

SNDB/COK/ADMIN/TD/1219 /2021

COPY NO: _____

Sindh Bank Limited

Tender Document

**Supply & Installation of Compatible Printer Toners and
Drum kits (For Brother, Samsung, HP & Canon or
Equivalent)**

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DEFINITIONS

“**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.

1

INVITATION FOR BIDS (IFB)

Sindh Bank Limited (SNDB) invites proposal from reputed vendors for Supply & Installation of Compatible Printer Toners and Drum Kits (For Brother, Samsung, HP & Canon or equivalent). Detail of the specifications of related services to be provided are given in the scope of work/technical specifications in Section [3] hereto.

Bidders will be selected under procedure described in this tender document in accordance with the Sindh Public Procurement Rules 2010 (Amended 2019) and instructions to bidders ITB given under SPPRA bidding document for national competitive bidding Pakistan – procurement of goods, 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 Information Technology
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2

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 Information Technology
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 alongwith 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

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 the 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 SNDB / 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

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	Minimum 03 Years in business in the relevant field	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. (attach as Annexure “1”)	Yes	No
2	10 Million Average Turn Over in last 3 Years	Audit Report / Tax Return (attach as Annexure “2”)	Yes	No
3	Registration with Income Tax and Sales Tax	NTN & GST Certificates (attach as Annexure “3”)	Yes	No
4	Offices in all four provinces in Pakistan, office in Karachi is mandatory	Complete address along with PTCL landline numbers (attach as Annexure “4”)	Yes	No
5	Company must provide list of clients including at least 3 banks in Pakistan	Attached Purchase Order (Attach as Annexure “5”)	Yes	No
6	Having SLA (Service Level Agreement) with banks Minimum 300 branches	Attached Service Level Agreement (Attach as Annexure “6”)	Yes	No
Qualified / Disqualified				

ELIGIBILITY CRITERIA NOTE

- There can be 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.
- 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.

MANDATORY

- GST/Income Tax Registration/Registration With Sindh Revenue Board
- Attachment of Affidavit (specimen attached as Annexure “I”) on stamp paper from the owner of the company.
- Attachment of Annexure “A” (With Financial Proposal) & Annexure “B” (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
- 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.
- The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
- 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.

DISQUALIFICATION

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

1. Black listed by 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. The company is not registered with GST/Income Tax /Registration/Sindh Revenue Board
4. Alternate bid is offered.
5. **Subletting of Contract.** The qualified bidder sublets the contract in any form/stage to any other agency.
6. The tender is deposited without Tender Fee.
7. **Warranty Period.** Warranty of supplied items is less than 1 year.
8. **Verification from Client.** During verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
9. **Specification of Supplied Items.** After supply, if the specification of supplied items are found different with the items produced in front of committee at the time of technical evaluation.
10. **Premature Termination.** In the past, if the company agreement has been prematurely been terminated after due qualification in any of the category of the tender.

2.6.6 Discussions 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 5 % 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

Sindh Bank Limited (SNDB) requires Supply and Installation of Compatible Printer Toners and Drum kits (For Brother, Samsung, HP & Canon or equivalent) for its Head Office & 330 branches all over Pakistan on need basis. Contract agreement may be extendable / renewable upto 2 years only on mutual understanding on same terms & conditions and rates.

S. No	Description	*Tentative Quantity
1	<u>Printer Samsung ML-3310 ND</u> Toner Original or Compatible or Equivalent	650
2	<u>Printer Samsung ML-3320 ND</u> Toner Original or Compatible or Equivalent	250
3	<u>Printer HP M-401</u> Toner Original or Compatible or Equivalent	1200
4	<u>Printer HP M-402</u> Toner Original or Compatible or Equivalent	600
5	<u>Printer HP Deskjet 2050</u> HP-61 Color Cartridges Original	15
6	<u>Printer HP FPW-137</u> Toner Original or Compatible or Equivalent	20
7	<u>Printer Canon C-LBP-214</u> Toner Original or Compatible or Equivalent	400
8	<u>Printer Canon C-LBP-226</u> Toner Original or Compatible or Equivalent	400
9	<u>Printer Brother 5350 ND (Toner - 3290)</u> Toner Original or Compatible or Equivalent	15
10	<u>Printer Brother 5250 ND (Drum Kit – 3215)</u> Drum Kit Original or Compatible or Equivalent	15
	Total Tentative Quantity	3,565 per year
	Delivery Time	Vendor will deliver toners on need basis in all 330 branches and head office of Sindh Bank.as per following detail. 1. Karachi Same day 2. Out of Karachi Branches within 2 Days.

* This is tentative requirement and actual quantity may vary i.e. Increase or decrease depending on the usage of printer toner.

Note

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

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2021-2022)

Name of Bidder _____

S. No	Description	Tentative Quantity (A)	Unit Price In Rs. Inclusive of all Taxes & Delivery charges (B)	Total Amount in Rs. Inclusive of all Taxes & Delivery Charges (C) (A x B = C)
1	<u>Printer Samsung ML-3310 ND</u> Toner Original or Compatible or Equivalent	650		
2	<u>Printer Samsung ML-3320 ND</u> Toner Original or Compatible or Equivalent	250		
3	<u>Printer HP M-401</u> Toner Original or Compatible or Equivalent	1200		
4	<u>Printer HP M-402</u> Toner Original or Compatible or Equivalent	600		
5	<u>Printer HP Deskjet 2050</u> HP-61 Color Cartridges Original	15		
6	<u>Printer HP FPW-137</u> Toner Original or Compatible or Equivalent	20		
7	<u>Printer Canon C-LBP-214</u> Toner Original or Compatible or Equivalent	400		
8	<u>Printer Canon C-LBP-226</u> Toner Original or Compatible or Equivalent	400		
9	<u>Printer Brother 5350 ND (Toner - 3290)</u> Toner Original or Compatible or Equivalent	15		
10	<u>Printer Brother 5250 ND (Drum Kit – 3215)</u> Drum Kit Original or Compatible or Equivalent	15		
			*Total Amount	

***Total Amount:**

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

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. If the item is not provide/installed on due date (date given on supply order) a fine of Rs.500/-per day will be deducted from the bill.
3. The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, transportation, labour & delivery charges upto Sindh Bank Ltd Head Office & 330 branches countrywide.

4. No advance payment for the supply of equipment will be made, bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
5. **Calculation of bid security.** 5% of the *(Total Amount) will be submitted with the tender document as bid Security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
6. 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.
7. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
8. The Tender will stand cancelled if the items are not supply / installed within 2 to 3 days of issue of supply order.
9. In case financial bids are the same, the successful bidder will be the one who has highest turnover of the two.
10. If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier.
11. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment 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.
12. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
13. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
14. Pre Bid Meeting: Within one week (For Any Clarification)
15. Note. There can be 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 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.

5.1.9.1 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.

5.1.9.2 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.

5.1.10 Termination

5.1.10.1 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 in corrupt 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.

5.1.10.2 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.

5.1.10.3 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.

5.1.11 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.

5.1.12 Settlement of Disputes

5.1.12.1 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.

5.1.12.2 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.

5.1.13 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.

5.1.14 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.

5.1.14.1 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.

5.1.14.2 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 five (5%) 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.

5.2.4 Annexures

BID FORM	(Annexure “A”)
BID SECURITY FORM	(Annexure “B”)
PERFORMANCE SECURITY FORM	(Annexure “C”)
INTEGRITY PACT	(Annexure “D”)
SCHEDULE OF OPENING & SUBMISSION OF BID	(Annexure “E”)
FORM OF CONTRACT Non Disclosure Agreement	(Annexure “F”)
AGREEMENT	(Annexure “G”)
AFFIDAVIT/UNDERTAKING	(Annexure “H”)
LIST OF BRANCHES	(Annexure “I”)
VISIT REPORT	(Annexure “J”)
MANDATORY PERFORMA	(Annexure “K”)
DISQUALIFICATION PERFORMA	(Annexure “L”)

Annexure

“A”

6. BID FORM

FORM OF BID

Tender Reference No.....

Dated: _____, 2021

To,

Head of Information Technology Division
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 5 percent (5%) 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 _____ 2021

[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 & Installation of Brother, Samsung, HP & Canon Printer Toners and Drum Kits or equivalent*

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 ____ 2021.

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 _____ 2021 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 _____ 2021.

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 _____ 2021.
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

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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: _____

12. AGREEMENT

ANNEXURE "G"

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 Supplier). WHEREAS the Supplier is the dealer/supplier/manufacturer of _____ Goods (Toners and Drum Kit)

AND WHEREAS the Bank is inclined to purchase the Goods (Toners and Drum Kit) as detailed below on the terms and conditions laid down hereinafter for the supply of goods (Toners and Drum Kit) for the BANK of total sum Amounting Rs. _____

Details of Goods are as follows:

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

1) Terms & Conditions:

a) The supplier shall supply Goods as per specifications and upon the recommendations of the Technical / Standardized Committee appointed by the Bank within 2 to 3 days from the date of receipt of Purchase Order.

b) The bank will have the option to enforce the performance bond on happening of any one or all the following events.

