site to _____, if required.

In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

18. Termination of Agreement by the Bank:

- If the Supplier, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If issued two (2) warning letter/emails by Sindh Bank Ltd for its unsatisfactory current performance by the Sindh Bank Ltd to the bidder.

Support Escalation Matrix:

For timely addressing of complaints given support escalation matrix will be utilized/followed:-

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 / or the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
Note: Ensure that no column above is left blank		

Sindh Bank Limited

Registered Address:

Name: _____

Signature: _____

Title: _____

Date: _____

Company Name:

Registered Address:

Name: _____

Signature: _____

Title: _____

Date: _____

Witness:

Name: _____

Signature: _____

Title: _____

Date: _____

Witness:

Name: _____

Signature: _____

Title: _____

Date: _____

ANNEXURE “H”

13. AFFIDAVIT/UNDERTAKING

To be typed on Rs.50/- Stamp Paper

AFFIDAVIT / DECLARATION

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, _____ S/o _____, Proprietor/Authorized
Representative/Partner/Director of M/s _____, having NTN #
_____, holding CNIC # _____, do hereby state on solemn
affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____
Dated. _____

DEPONENT
(PROPRIETOR / REPRESENTATIVE / DIRECTOR)

Solemnly affirmed and stated by the above named deponent, personally, before me,
on this _____ day of _____ 2020, who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT