

SNDB/HO/ADMIN/TD/1443/2025

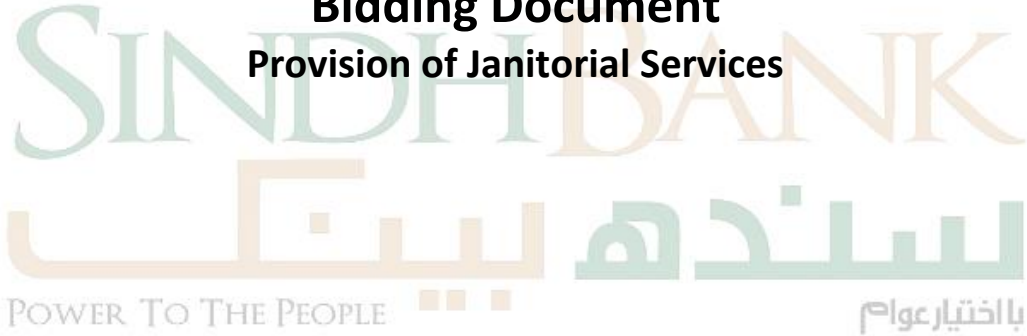
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Sindh Bank Limited

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

شہید محترمہ بینظیر بھٹو کی یاد میں

Bidding Document Provision of Janitorial Services



Sindh Bank Ltd. Head Office, B-2 Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600,
Pakistan Office: (92-21) 35829320/403, Fax: (92-21) 35870543

Email: tenderdept@sindhbankltd.com

<https://www.sindhbank.com.pk/>

<https://sindh.eprocure.gov.pk/>

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1. SECTION-I: INVITATION TO BIDS

1. E-Bids are invited from Bidders i.e., firms/companies/sole proprietor/ general order Service Providers/etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Sindh Sales Tax etc.). The bidders should submit E-bids, as contracts will be awarded. **The E-bids shall be received as per single stage one envelope procedures.**
2. All E-bids must be accompanied by a Bid Security of the estimated price, as mentioned in the ITB 2.3.7., in the name of "Sindh Bank Ltd", and in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. Late E-bids shall be rejected.
3. The complete E-bids must be submitted online on e-Procurement System (EPADS) website i.e. <https://sindh.eprocure.gov.pk> as per the following schedule:

E-bid Submission Date & Time	15.07.2025 @ 11:00 AM
E-bid Opening Date & Time	15.07.2025 @ 11:30 AM
Place	Sindh Bank Ltd. Head Office. Federation House. Abdullah Shah Ghazi Road. Clifton.

4. Original Bid Security Instrument must be submitted in an envelope clearly marked with the Bidding Document Number and Title, before the E-bid Submission deadline at: Sindh Bank Ltd. Head Office. Federation House. Abdullah Shah Ghazi Road. Clifton. Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. Sindh Bank Ltd shall not be held responsible for any issues thereof. For any assistance regarding E-PADS Portal, system phone number are provided hereunder:

EPADS Helpline 051-111-137-237 during working days/hours.

5. ADDRESS FOR SUBMISSION OF BID SECURITY

Head of Administration & Security. Sindh Bank Limited, Head Office, B-2 Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan Office: (92-21) 35829320/403, Fax: (92-21) 35870543

6. Bidding Documents are immediately available after date of publication. Sindh Bank Ltd, will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of E-bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from Sindh Bank Ltd website <https://www.sindhbank.com.pk/> & SPPRA website & <https://portalsindh.eprocure.gov.pk>

2. SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

Note: - All the procurement procedures shall be conducted in accordance with Sindh Procurement Authority Act-2010 and Sindh Procurement Rules- (Amended up to date). In case of any conflict between the provision of this document and SPPRA Act-2010/ SPPRA Rules (Amended up to date), the later shall prevail.

2.1. Introduction		
2.1.1 Scope of Bid	i	The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of services as specified in the Section-IV Bid Data Sheet (BDS). The successful Bidders will be expected to provide the service within the specified period and timeline(s) as stated in the BDS
2.1.2 Source of Funds	i	The Procuring Agency named in the Bid Data Sheet has got the requisite funds. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
2.1.3 Eligible Bidders	I	The Invitation to Bids is open to all suppliers i.e., association of firms/companies/sole proprietor/ general order suppliers'/insurance companies registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Sindh Sales Tax etc.), and registered on eProcurement System (EPADS), except as provided hereinafter. [SPPRA Rule 29]
	ii	Bidders shall not be under a declaration of blacklisting by the Procuring Agency. <u>Form 7.4</u>
	iii	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]
	iv	A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
	v	are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services to be purchased under this Invitation for Bids. have controlling shareholders in common; or receive or have received any direct or indirect subsidy from any of them; or have the same legal representative for purposes of this Bid; or have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or submit more than one Bid in this Bidding process,
	vi	Bidder may be ineligible if – a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent; Payments in favour of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;