- If the supplier fails to deliver the Goods (Toners and Drum Kit) to as per agreed Schedule.
- If the supplier fails to get the Goods (Toners and Drum Kit) to inspected by the Technical Committee.
- If the Goods (Toners and Drum Kit) supplied by the supplier fails to perform as per Banks requirement.

c) The supplier 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.

d) The Bank reserves the right to Test/Check the goods (Toners and Drum Kit) 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 o the Bank forever. The decision of the Bank shall be final and binding upon the vendor.

- e) 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 enforce 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.
- f) Proportionate payments against supply of Goods (Toners and Drum Kit) will be made within Thirty days from the delivery date.
- g) In case of any dispute at any point the matter will be settled amicably. If the parties do not reach settlement the dispute will be referred to the Complaint Redressal Committee for Dispute Resolution.
- h) Delivery will be made by the supplier at different locations prescribed by the Bank.
- i) In case of failure to supply the requisite within 7 working days after the delivery time, as described under clause no 1 (b) of this agreement, Rs.1,000/- per day will be charged.
- j) This agreement is valid for a period of one year commencing from _____ to _____ which may be extendable upto two years on mutual consent on the same terms & conditions of tender document.
- k) Supplier binds/undertakes that in case of any observation arising in respect of quality/performance of the goods within the warranty period, the supplier will be liable to address it at his own cost within 24 hours. Non-compliance of the same will result into initiation of a case against the company for non-commitment and forfeiting of performance security or any other action as deemed necessary.
- L) All terms and conditions of the tender document will remain part of this agreement.

2) Warranty

- Comprehensive warranty 01 year is mandatory for Toner and Drum Kits.
- During Warranty period, any complaint forwarded to the company will be rectified within a period of 24 hours in big cities and within 48 hours in small cities

3) Payment Schedule:

As per agreed schedule between SNDB and Supplier If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier

4) Performance Security:

5% of the total tender amount of will be retained by the Bank as "Performance Security" and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the branch managers, where the items have been supplied. Before release of performance security a technical team of the Bank will visit all branches to confirm the specifications of the supplied items as provided in offered product by the supplier. Any variation if found will disqualify the supplier along with forfeiting of the performance security and will ultimate recommendations to SPPRA authority for blacklisting of the firm.

- 5) Authorized Representative:
- Any action required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Supplier may be taken or executed by the officials.
- 6) 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 two (2) unsatisfactory letters/emails are issued by the Bank for unsatisfactory performance to the supplier
 -
- 7) Goods Faith:
- The Parties undertake to act in goods faith with respect to each other's rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.
- 8) Settlement of Disputes:
- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement 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 the Agreement or its interpretation.
 - If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (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.
- 9) Conflict of Interest:
- The Supplier shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

10) **CONFIDENTIALITY**

Except with the prior written consent of the Bank, the Supplier and the Personnel shall not at any time communicate to any person or entity and 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.

11) **ACCESS TO REGULATOR**

SUPPLIER and SNDB agree to provide to State Bank of Pakistan necessary access to the documentation and accounting records in relation to the Cash in Transit activities and right to conduct on-site to SUPPLIER, if required

12) **LIABILITY**

In case of loss, damage and / or delay after agreed time SUPPLIER shall pay the damages to the BANK as mutually agreed. It is agreed between the parties hereto that no claim for loss of or damage shall be entertained till such time as all printing charges have been paid, in full, by the BANK. The BANK

agrees not to deduct any amount from any payment to be made to SUPPLIER, against any bills raised and/or invoices issued by SUPPLIER, in respect of the printing and delivery of BANK statements under this Agreement. This Addendum shall form an integral part of the Agreement.

13) INDEMNIFICATION.

SUPPLIER (the "Indemnifier") agrees that it shall indemnify, defend, and hold harmless the BANK 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).

This Article shall survive termination of this Agreement.

14) Anti – Money Laundering.

Supplier acknowledge that they do not violate any statutory / prudential requirement on anti-money laundering or record keeping procedure as per existing laws / rules and regulations of locals as well as foreign jurisdiction."

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

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

Supplier

Witness:

Signature _____

Signature _____

Name _____

Name _____

Designation _____

Designation _____

Company Name _____

Address _____

Address _____

Sindh Bank Ltd

Signature _____

Signature _____

Name _____

Name _____

Designation _____

Designation _____

Company Name **Sindh Bank Limited**

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank**

Address **Federation House, Sindh Bank**

Ltd. Head Office, Karachi

Ltd. Head Office Karachi

Witness:

Signature _____

Name _____

Designation _____

Address _____

ANNEXURE “H”

13. UNDERTAKING/AFFIDAVIT

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 _____ 2021, who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

List of Branches

ANNEXURE “I”

S.No.	Branch Code	Branch Name
<u>KARACHI BRANCHES</u>		
		<u>GROUP BUSINESS HEAD SOUTH OFFICE</u>
		Plot # Misc.-2, Bahria Complex-II
		M.T. Khan Road, Karachi
1	5303	ALLAMA SHABBIR AHMED USMANI ROAD (ISLAMIC)
		Shop No.2,3, & 4, Shaheen Heights, Block-7,
		KDA Scheme No.24, Gulshan-e-Iqbal,
		Karachi
2	0390	ABUL HASAN ISPHAHANI ROAD BRANCH
		Plot No.A-1/10, Block No.4,
		Gulshan-e-Iqbal, Karachi
3	0341	BAHADURSHAH ZAFAR MARKET BRANCH
		Property No.G-3 of R.B. 11/22, III-A-239-B,
		Rambagh Quarters, Gwali Lane No.1,
		Karachi
4	0329	BUFFERZONE NAGAN CHOWRANGI BRANCH
		Plot No. 32, Sector 11-H,
		North Karachi Township Scheme, Karachi
5	0360	BAHADURABAD BRANCH
		Plot No.111, Shop No.4, The City Towers,
		Bahadur Yar Jang Co-operative Housing Society
		Alamgir Road, Karachi
6	0364	BHAINS COLONY BRANCH
		Plot No. 217, Block-A, Cattle (Bhains) Colony
		Landhi, Karachi
7	0366	BAHRIA COMPLEX-II BRANCH
		Plot # Misc.-2, Bahria Complex-II
		M.T. Khan Road, Karachi

8	0375	BOHRAPIR BRANCH
		Shop No.3 & 4, Plot Survey No.88, RC.12
		Ranchore Line Quarter, Karachi
9	0391	BALDIA TOWN BRANCH
		Plot No.667, Anjam Colony,
		Badia Town, Karachi
10	0385	BAHRIA TOWN BRANCH
		Plot No.109-A, Precinct-A, Street Commercial Lane-05,
		Midway Commercial, Bahria Town,
		Karachi
11	0302	CLIFTON BRANCH
		Ground Floor, St-28, Block-5, Federation House,
		Clifton, Karachi
12	0303	COURT ROAD BRANCH
		Ground floor, G-5-A, Court View Apartments,
		Opposite Sindh Assembly, Karachi
13	0318	CLOTH MARKET BRANCH
		Shop No.28, Ground Floor, Cochinwala Market,
		Bunder Road Quarters, Karachi
14	0369	CIVIC CENTER BRANCH
		Ground Floor, Civic Center,
		Gulshan-e-Iqbal, Karachi
15	0325	DHORAJEE BRANCH
		Plot # 35/243, Block 7&8,
		C.P. Berar Cooperative Housing Society,
		Dhorajee Colony, Karachi
16	0357	DHA PHASE-II BRANCH
		Plot No. 13-C, Commercial Area "A",
		DHA Phase-II, Karachi
17	0338	DHA Phase-IV
		Shop # 1,2,3, and 4, Plot No.III
		9 th Commercial Street, Phase-IV,

		DHA, Clifton Cantonment, Karachi
18	0304	DHA 26th STREET BRANCH
		Plot No.14-E, 26 th Street Phase 5 Ext. D.H.A, Karachi
19	0380	DHA PHASE-VIII BRANCH
		Ground Floor, Plot No.75-C, Al-Murtaza, Lane-3, DHA, Phase-VIII, Karachi
20	0372	DR. ZIAUDDIN AHMED ROAD
		Plot No.2/1, Sheet No. C 11-9, Imperial Court, Dr. Ziauddin Ahmed Road, Karachi
21	0349	GARDEN EAST BRANCH
		Plot No. GRE-491/2-B, Shop No.2 & 3, Seven Star Residency, Garden East Quarters, Karachi
22	0321	GOLE MARKET BRANCH
		Plot # 16, Row # 18, Sub-Block-F in Block-III, Gole Market, Karachi
23	0335	GULISTAN-E-JOHAR BRANCH
		Shop # 7 & 8, Casim Paradise, Block-18, Scheme 33, Gulistan-e-Johar, Karachi
24	0343	GULSHAN-E-HADEED BRANCH
		\, Gulshan-e-Hadeed, Karachi
25	0305	GULSHAN-E-IQBAL BRANCH
		Fl : 1/13, block 5, KDA Scheme No.24, Main Rashid Minhas Road, Gulshan-e-Iqbal Karachi
26	0337	GULSHAN-E-MAYMAR BRANCH
		Plot No.SB-016, Sector-7, Sub-Sector IV, Gulshan-e-Maymar , Karachi
27	0311	GIZRI BRANCH

		Commercial Plot No.G-1/2 & 23
		Lower Gizri Bazar Area,
		Clifton Cantonment, Karachi
28	0387	GADAP TOWN BRANCH
		Plot No.345, Haji Zakaria Jokhio Goth,
		Distt. Malir, Karachi
29	0392	GULSHAN-E-IQBAL BLOCK 13D-2 BRANCH
		Plot No.SB-04, Shop No.1 & 2,
		Block 13D-2, Scheme 24, Gulshan-e-Iqbal, Karachi
30	0377	GULZAR-E-HIJRI BRANCH
		Shop No. 65 & 66, Block-9, Ground Floor,,
		County Garden, Sub Plot 06/09, Sector 14-B,
		KDA Scheme No.33, Gulzar-e-Hijri, Karachi
31	0306	HYDERI BRANCH
		Plot No. SD-27, Block-G, Scheme No.2.
		Hyderi Market, North Nazimabad, Karachi
32	0301	I.I. CHUNDRIGAR ROAD BRANCH
		Ground Floor, P & O Plaza, Opposite
		I.I. Chundrigar Road, Karachi
33	0381	IBRAHIM HYDERI BRANCH
		Commercial Plot, Situated in Naiclass 25,
		Deh Ibrahim Hyderi,
		Karachi
34	0323	JAMSHED QUARTER BRANCH
		House # 13/B, Plot # 710/6,
		Survey Sheet # J.M. Quarters,
		Karachi
35	0307	JODIA BAZAR BRANCH
		Shop No. 1 Ground Floor,
		Soomro Center, Jodia Bazar, Napier Quarter, Karachi
36	0332	KARACHI ADMINISTRATION SOCIETY BRANCH
		Plot # SA/90, Block-8, KAECHS Society,
		Opposite Shaheed-e-Millat Road,

		Karachi
37	0348	KHAYABAN-E-ITTEHAD BRANCH
		Plot No.128-N, Muslim Commercial Area, Khayaban-e-Ittehad, DHA, Phase-VI, Karachi
38	5301	KHAYABAN-E-ITTEHAD ISLAMIC CLIENTING BRANCH
		Ground Floor, Plot No. 13-C, Khayaban-e-Ittehad, Phase-II Ext. DHA. Karachi
39	0354	KHAYABAN-E-SHAHBAZ BRANCH
		Plot No.11-C, Shop No.1 & 2, Ground Floor, Shahbaz Lane-2, Phase-VI, Pakistan Defence Housing Authority, Karachi
40	0308	KORANGI INDUSTRIAL AREA BRANCH
		Plot No.27/28, Showroom No.5, Korangi Industrial Area, Sector-16, Karachi
41	0359	KEHKASHAN CLIFTON BRANCH
		Plot No. F/101, Block # 7, Scheme No.5, Kehkashan, Clifton, Karachi
42	0368	KARIMABAD BRANCH
		C-23, Al-Habib Blessing, Block-4, Federal B Area, Meena Bazar, Karimabad, Karachi
43	0373	KARACHI UNIVERSITY
		Main Campus, University of Karachi University Road, Karachi
44	0378	KORANGI TOWNSHIP BRANCH
		Plot No.0-13, Sector 33-A, Korangi, Karachi
45	0382	KEAMARI BRANCH
		Plot No.18, Locality No.11, Jungle Shah Keamari, Karachi
46	0383	KHADDA MARKET BRANCH

		Ground Floor, Plot No.18/2, Survey Sheet No.LY-6
		Khadda Market, Lyari,
		Karachi
47	0345	LANDHI BRANCH
		Quarter No.14/10, Block-5 D,
		Landhi Township, Karachi
48	0339	LEA MARKET BRANCH, KARACHI
		Plot Survey # 2, Lea Quarters,
		Lea Market, Karachi
49	0330	LIAQUATABAD BRANCH
		Plot # 2, Block-3, Machine Area
		Survey Sheet # 7/9, Liaquatabad, Karachi
50	0322	M.A. JINNAH ROAD BRANCH, KARACHI
		Plot No.28/2, Shop No. 13, 14 & 15
		Amber Medical Centre, M.A. Jinnah Road, Karachi
51	0344	MALIR CANTT. BRANCH
		Plot No.11, Block-S, Cantt. Bazar Area,
		Malir Cantonment, Karachi
52	0352	MEHMOODABAD BRANCH
		Plot No.476 & 476A, MAC-II
		Mehmoodabad, Karachi
53	0316	MEMON GOTH BRANCH
		Plot No.232 Deh. Malh, Tapu Dersano Chano,
		Murad Memon Goth, Karachi
54	0347	METROVILLE BRANCH
		Plot No.F-5, Block-3, Category-B, KDA Scheme,
		Metroville No.1, S.I.T.E.,
		Karachi
55	0333	MOHAMMAD ALI SOCIETY BRANCH
		Plot No.39/F, Mohammad Ali Society,
		Karachi
56	0370	MALIR CITY BRANCH
		Plot No.46, Block-A,

		Malir Township, Near Atia Hospital, National Highway, Karachi
57	5302	MODEL COLONY (ISLAMIC) Plot No.9-1/2-A, Model Colony, Near National Saving Centre, Karachi
58	0328	NEW CHALLI BRANCH Property Bearing # 37, Survey Sheet # SR-7, Serai Quarters New Challi, Karachi
59	0317	NEW KARACHI BRANCH Plot # AS-24, Street # 3, Sector # 5-H, North Karachi Township
60	0319	NORTH KARACHI INDUSTRIAL AREA 1/1, Sector 12-A, North Karachi Industrial Area, Karachi
61	0324	NORTH NAPIER ROAD BRANCH Plot # 32/2, Survey # NP-10, Sheet # 10 Napier Quarters, Napier Road, Karachi
62	0355	NORTH NAZIMABAD BRANCH Ground Floor, Plot No.SC-7 Chayell Comfort, Block-N, KDA Scheme No.2, North Nazimabad, Karachi
63	0371	NISHTAR ROAD BRANCH Shop No.1A, Ground Floor, Building Bearing Survey No.61/II, Nishtar Road, Karachi
64	0376	NAZIMABAD BRANCH Shop No.S-1, Plot No.26 Row-01, Sub Block-A, Block-1, Nazimabad, Liaquatabad Town, Karachi
	0384	ORANGI TOWNSHIP BRANCH Plot No.C.1-57, Sector No.11, Orangi Township, Karachi
66	0389	ORANGI TOWN BRANCH

		Plot No.L-1 & Plot No.L-245, Section 1/D, Orangi Town, Karachi
67	0310	PAPER MARKET BRANCH Plot No.22/2, Sheet No.SR.18, Serai Quarters, Saddar Town, Karachi
68	0353	PECHS COMMERCIAL AREA BRANCH Plot No.187-3A, Shop No. 3 & 4, Ground Floor, Dawood Apartment, Block-2, PECHS, Karachi
69	0358	PIA EMPLOYEES CO-OPERATIVE HOUSING SOCIETY BRANCH Plot No.B-44, Block-9, KDA Scheme # 36, PIA Employees Co-Operative Housing Society, Gulistan-e-Jauhar, Karachi
70	0342	PIB COLONY BRANCH Shop No. 2, Plot No.340, Pir Illahi Bux Co-operative Housing Society Ltd., PIB Colony, Karachi
71	0309	PREEDY STREET, SADDAR BRANCH Property bearing # 326/2, Artillery Maidan, Preedy Street, Saddar Karachi
72	0393	QUAIDABAD BRANCH Plot No.SV-09, Maria Center, Quaidabad, Landhi, Karachi
73	0367	RASHID MINHAS ROAD BRANCH Plot No. A-2, Shop No.S12 to S-15, Akbar Paradise, Block-A, National Cement Employees Cooperative Housing Society, Rashid Minhas Road, Karachi
74	0356	SAFOORA GOTH BRANCH Plot No.SB-23, Shop No.2, Euro Heights, Block-7, KDA Scheme # 36, Gulistan-e-Johar, Karachi
75	0326	SHAHEED-E-MILLAT ROAD BRANCH Show Room # G-01, Sagar Heights, Block-3, M.S.G.P. Cooperative Housing Society,

		Shaheed-d-Millat Road, Karachi
76	0314	SITE BRANCH
		B/9-B-2, SITE, Karachi
77	0312	SHAHRAH-E-FAISAL BRANCH
		Plot No.30-A, Ground Floor, Showroom No. 4, 5 & 6, Progressive Centre, Block-6, P.E.C.H.S, Shahrah-e-Faisal, Karachi
78	0340	SHERSHAH BRANCH
		Plot No.D/95, Shop# A-1 & A-2, SITE Area, Karachi
79	3021	SIR SYED HOSPITAL – SUB BRANCH
		Plot No.887, Block-A, Korangi Road, Near KPT Interchange, Qayyumabad, Opposite DHA Phase-VII Ext. Karachi
80	3031	SINDH SECRETARIAT – SUB BRANCH
		C.S. No.409, Sheet No. AM-1, Artillery Maidan Quarter, Karachi
81	0334	SOHRAB GOTH BRANCH
		Shop # 14/A & B, 15/A & B, Ground Floor, Al-Asif Square, Sohrab Goth, Karachi
82	0336	STOCK EXCHANGE BRANCH, KARACHI
		Property No. 142 & 143, Third Floor, Stock Exchange Building, Karachi
83	0362	SINDHI MUSLIM HOUSING SOCIETY BRANCH
		Plot No. 117 & 118, Shah Abdul Latif Education Trust Block-A, Sub-Block B, Sindh Muslim Cooperative Housing Society, Main Chowrangi, Karachi
84	0363	SHIREEN JINNAH COLONY BRANCH