		<p>Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</p> <p>The Bidder is convicted, by a final judgment, of any offence involving professional conduct;</p> <p>The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 38 of SPPRA Act, 2010</p> <p>The Bidder is debarred and blacklisted in general (i.e., to the extent of all public procurement) due to consistent performance failure in accordance of SPPRA Act, 2010</p>
	vii	Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
2.1.5. Cost of Bidding	i)	The Bidder shall bear all costs associated with the preparation and submission of its E-bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process
2.2. The Bidding Documents	i	<p>The services required, Bidding procedures, and contract terms Bidding Documents are prescribed in the Bidding documents. The Bidding documents, inter alia, include:</p> <p>IN MEMORY OF SHAHEED MOHTARMA FARUQI BROTHER</p> <p>شہید محترمہ بینظیر بھٹو کی یاد میں</p> <p>Invitation to Bids</p> <p>Instructions to Bidders (ITB)</p> <p>Technical Specifications/ Schedule of Requirements</p> <p>Bid Data Sheet</p> <p>General Conditions of Contract (GCC)</p> <p>Special Conditions of Contract (SCC)</p> <p>Schedule of Requirements</p> <p>Bid Form</p> <p>Bidder Profile Form</p> <p>General Information Form</p> <p>Affidavit</p> <p>Bid Security Form</p> <p>Technical Bid Form</p> <p>Contract Form</p> <p>Financial Bid Form / Price Schedule</p> <p>Performance Guarantee Form</p> <p>Check List</p>
	ii	The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
	iii	The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website of SPPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder
2.2.2. Clarification of Bidding Documents	i	<p>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 e-bid. [SPPRA Rule 23 (1)]</p> <p>It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding</p>

		documents. The Procuring Agency's response (including an explanation of the query but without identifying) will be uploaded on the e-Procurement System (EPADS) for clarity of bidders.
	ii	A prospective Bidder requiring any clarification of the Bidding Documents may notify the Procuring Agency through eProcurement System (EPADS).
	iii	The Procuring Agency will within three (03) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than seven (07) days prior to the deadline for the submission of Bids. As prescribed in ITB 2.2.2 (i), above.
	iv	Copies of the Procuring Agency's response will be uploaded on e-Procurement System (EPADS), including a description of the inquiry, but without identifying its source
	v	Should the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 2.2.3
	vi	If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.
	vii	At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner, through eProcurement System (EPADS), not later than three (3) days, and on equal opportunity basis as per Rule-25.
	viii	Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	ix	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents and shall be communicated in writing or in any identified electronic form, e.g., email that secures record of the content of subject communication.
	x	In order to allow prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, as per Rule 22 of SPPRA, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.
2.3. Preparation of Bids		
2.3.1. Language of Bid	i	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.
2.3.2. Bid Form	i	The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods/service to be supplied, a brief description of the goods/service, their country of origin, quantity, and prices.
	ii	Prices indicated on the Price Schedule.
	iii	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A E-bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected
2.3.3. Bid Prices	i	The Bidder shall indicate on form 8.6 the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the

		contract.
	ii	Prices indicated on the Price Schedule shall be lot wise.
	iii	The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.
	iv	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A E-bid submitted with an adjustable price quotation will be treated as nonresponsive and may be rejected.
2.3.4. Bid Currencies	I	Prices shall be quoted in Pak Rupees. 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)]
2.3.5. Documents Establishing Bidder's Eligibility and Qualification	i	Pursuant to ITB Clause 2.1.3, the Bidder shall furnish, as part of its E-bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its E-bid is accepted.
	ii	The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its E-bid, is eligible as defined under ITB Clause 2.1.3
	iii	All bids shall be evaluated in accordance with the eligibility 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 confirm to the specified requirements.
2.3.6 Documents Establishing Bidder's Eligibility and Qualification	i	Where a sample(s) is required by a procuring agency, the sample shall be: (a) submitted as part of the E-bid, in the quantities, dimensions and other details requested in the BDS; (b) carriage paid; (c) received on, or before, the closing time and date for the submission of E-bids; and (d) Evaluated to determine compliance with all characteristics listed in the BDS. {However, the procuring agency may also opt to ask for samples after submission of technical bids (where required)}
	ii	The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the E-bid if the sample(s)- (a) do(es) not conform to all characteristics prescribed in the bidding documents; and is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet
	iii	Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only
	iv	Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.
	v	All samples produced from materials belonging to an unsuccessful Bidder may be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).
	vi	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.
2.3.7. Bid Security		
	i	The Bidder shall furnish, as part of its E-bid, a Bid security in the amount specified in the Bid Data Sheet