		Plot No.46, Block-I, Category-B, Scheme No.05, Shireen Jinnah Colony, Clifton, Karachi
85	0374	SHAH FAISAL COLONY House No.CB-52, Ground Floor, Alfalah Co-operative Housing Society (Drigh Colony) Shah Faisal Colony, Karachi
86	0379	SINDH SOCIAL SECURITY INSTITUTION (SESSI) BRANCH Ground Floor, Sindh Employees Social Security Institute Head Office, ST/17, Block-06, Gulshan-e-Iqbal, Karachi
87	0386	SAADI TOWN BRANCH Plot No.C-33 (Commercial), Block-II, Saadi Town, Scheme-33, Gulzar-e-Hijri, Malir Cantt, Karachi
88	0388	SAMANABAD / GULBERG BRANCH Plot No.R-323, Block-18, Scheme No.16, F.B. Area, Samanabad, Gulberg, Karachi
89	0313	TARIQ ROAD BRANCH Plot No.55-C, 56-C, Central Commercial Area, Block-2, PECHS, Karachi
90	0315	TIMBER MARKET BRANCH Plot Survey # 22 (Old Survey # E-5/3-14), Lawrence Quarter, Siddique Wahab Road, Timber Market, Karachi
91	0331	UNIVERSITY ROAD BRANCH, GULSHAN-E-IQBAL Shop # 2 & 3 Bearing Plot # SB-13, Ground Floor, Gulshan Centre, Block-13-C, Scheme-24, Gulshan-e-Iqbal, Karachi
92	0320	WATER PUMP BRANCH Plot # 9, Block-16, Scheme # 16, Federal "B" Area, Karachi
93	0346	WEST WHARF BRANCH Plot No. 20, Warehouse Area, West Wharf Road, Karachi

INTERIOR SINDH BRANCHS		
1	0149	AHMED PUR BRANCH Jiryān No.309, Survey No.625, Ahmed Pur, Taluka Kingri, District Khairpur
		-
2	0401	AUTOBHAN ROAD BRANCH, HYDERABAD Wali Arcade, Plot No.M-577, Autobhan Road, Latifabad, Hyderabad
		-
3	0144	ANAJ MANDI LARKANA BRANCH Survey No.3830/1831 & 1981/1, Ward-A, Mohallah Shewa Mandi, Main Road Larkana
		-
4	0124	BADAH BRANCH Juryān No.87, Main Badah Road, Badah, Tehsil Dokri, District Larkana
		-
5	0409	BADIN BRANCH Plot / Survey No.157, Main Bus Stop, Hyderabad Badin Road, Badin
		-
6	4091	BAWANI SUGAR MILLS – SUB-BRANCH Ahmed Nagar, Talhar Distt. Badin
7	0423	BHAN SAEEDABAD BRANCH Jaryān No.698, Main Bhan Saeedabad Road, District Jamshoro
8	0435	BERANI BRANCH Survey No.45(1-2-3) & 46, Deh Berani, Taluka Jam Nawaz Ali District Sanghar
9	0441	BANDHI DISTT. SHAHEED BENAZIRABAD BRANCH Plot No.13 & 14 Farooque Town Bandhi, Deh 64, Nasrat Bandhi, Taluka Daur, Distt. Shaheed Benazirabad
10	0148	BUXAPUR, DISTRICT KASHMORE BRANCH Jiryān No.06, Buxapur Town, Main Buxapur Market

		District Kashmore
11	0445	BULARI SHAH KARIM BRANCH
		Revenue Survey No.55, Main Bulari Shah Market Road, Deh & Tappo Bulari, Taluka Bulari Shah Karim, District Tando Muhammad Khan
12	0427	CITIZEN COLONY, HYDERABAD BRANCH
		Shop No.3-7, Royal City Project, Citizen Colony, Jamshoro Road, Hyderabad
13	0439	CHACHRO DISTT. THARPARKAR
		Plot No.2, Jaryan No. 294, Deh Chachro, Taluke Chachro, District Tharparkar
14	0146	CHUNDKO DISTRICT KHAIRPUR BRANCH
		Jiryen No.40, Main Road Chundko, Taluka Nara, District Khairpur
15	0106	DADU BRANCH
		Plot No.54, RS No.987, Opposite Degree College, Dadu City, District Dadu
16	1061	DADU SUGAR MILLS – SUB BRANCH
		Pyaro Goth, Distt. Dadu
17	0115	DAHARKI BRANCH
		Survey No.446, Main Daharki Road, Taluka Daharki, District Ghotki
18	0428	DIGRI BRANCH
		Plot No. 118, Deh, 178, Mirwah Road, Digri
19	0137	DOKERI, DISTT. LARKANA BRANCH
		Shop No.3&4 Dokro Moen-Jo-Daro Road, Dokeri
20	0121	GAMBAT BRANCH
		Plot No.2153-A, Near Sui Gas Office, Main Gambat Road, District Khairpur

21	<u>0429</u>	GHARO BRANCH
		Jaryan No.197, Main National Highway Road,
		Taluka Gharo, District Thatta
22	<u>0110</u>	GHOTKI BRANCH
		Plot/City Survey No.890, Ward-B,
		Main Deviri Sahib Road, Ghotki
23	<u>0128</u>	GHOUSPUR BRANCH
		Shop No.1 & 2, Shahi Bazar,
		Near Shah Hussain Masjid Ghouspur,
		Taluka Kandhkot, District Kashmore-Kandhkot
24	<u>0432</u>	GHARI KHATA BRANCH
		Shop No.CSF/C/1075,20,
		Qazi Qayoom Road,
		Hyderabad
25	<u>0142</u>	GARHI YASIN, DISTRICT SHIKARPUR
		City Survey No.430, Main Bazar
		Garhi Yasin , District Shikarpur
26	<u>0145</u>	GHARI KHAIRO DISTT. JAOBABAD BRANCH
		Shop No.13, VF-II, Jiryen No.13,
		Main Road Town Ghari Khairo, District Jacobabad
27	<u>0443</u>	GOLARCHI DISTRICT BADIN BRANCH
		Plot No.A-1, Jiryen No.618, Main Golarchi Road,
		Deh Bharo Dari, Tappo Golarchi, District Badin
28	<u>0402</u>	HALA BRANCH
		Survey No. 1397/88, Ward B, Gulshan Fahim Colony,
		Hala, District Matiari
29	<u>0430</u>	ISLAMKOT BRANCH
		Plot No.17, 18 & 20, Near Jamia Masjid
		Taluka Islamkot, District Tharparkar
30	<u>0119</u>	JACOBABAD BRANCH
		Property No.232, Ward-6,
		Main Quetta Road, Jacobabad.

31	<u>0431</u>	JAMSHORO BRANCH
		Plot No.A-133, Sindh University Employees Co-operative Housing Society, Phase-I, Taluka Kotri, District Jamshoro
32	<u>0433</u>	JOURNALIST SOCIETY BRANCH
		Plot No.9, Journalist Co-operative Housing Society, Near Center Jail, Hyderabad
33	<u>0440</u>	JATI DISTT. SUJAWAL BRANCH
		Revenue No.789/766, Memon Shopping Mall Jati District Sujawal
34	<u>0442</u>	JHUDDO DISTT. MIRPURKHAS
		City Survey No.444, Usman Complex-II Ward No.8, Main Jhuddo Tando Bago Road, Jhuddo, District Mirpurkhas
35	<u>0136</u>	KHANPUR MAHAR, DISTT. GHOTKI BRANCH
		Plot No.115-II, Khanpur Mahar, Taluka Khan Gharh, District Ghotki
36	<u>0104</u>	KANDHKOT BRANCH
		S.No.167, opposite Shams petroleum Services Deh Akhero Kandhkot District Kashmore Kandhkot
37	<u>0129</u>	KANDIARO BRANCH
		Jaryan No.1588, Opposite Zarai Taraqjati Client Ltd. Hospital Road, Taluka Kandiara, District Naushero Feroze
38	<u>0118</u>	KASHMORE BRANCH
		Jaryan No.874, Main Kashmore Kandhkot Road, Kashmore District Kandhkot.
39	<u>0102</u>	KHAIRPUR BRANCH
		Ground Floor, Syed Ramzan Ali Shah Trade Centre, Khairpurmirs
40	<u>0126</u>	KHAIRPUR NATHAN SHAH BRANCH
		Shop No.C/407-A, Taluka Khairpur Nathan Shah, District Dadu
41	<u>4092</u>	KHOSKI SUGAR MILLS – SUB BRANCH

		Khoski Sugar Mills Ltd. Khoski, District Badin
42	0403	KOTRI BRANCH City Survey No.290, Ward-A, Shop No.8-10, Plot No.1, River Point Kotri, District Jamshoro
43	0417	KUNRI BRANCH Plot No. 10, Survey No.263/4, Block-6 Deh Garaho, Main Station Road, Kunri, District Umerkot.
44	0434	KHIPRO BRANCH Plot No.Z-437, Khipro Town, Main Sanghar Khipro Road, Taluka Khipro, District Sanghar
45	0138	KOT BANGLOW DISTT. KHAIRPUR City Survey No.300, Deh Tando Shah, Tapo Kotdiji Distt Khairpur
46	0107	LARKANA BRANCH Ground Floor, City Survey No. 799, Raza Shah Mohalla, VIP Road, Larkana
47	0418	LATIFABAD HYDERABAD BRANCH Plot No. 06, Block-D, Unit No. VII, Latifabad, Hyderabad
48	0426	MARKET AREA, HYDERABAD BRANCH Shop No.A/1194, Ward-A, Market Road, Hyderabad
49	0415	MATIARI BRANCH Plot # 125, Situated Ward-A Town Opposite NADRA Office, Matiari
50	0122	MEHAR BRANCH Shop No.1086, Ward-A, Mehar, District Dadu
51	0127	MILITARY ROAD SUKKUR BRANCH

		Survey No.717, Main Military Road, Sukkur
52	<u>0116</u>	MIRPUR MATHELO BRANCH Plot No.24(2-01) Deh, Tapo Mirpur, Main Mirpur Mathelo Road, District Ghotki
53	<u>0404</u>	MIRPURKHAS BRANCH Plot No. RCN-18, Survey No.864/6, Main Umerkot Road, Mirpurkhas
54	<u>0410</u>	MITHI BRANCH Plot/Jaryan No.50, Opposite Hyderi Hotel, Mithi
55	<u>0421</u>	MORO BRANCH Plot No.14, Main Road Moro, District Noshero Feroze
56	0132	MEHRABPUR BRANCH PTD No.III-A-43, Ward-16, Thari Road, Mehrabpur, Taluka Mehrabpur, District Naushahrofroze
57	0437	MATLI DISTRICT BADIN Plot No.381/1, Unit-II, Category II, Noor Hamd Nodakari Colony, Taluka Matli, District Badin
58	0438	MIRPUR BATHORO Survey No.381/A, Ward-A, Main Road Sujawal to Mirpur Bathoro, Taluka Mirpur Bathoro, District Sujawal
59	0140	MUHALLA LUQMAN, KHAIRPUR Plot No.7,8,9,10,33,34,35 & 36 CS Nos.169,170 & 171 Arisha Colony Opp. Mill Colony Ciivil Hospital Road, Distt. Khairpur.
60	0141	MIROKHAN, DISTT. QAMBER SHAHDADKOT Jiryen No.105, Deh Shah Ali Tunia, Tappo & Taluka Mero Khan, District Qamber Shahdadkot

61	0147	MADEJI, DISTRICT SHIKARPUR BRANCH City Survey No.22, Deh Hafeez Dero, Madeji Taluka Ghari Yaseen, District Shikarpur
62	0444	MIRPUR SAKRO BRANCH Jiryen No.500/499, Main Road Mirpur Sakro Deh Mirpur Sakro, Tappo & Taluka Mirpur Sakro, District Thatta
63	0101	NAUDERO BRANCH Naudero Sugar Mills, Main Larkana Road, District Larkana
64	0105	NAUSHAHRO FEROZ BRANCH Property Jaryan No. 185/28-5-2005, Deh Survey No.137, Main Naushahro Feroz Road Opposite National Savings Centre Taluka Naushahro Feroz
65	0134	NASIRABAD BRANCH Shop No.1-8, Madina Shopping Center, Mohallah Kathia Bazar, Badah Road, Nasirabad, District Kambar Shahdadkot
66	0103	PANO AQIL BRANCH Property Survey No.436, Main Pano Aqil Sukkur Road, Taluka Pano Aqil, District Sukkur.
67	0125	PIR JO GOTH BRANCH Shop No.2180, Anaj Mandi, Pir Jo Goth, Taluka Kingri, District Khairpur
68	0123	QAMBAR BRANCH City Survey No.121 & 122, Ward-B, Near Shahi Bazar Station Road, Qambar, Shahdadkot
69	0405	QASIMABAD, HYDERABAD BRANCH Plot No.11, Rs No.274/1, Faraz Villas, Qasimabad, Hyderabad

70	<u>0130</u>	QAZI AHMED BRANCH
		Survey No.313, Main Qazi Ahmed Road,
		Taluka Qazi Ahmed, District Shaheed Benazirabad
71	<u>0111</u>	RATODERO BRANCH
		City Survey No.795/5, Ward B,
		Ratodero Bus Stand, Ratodero
		Larkana
72	<u>0120</u>	ROHRI BRANCH
		City Survey No.2181/9, Ward-B,
		Mohallah Kot Janullah Shah,
		G.T. Road, Rohri, District Sukkur
73	<u>0425</u>	SAEEDABAD BRANCH
		Shop No.53/2-36, Main Saeedabad Road,
		Taluka Saeedabad, District Matiari
74	<u>0424</u>	SAKRAND BRANCH
		Shop No.355/1-4, 356, 357, 367,
		Main Sakrand Road, Taluka Sakrand,
		District Shaheed Benazirabad
75	<u>0413</u>	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B
		Cooperative Housing Society, Sanghar
76	<u>0422</u>	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL,
		Sajawal, District Thatta
77	<u>0109</u>	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951,
		Alam Channa Mohalla, Sehwan, District Jamshoro
78	<u>0113</u>	SHAH DADKOT BRANCH
		Building Survey No.652, Ward C,
		Main Kotoo Motoo Chowk, Shahdadkot
79	<u>0114</u>	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road,
		opposite Library, Shikarpur

80	<u>0108</u>	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road,
		Sukkur
81	<u>0416</u>	SHAHDADPUR BRANCH
		City Survey No.543, 548 Muhaga Land
		Station Road, Shahdadpur
		District Sanghar
82	<u>0411</u>	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony,
		Nawabshah, District Shaheed Benazirabad
83	<u>1141</u>	SHIKARPUR RICE MILLS – SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road,
		Village Lodhra, District Shikarpur
84	<u>0436</u>	SULTANABAD BRANCH
		Sabzi Mandi, Sultanabad,
		Deh Salki Tapo Kamaro,
		Taluka & District Tando Allahyar
85	<u>0135</u>	STATION ROAD LARKANA BRANCH
		Plot No.03, Near Al-Abbas Chowk,
		Station Road, Larkana
86	<u>0143</u>	SALEHPAT DISTT. SUKKUR BRANCH
		Shop No.1,2,3 & 4 Plot No.135 to 156
		Deh Chak No.5, Salehpat, Distt. Sukkur
87	<u>0406</u>	TANDO ADAM BRANCH
		Shop No.1,2,3, Prime Tower, Hogani Colony,
		Hyderabad Road, Tando Adam, District Sanghar
88	<u>0407</u>	TANDO ALLAHYAR BRANCH
		Plot No.4-4A & 5, Survey No.272/1, Al Habib Plaza,
		Main Tando Allahyar Hyderabad Road, Tando Allahyar
89	<u>0408</u>	Tando Muhammad Khan
		Plot. Survey No.34, Jaryan No.13/10-7-08,
		Tando Muhammad Khan
90	<u>0412</u>	THATTA BRANCH

		Survey No.115, near Badshahi Masjid, Thatta Sijawal Road, Thatta
91	<u>0117</u>	THUL BRANCH Property No.484, Kandhkot Road, Thul, District Jacobabad
92	<u>4121</u>	THATTA CEMENT – SUB-BRANCH Thatta Cement Company Limited, Makli Ghulamullah Road, Thatta
93	<u>4071</u>	TANDO ALLAHYAR SUGAR MILLS – SUB BRANCH Tando Allahyar Sugar Mills, Deh Kanidar, UC Sanjar Chang, Taluke Chamber, District Tando Allahyar.
94	<u>0139</u>	THARI MIRWAH, DISTT. KHAIRPUR Near Police Station Thari Mirwah, Taluka Mirwah Distt. Khairpur.
95	0446	TANDO JAM BRANCH Jiryan No.399, Mir Mohallah Main Road Tando Jam, Taluka & Distt. Hyderabad
96	<u>0419</u>	UMERKOT BRANCH Plot No.52, Survey No.111, Umerkot Nagori Society, Tehsil & District Umerkot
97	<u>0131</u>	UBARO BRANCH Survey No.714 & 722, Main Ubaro Road, Taluka Ubaro, District Ghotki
<u>CENTRAL REGION BRANCHES</u>		
		<u>GROUP BUSINESS HEAD – CENTRAL REGION</u>
		Plot No.159, Sector Y, Commercial Area, Defence Housing Authority, Lahore Cantt
		-
1	<u>0658</u>	ALI PUR CHATHA BRANCH Khewat No.979, Khatooni No.1414, Khasra No.3620/1683, Gujranwala Road, Ali Pur Chatha, Tehsil Wazirabad, District Gujrawanwala

2	0613	ALLAMA IQBAL TOWN BRANCH, LAHORE
		503-Karim Block (Commercial)
		Allama Iqbal Town, Lahore
3	0610	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad,
		Distrtict Bahawalpur
4	0668	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala,
		Tehsil & District Muzaffargarh
5	0697	ADDA UTTARY MOUZA GITH BARABAR BRANCH
		Khewat No.105/105, Khatoni No.137 to 140, 165 to 167,
		Adda Uttary Mouza Gith Barabar, Tehsil & District Multan
6	0605	BAHRIA TOWN LAHORE BRANCH
		Shop No.1, 2 & 3, Ground Floor, D Plaza,
		Commercial Area, Bahria Town, Lahore
7	0601	BLUE AREA ISLAMABAD BRANCH
		Shop No. 1-5 & Mezzanine 1, Sohrab Plaza,
		Jinnah Avenue, Blue Area, Islamabad
8	0602	CLIENT ROAD RAWALPINDI BRANCH
		Kichlew Building,
		Client Road, Saddar, Rawalpindi
9	0623	BURKI BRANCH
		Khasra # 1523, Khewat # 50, Khatoni # 82,
		Village Burki, Lahore
10	0682	CLIENT SQUARE MODEL TOWN LAHORE
		Shop No. 34-A, Client Square Market
		Model Town, Lahore.
11	0686	BAND ROAD LAHORE
		Khewat No.15, Khatooni # 84, Khasra # 546/115/16,
		Mohallah Sanda, Bhatianwala, Bund Road
		Gulshan-e-Ravi, Lahore

12	0694	BHALWAL, DISTT. SARGODHA BRANCH
		Khewat # 579, Khatoni # 589, Khasra # 890/2,
		Mandi Bhalwal, Block # 3, Post Office Road, Tehsil Bhalwal, District Sargodha
13	0695	BAHAWALNAGAR BRANCH
		Khata No.2222, Khatoni No.2310, Al-Fazal Market,
		Oasbia Minchanabad Road, Tehsil & District Bahawalnagar
14	0607	CHAK GHANIAN, DISTRICT GUJRAT
		Village & PO Chak Ghanian, Tehsil Sarai Alamgir,
		District Gujrat
15	0650	CHICHAWATNI BRANCH
		Plot No.376,
		Main Bazar Chichawatni, District Sahiwal
16	0657	CHINIOT BRANCH
		Khewat No.3133/3117, Khasra No.13557/9602,
		Chah Karian Wala, Faisalabad Road, Chiniot
17	0621	CIRCULAR ROAD BRANCH, LAHORE
		Shop No.1, SE-38-R-55/D,
		Opposite Akbari Mandi
		Circular Road, Lahore
18	0611	DALWAL, CHAKWAL BRANCH
		Village & Post Office Dalwal, Tehsil Choa Saidan
		Shah, District Chakwal
19	0663	EGERTON ROAD BRANCH, LAHORE
		Al-Deen Chambers, Plot Vide No.SE-27-R-3,
		Venus Plaza, Egerton Road, Lahore
20	0631	DERA GHAZI KHAN BRANCH
		Opposite Medical Collge,
		Jampur Road, Dera Ghazi Khan
21	0603	DHA BRANCH, LAHORE
		Plot No.159, Sector Y, Commercial Area,
		Defence Housing Authority, Lahore Cantt
22	0684	DHA PHASE-IV LAHORE

		145 CCA, Sector DD, Phase-IV, DHA, Lahore Cantt.
23	<u>0652</u>	DHA PHASE-V, LAHORE BRANCH Plot No.CCA-39, Phase 5-C, Defence Housing Authority, Lahore
24	<u>0648</u>	DHA PHASE-VI LAHORE 15-C, Main Boulevard DHA Phase-VI, Lahore
25	0673	DEPALPUR, DISTRICT OKARA Khewat No.35-36, Grains Market, Main Bazar Depalpur, District Okara
26	0680	DAROGHAWALA, LAHORE Khasr No.449/289, Khewat No.289, Khtoni No.639, Main G.T. Road, Hadbast Masoodpura Daroghawala, Lahore
27	0617	E-11 BRANCH, ISLAMABAD Plot No.1, Sector E-11/3, M.P.C.H.S, Islamabad
28	5607	EIDGAH ROAD, BAHAWALPUR (ISLAMIC BR) Khata No.62/119, Moza Bahawalpur, Milad Chowk, Eidgah Road, Bahawalpur
29	<u>0636</u>	FAISALABAD BRANCH 7-D, Commercial Area, People Colony No.1, Faisalabad
30	<u>0654</u>	FEROZEPUR ROAD BRANCH Plot # S-86-R-79, 79/2, Main Ferozepur Road, Ichra Lahore
31	0671	FAISAL TOWN BRANCH Plot No.25, Block A, Near Faisal Hospital, Faisal Town, Lahore

32	0675	FATEH JANG, DISTT. ATTOCK
		Shop No.1-5, Ward No.6,
		Moza Fateh Jang, District Attock
33	0674	F-11 MARKAZ, ISLAMABAD BRANCH
		Plot No.39, Shops No.3, 4, 5, 18, & 19,
		Near Rahat Bakery, F-11, Markaz,
		Islamabad
34	0604	G.T. ROAD GUJRANWALA BRANCH
		Property No. B-XII-7S-60/A, Bhatia Nagar.
		G.T.Road, Gujranwala
35	0660	GAGGO MANDI BRANCH
		Khewat No.58, Chak No.187/E.B.
		Opposite Police Station, Main Multan Road,
		Gaggo Mandi, Tehsil Burewala, District Vehari
36	0606	GHURKI BRANCH, LAHORE
		Khewat No. 8, Khatooni No.576/568, Khata No.
		156/702, Ghurki Union Council, District Lahore
37	0662	GHARI SHAHU BRANCH
		Property No.SE-6R-107/B, Ground Floor,
		Allama Iqbal Road, Ghari Shahu, Lahore
38	5602	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC CLIENTING
		Plot No.MC-16, Ghori Town
		Phase 4-A, Rawalpindi
39	5606	GHALLA MANDI, SHEIKHUPURA (ISLAMIC)
		Shop No.V-4, S112, Ghalla Mandi,
		Sheikhupura
40	0634	HARAPPA BRANCH
		Main G.T. Road,
		Near Harappa Railway Station,
		Harappa, District Sahiwal
41	0672	HAROONABAD DISTRICT BAHAWALNAGAR
		Plot No.1/7, Bangla Road, Opposite Grain Market,
		Haroonabad, District Bahawalnagar.

42	0679	HAVELI LAKHA, DISTRICT OKARA BRANCH
		Khewat No.410/410, Khatoni No.526 to 542,
		Khasra No.35, Pakpatan Road,
		Haverli Lakha, Tehsil Depalpur, District Okara
43	0692	HEIR VILLAGE BRANCH BEDIAN ROAD
		Khewat # 236, Khatooni # 360-366, Khasra # 2940,
		Mouza Heir, Tehsil Cantt, Lahore
44	0693	HAFIZABAD BRANCH
		Khewat # 504, Khatoni # 1465, Khasra # 2,
		Gujranwala Road, Near Nadra Office, Tehsil & District Hafizabad
45	0635	JEHLUM BRANCH
		Property No. 17, Kohinoor Plaza,
		Old G.T. Road, Jehlum

46	0632	JANDIALA DHABWALA BRANCH
		Khewat No.216, Khatoni No.512-514,
		G.T. Road, Jandiala Dhabwala,
		Near Motorway Police Office, District Gujranwala

47	0614	JOHAR TOWN BRANCH, LAHORE
		Plot No. 7, Block-B, Near Allah Hoo Chowk
		Johar Town, Lahore
48	0678	ADDA JANPUR, DISTT. RAHIM YAR KHAN
		KLP Road, Adda Janpur,
		Tehsil Liaqatpur, Distt. Rahim Yar Khan
49	0639	KALRA KHASA BRANCH
		Khewat No.91, Khatoni No.140, Khasra No.648,
		G.T. Road, Near Vita Fan, Shabnum Colony,
		Kalra Khasa, Tehsil & District Gujrat
50	0341	KUNJAH BRANCH
		Plot No. 5-A/15, Ward No.3, Kunjah,
		Tehsil & District Gujrat.
51	0665	KASUR BRANCH
		B-2/13, R-1/D, Haji Farid Road,
		Kasur

52	0664	KHANEWAL BRANCH
		Plot No.1743, Ground Floor, Sir Syed Road, Khanewal
53	5605	KACHEHRI ROAD, GUJRAT (ISLAMIC)
		Khewat No.562-565, Khatooni No.651-654, Khasra No.2199/490, 2205/492, 2201/490, Nanwan Shah Pur, Kacheheri Road, Gujrat
54	0688	KHUDDIAN BRANCH KASUR
		Khewat # 3218, Khasra # 6671, Khuddian, District Kasur
55	0616	LALAMUSA BRANCH
		Plot No.1/123 Tehsil Kharian, Lalamusa, District Gujrat
56	0622	LIDHAR BRANCH
		Village Lidhar, Wagha Town, Lahore
57	0608	LILA BRANCH, DISTRICT JEHLUM
		Post Office Lilla Town, Tehsil Pind Daden Khan, District Jehlum
58	5603	LIAQUAT ROAD SAHIWAL – ISLAMIC CLIENTING BR
		Khewat No.142, Khatoni No.161, Liaquat Road, Sahiwal
59	0638	MULTAN BRANCH
		64-Abdali Road, Multan
60	0643	MANAWALA BRANCH DISTRICT SHEIKHUPURA
		Main Bazar Village Manawala, Sheikhupura
61	0647	MIAN CHANNU BRANCH
		Khewat No.635, Khatooni No.647, Khasra No.1671 & 1672, Lakar Mandi, Mian Channu, District Khanewal

62	<u>0669</u>	MAIN BOULEVARD DHA LAHORE BRANCH
		Shop No. 4, Mujtaba Plaza, Main Boulevard, DHA, Lahore Cantt.
63	<u>0620</u>	MUREE ROAD BRANCH, RAWALPINDI
		K-583, Ch. Mouladad Khan Road, Main Murree Road, Rawalpindi
64	<u>0612</u>	MAIN BOULEVARD GULBERG BRANCH, LAHORE
		61-Main Bolulevard, Gulberg Lahore
65	<u>0645</u>	MOHLANWAL BRANCH
		Khewat No.126, Khatoni No.524 to 527, Main Defence Road, Village Mohlanwal, Lahore
66	<u>0642</u>	MORR AIMANABAD BRANCH
		Khasra No.1215/1 & 2, Khewat No.968, Khatoni No.1126 Main G.T. Road, Morr Aminabad, District Gujranwala
67	<u>0653</u>	MUGHAL PURA BRANCH
		Plot No.13, Street No.17, Near Lalpul, Mughal Pura, Lahore
68	5601	MALL ROAD LAHORE – ISLAMIC CLIENTING BRANCH
		Plot No.S.19-R-30, Shop # 30, 30/A, 1 st and 2 nd Floor, Commercial Building Shahrah-e-Quaid-e-Azam, Mall Road, Lahore.
69	0666	MOUZA GOJRA BRANCH
		Khasra No.237, Khewat No.64/65, Khatoni No.435 to 452, Mouza Gojra, Tehsil Malakwal, District Mandi Bahauddin
70	0677	VILLAGE MINHALA LAHORE
		Village Minhala, Main Road, Near Govt. Higher Secondary School, Tehsil Shalamar, District Lahore
71	0687	MUSTAFAABAD (LALYANI) BRANCH
		Khewat No.39 & 40, Khatooni # 44 & 45, Transfer # 6753, Khasra # 1177/3, Main Ferozepur Road

		Lalyani (Mustafaabad) Kasur
72	0696	MURREE BRANCH
		Property No.161-A/1, Rich Villah, Cart Road, Murree, Tehsil Murree, District Rawalpindi
73	0649	NANKANA SAHIB BRANCH
		Khewat No.309, Khatoni No.521 Khasra No.1503 & 1504, Ghala Mandi, Tehsil & District Nankana Sahib
74	0644	OKARA BRANCH
		Khasra # 52/12/1, Khewat # 428, Khatoni No.1085, Mian Colony, M.A. Jinnah Road, Okara
75	0641	PECO ROAD BRANCH LAHORE
		Plot No.1-C/P-II, Phase-III, Main Peco Road, Lahore
76	0646	PESHAWAR ROAD RAWLPINDI
		Plot No.1211, Chur Harpal, Near Govt. College for Women, Peshawar Road, Rawalpindi
77	0609	PINDI BHAUDDIN BRANCH
		Village Pindi Bahauddin, Rasool Road, Tehsil & District Mandi Bahauddin
78	0627	PWD HOUSING SOCIETY ISLAMABAD
		3-Civic Center, Block-A PWD Employees Cooperative Housing Society Islamabad
79	0698	PEER FATEH DARYA BRANCH
		Khewat No.368/355, Khatoni No.160, Kela No.16, Mouza Pir Fateh Darya, Jamaldin Wali Road, Tehsil Sadiqabad, District Rahim Yar Khan
80	0630	RAHIM YAR KHAN BRANCH
		24 Model Town Rahim Yar Khan

81	0655	RAIWIND BRANCH LAHORE
		Plot 4-A, Mouza Niaz Baig,
		Main Raiwind Road, Lahore
82	0619	RAJA BAZAR BRANCH, RAWALPINDI
		Shop No.U/1328, Dingi Khuee,
		Raja Bazar, Rawalpindi
83	0615	SARGODHA BRANCH
		Prince Cinema Market,
		Railway Road, Sargodha
84	0633	SATGARAH DISTRICT OKARA
		Adda Chow, Sat Garah,
		Tehsil and District Okara
85	0637	SIALKOT BRANCH
		Khasra No.834/2, Khatooni # 39, Khewat No.29,
		Shahab Pura Road, Near Masjid Tajdar-e-Madina
		Sialkot
86	0628	SHAHRAH-E-FATIMA JINNAH BRANCH
		G-4, G-12 & 13, Queens Center,
		33-Shahrah-e-Fatima Jinnah (Queens Road), Lahore
87	5604	SAMANABAD, LAHORE (ISLAMIC BRANCH)
		Plot No.91, Main Road Samanabad,
		Lahore
88	0681	SHAHDARA LAHORE
		Shop No. 1 & 2, Malik Market,
		Bus Stop Yousaf Park, Sheikhupura Road,
		Shahdara Lahore.
89	0685	SABZAZAR SCHEME BRANCH LAHORE
		Plot No. 308, Block-B,
		Sabzazar Scheme, Lahore
90	0689	SHEIKHUPURA ROAD GUJRANWALA
		Sr. No.11273, Khata # 122 \$ 128, 754/183,
		Had # 76, Tehsil Khiali,
		Shahpur Town, Gujranwala

91	0625	TARAMARI BRANCH ISLAMABAD
		Khewat No.18, Khatoni No.19, Khasra No.197/139,
		Taramari, Tehsil & District Islamabad
92	0659	TOBA TEK SINGH BRANCH
		Khewat No.7/7, Khatoni No.7,
		Allama Iqbal Road, Mohalla Janj Ghar,
		Toba Tek Singh
93	0676	TALAGANG ROAD, CHAKWAL
		Khasra No.6150/2284, Khewat No.68,
		Khatooni No.143, Talagang Road, Chakwal
94	0691	TARA GARH BRANCH DISTT. KASUR
		Khewat # 155, Khatooni No.499 & 505,
		tara Garh Chowk, Tara Garh
		District Kasur
95	<u>0629</u>	VILLAGE KAHNA BRANCH
		Hakim Ghulam Hussain Colony,
		Mozoa Gajomata, Kahna
		Distt. Lahore
96	0683	VILLAGE HUJRA SHAH MUQEEM
		Khasra No.362/354, Khewat No.859,
		Hujra Road, Near Gillani Marriage Hall,
		Hujra Shah Muqeem, Tehsil Depalpur, District Okara
97	<u>0626</u>	VILLAGE MANGA MANDI
		Near Javed High School,
		Multan Road, Manga Mandi, Tehsil & District Lahore.
98	0690	VILLAGE QILA DEEDAR SINGH
		Khewat No.459, Khatooni # 539, Khasra # 4311/2716/2437,
		Hafizabad Road, (South) Mouza Qila Deedar Singh,
		District Gujranwala
99	<u>0651</u>	WAH CANTT RAWALPINDI BRANCH
		82-A, Minar Road,
		Lala Rukh, Wah Cantt.
100	<u>0624</u>	WALTON ROAD LAHORE
		House No.E/48, Khasra No.2328/280, Kheot No.1,

		Khatoni No.537, Super Town, Walton Road, Lahore
101	<u>0670</u>	WAPDA TOWN LAHORE BRANCH
		Plaza No.12, Block-A-1, PECHS,
		Valencia (Commercial Area),
		Wapda Town, Lahore
<u>NORTH REGION BRANCHES</u>		
		<u>GROUP BUSINESS HEAD – NORTHERN REGION</u>
		Shop No. 4, Ground floor, Jasmine Arcade,
		1-Bashir lane, Fakhar-e-Alam Road, Peshawar
1	<u>0804</u>	ABBOTTABAD BRANCH
		Opposite Radio Pakistan, Mansehra Road,
		Abbottabad
2	5801	ASHRAF ROAD PESHAWAR – ISLAMIC CLIENTING BR
		Haji Darwesh Plaza,
		New Rampura Gate,
		Ashraf Road, Peshawar
3	0814	BATKHELA, DISTRICT MALAKAND BRANCH
		Shops No.1 to 4, Bahadur Khan Plaza,
		Main Bazar, Batkhela, Tehsil Batkhela, District Malakand
4	5901	DADYAL, AJK BRANCH (ISLAMIC BR)
		Commercial Plots No.108 & 109, Dadyal Hamlet,
		District Mirpur Azad Kashmir.
5	0813	DERA ISMAIL KHAN BRANCH
		Shop No.1 & 2, Sharjah Market, North Circular Road,
		Dera Ismail Khan Tehsil & District Dera Ismail Khan
6	0815	DARRA-E-ADAM KHAIL BRANCH
		Shop No.1 to 7, Nawab Shah Plaza, Darra Bazar
		Muhammad Khel, Gargan Khel, Darra Adam Khel,
		Tehsil Darra Adam Khel, Distt. F.R. Kohat
7	0905	DANYORE, GILGIT BRANCH
		Khasra No.959, Village Shanot, Tehsil Danyore,
		District Gilgit
8	<u>0802</u>	G.T. ROAD PESHAWAR BRANCH

		Shop No.1 & 2 Jibran Adeel Plaza
		Bilal Town, G.T. Road,
		Peshawar
9	0903	GILGIT BRANCH
		Khasra No.104/5093-5339, Khewat No.185/185,
		Z.S. Plasa, Main Shahrah-e-Quaid-Azam, Gilgit
10	0806	HAYATABAD, PESHAWAR BRANCH
		Unit No.13, Sector D-1, Phase-1,
		Bilal Commercial Market, Hayatabad, Peshawar
11	0805	KARKHANO MARKET BRANCH, PESHAWAR
		C-Block, Palace Plaza,
		Karkhano Market, Regi Lalma,
		Peshawar
12	0808	KOHAT BRANCH
		Shop No.889 to 896, Syed Saadullah Shah Building
		Kacher Chowk, Client Square,
		Hangu Road, Kohat
13	0901	MIRPUR AZAD KASHMIR BRANCH
		Ground Floor, Portion No.2, Younus Plaza,
		Allama Iqbal Road, Mirpur, Azad Jammu & Kashmir
14	0902	MUZAFFARABAD BRANCH
		Khasra No.1845/1314,
		Client Road, Muzaffarabad
15	0807	MERAN BRANCH
		Village Mehran Tehsil Parva (Tandianwala Sugar Mills Ltd)
		Dera Ismail Khan
16	5802	MARDAN BRANCH (ISLAMIC BR)
		Shop No. C-959/C, Survey No.127/4,
		Client Road, Mardan Cantt.
17	0810	MINGORA DISTRICT SWAT
		Khata # 1495, Khatooni # 1688, Khasra # 809,
		Shahdra, Watkey, Opposite Sabzi Mandi,
		Mingora, Tehsil Babuzai, District Swat.

18	0811	PABBI DISTT. NOWSHEHRA
		Sr. No.9015, Khasra # 1244 & 1245,
		Main G.T. Road, Pabbi,
		District Nowshehra
19	<u>0801</u>	PESHAWAR BRANCH
		Shop No. 4, Ground floor, Jasmine Arcade,
		1-Bashir lane, Fakhar-e-Alam Road, Peshawar
20	0904	RAWALAKOT, AJK BRANCH
		Plot No.D-20, Housing Scheme,
		Rawalakot, AJK.
21	<u>0809</u>	RING ROAD PESHAWAR BRANCH
		Shop No.1-7, Block-C, Noor Decoration Plaza,
		Main Ring Road, Near Namkeen Restaurant,
		Mouza Achesni Yaban, Had Bast # 228, Distt. Peshawar
22	0812	SHAHKAS BRANCH, KHYBER AGENCY
		Muqaddas Market, Wazir Dhand,
		Shahkas, Khyber Agency
23	0803	UNIVERSITY ROAD PESHAWAR BRANCH
		Khata No.179/661 & 662 New Khata
		Jamabandi No.193/738, University Road,
		Peshawar
<u>BALUCHISTAN</u>		
1	5701	AIRPORT ROAD QUETTA (ISLAMIC)
		Khasra No.1246/140, Ground Floor,
		Pak Red Crescent Balochistan Almo Chowk,
		Airport Road, Quetta
2	0703	CHAMAN BRANCH
		Khasra No.1311 & 1312,
		Dularam Road, Chaman
3	<u>0705</u>	DERA MURAD JAMALI BRANCH
		Khatoni # 3014, Block # 84,
		National Highway Main Bazar,
		Dera Murad Jamali, District Naseerabad

4	0714	DERA ALLAHYAR BRANCH
		Shop No.36 & 37, Near Sohbat Pur Chowk, Quetta Road, Dera Allah Yar, Balochistan
5	0706	GAWADAR BRANCH
		The Coast Medical Building Airport Road, Moza Thani Ward, Gawadar.
6	0707	HUB BRANCH
		Shop No.1 & 2, International Shopping Mall 7 Hotel Mouza Baroot, Tehsil Hub, District Lasbella
7	0701	JINNAH ROAD QUETTA BRANCH
		Shop# 20-21, Ward # 18, Main M.A. Jinnah Road, Quetta
8	0711	KHUZDAR BRANCH
		Shop No.B-39, to B-42, Agha Abdul Zahir Market Rabia Khusdari Road, Khuzdar, Balochistan
9	0715	KASI ROAD QUETTA BRANCH
		Intiqal No.433, Kitta No.2, Kashi Road, Quetta
10	0702	LIAQAT BAZAR QUEETA
		Property Bearing Khasra No.75, 76, 77 & 79, Ward-22, Halqa Arban No.1, Tehsil City Quetta
11	0710	LORALAI BRANCH
		Shop No.1011-995, Bhagi Bazar Loralai, Balochistan
12	0708	SIRKI ROAD QUETTA BRANCH
		Commercial Plot # C-48-A, Small Industrial Estate, Sirki Road, Quetta
13	0713	SIBI BRANCH
		shop No.3-1/1, 3-1/2 & 3-1/2-1, Jinnah Road, Saqi Chowk, Sibi, Balochistan

14	0712	SARANAN BRANCH
		shop No.3/3, Qita-2, Sikni Bazar, Battay Zai,
		Shabo Kanal, Tehsil Saranan, Distt. Pishin, Balochistan
15	0709	USTA MUHAMMAD BRANCH
		Shop No.494/14-3-1 & Shop No.494/14-4,
		Jinnah Road, Usta Muhammad, Balochistan
16	0704	ZHOB BRANCH
		House # H/176-A, Shop # H/148,
		Tehsil Road, Zhob

ANNEXURE "J"

VISIT REPORT

1	Date of Visit	
2	Name of Visiting Official from the Bank	
3		
4	Designation	
5	Department	
6	Name of Business /Shop	

8	Owner's Name & Designation	
9	Name of CEO	
10	Nature of Business	
11	Business Inception Date	
12	Business / Shop Address	

13	Phone PTCL						
14	Email address						
15	Details of Business	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> </table>					
16	Number of Employees in country wide region.	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 50%; height: 50px;">Head Office+</td> <td style="width: 50%;"></td> </tr> <tr> <td style="height: 50px;">City-1</td> <td></td> </tr> </table>	Head Office+		City-1		
Head Office+							
City-1							

		City-2
		City-3
17	Details of Business	
18	Addresses of Offices in countrywide region.	Office.1.
		Address:
		Email:
		Telephone No:
		Office.2.

	Address:
	Email:
	Telephone No:
	Office 3:
	Address:
Email:	
Telephone No:	

	Office.4.
	Address:
	Email:
	Telephone No:
	Office.5.
	Address:
Email:	

		Telephone No:
19	Detail of Machinery / Equipment installed	1
		2
		3
		4
		5
20	Name / Designation of the Representative with whom the meeting was held.	
	(Visiting Card Attached)	

21	Assessment of visiting officer	
22	It is confirmed that I have personally met with the person named above at the above mentioned business running address.	
23	<u>Signature of Bank's visiting officials</u>	<u>Signature of vendor / representative of</u>

	Date: _____ Stamp: _____	Date: _____ Stamp: _____
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ANNEXURE "K"

Mandatory Performa

(To be filled by Procurement Committee of the Bank)

S.No: _____

Bidder: _____

S.No	Description	Remarks -Complied with or not
01	Attachment of Affidavit (specimen attached as Annexure "I") on stamp paper from the owner of the company.	
02	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.	
03	The bidders are required to submit bids only in prescribed financial proforma given in Tender Document	
04	Attachment of Annexure "A" Financial Proposal & Annexure "B", if Bank Guarantee is going to be submitted as Bid Security.	
05	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	

Members - Procurement Committee

Signature

1 HEAD OF ADMIN

2 CHIEF FINANCIAL OFFICER

3 CHIEF MANAGER, IDBL

ANNEXURE "L"

Disqualification Performa

(To be filled by Procurement Committee of the Bank)

S.No: _____

Bidder: _____

S.No	Description	Remarks/Evidence attached	Qualified	Disqualified
01	History of Blacklisted by SPPRA & Sindh Bank Ltd in the past.			
02	Issued with two (2) warning letters/emails by the Sindh Bank Ltd in past to the bidder for unsatisfactory performance.			
03	The company is registered with GST/Income Tax/Sindh Revenue Board.			
04	Alternate Bid is offered.			
05	Document attached for confirmation of warranty period of one year.			
06	Subletting of contract			
07	Specification of Supplied Items			
08	History of Premature cancellation of tender in the past with Sindh Bank Ltd.			
OVERALL ASSESSED : QUALIFIED / DISQUALIFIED				

Members - Procurement Committee

Signature

1 HEAD OF ADMIN

2 CHIEF FINANCIAL OFFICER

3 CHIEF MANAGER, IDBL