	ii	The Bid security shall be in Pakistan Rupees and shall be in one of the following forms: (a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for Thirty (30) Days, beyond the validity of Bid, or until furnishing of the Performance Security, whichever is later. iv) Any E-bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as nonresponsive.
	iii	Any E-Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii) may be rejected by the Procuring Agency as non-responsive.
	iv	<p>Bid security shall be released to the unsuccessful bidder once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]</p> <p>The bid security shall be forfeited:</p> <p>If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or</p> <p>In the case of a successful Bidder, if the Bidder fails to;</p> <p>Sign the contract in accordance with ITB Section [2.7.4]; or</p> <p>Furnish performance security in accordance with ITB Section [2.7.5].</p>
2.3.8. Period of Bid Validity	i	Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]
	ii	<p>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)]</p> <p>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)]</p>
2.3.9. Format and Signing of Bid	i	The Bidder shall prepare E-bid of the scanned documents in the form of PDF file and as per requirements in Bidding Document
	ii	The Bidder shall authorize a person/ persons for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of E-bid. However, in case of any issue bidder shall be responsible for all consequences.
	iii	All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
	iv	Any interlineation, erasures, or overwriting shall be valid only if they are initiated by the authorized person for signing the E-Bid
	v	The name and position held by each person signing the authorization must be typed or printed below the signature. All scanned pages of the E-Bid, shall be signed and stamped by the authorized person before scanning.
	vi	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.
	vii	The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid and to contract execution if the Bidder is awarded the contract.
2.4. Submission of E-bids		
2.4.1 Sealing and Marking of Bids	i	N/A The complete Bids must be submitted online on eProcurement System (EPADS) website i.e., https://sindh.eprocure.gov.pk
2.4.2 Deadline for Submission of E-bids	i	E-Bids must be submitted on the e-Procurement System (EPADS) no later than the time and date specified in the Bid Data Sheet. Physical Bids received through courier services or delivered by the bidder, shall not be accepted.
	iii	<p>SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;</p> <p>Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the</p>

		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)]
	iv	E-Bids must be submitted on the e-Procurement System (EPADS) no later than the date and time specified in the BDS.
	v	E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.
	vi	The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids
	vii	Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
2.4.3. Late E-Bids	i	E-Bids will not be accepted on the e-Procurement System (EPADS), after closing time. However, if any E-bid is submitted on the system after closing time due to some technical glitch in the e-Procurement System (EPADS), in that case bid shall be declared late and rejected.
	ii	The Procuring Agency shall not consider for evaluation any Bid that is submitted after the deadline for submission of E-Bids
	iii	Any Bid received by the Procuring Agency after the deadline for submission of E-Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.
2.4.4. Modification and Withdrawal of E-bid	i	The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Clause (i) A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of E-bids
	ii	No E-bid may be modified after the deadline for submission of E-bids.
	iii	No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under SPPRA), pursuant to the ITB Clause 2.3.8 (vii).
	iv	A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
	v	Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids
2.5. Opening and Evaluation of E-Bids		
2.5.1 Opening of E-bids by the Procuring Agency	i	The Procuring Agency will open E-Bids as per the schedule given. Bidders can view the proceeding online through their own convenience.
	ii	E-Bids shall be opened on the e-Procurement System (EPADS) one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each E-Bid, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Procurement Evaluation Committee.

	iii	In case of Single Stage Two Envelope Procedure, the Procuring Agency will open on the e-Procurement System (EPADS) the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened on the e-Procurement System (EPADS) until the specified time of their opening. NOT APPLICABLE
	iv	Technical e-bids shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) the presence of a Bid Security, if required; and (c) Any other details as the Procuring Agency may consider appropriate.
	v	Procuring agency shall verify the information read out from the submitted documents. If deemed necessary
	vi	No e-Bid will be rejected at the time of Bid opening except for late Bids (if any, submitted on system due to technical glitch), pursuant to 2.4.3 (i).
	vii	The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a late bid, the Bid price if applicable.
	viii	Bidder will electronically view the proceeding
	ix	Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through on the eProcurement System (EPADS)
2.5.2. Confidentiality	i	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.
	ii	Any effort by a Bidder to influence the Procuring Agency processing of E-bids or award decisions may result in the rejection of its E-bid.
	iii	Notwithstanding ITB Clause 2.2.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing on e-Procurement System (EPADS).
2.5.3. Clarification of E-bids	i	As per rule 43 of SPPRA, to assist in the examination, evaluation and comparison of e-Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its e-Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.
	ii	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB Clause 2.5.6.
	iii	The alteration or modification in The e-Bid which in any way affect the following parameters will be considered as a change in the substance of a bid: a) Evaluation & qualification criteria; b) Required scope of work or specifications; c) All securities requirements; d) Tax requirements; e) Terms and conditions of bidding documents. f) Change in the ranking of the Bidder
2.5.4. Preliminary Examination	i	The Procuring Agency will examine the E-Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order

	ii	Arithmetical errors will be rectified on the following basis: - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited. b. If there is a discrepancy between words and figures, the amount in words will prevail.
	iii	Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a responsive Bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations.
	iv	If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
	v	Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid: a) Meets the eligibility criteria defined in ITB 2.1.3 and ITB 2.1.4; Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) Has been properly signed; d) Is accompanied by the required securities; and e) Is responsive to the requirements of the Bidding Documents. The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.
2.5.5. Examination of Terms and Conditions; Technical Evaluation	i	The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
	ii	The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Section III- Technical Specifications, Section III – Schedule of Requirements, and Evaluation Criteria as provided in BDS, have been met without material deviation or reservation.
	iii	If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance, it shall reject the Bid.
2.5.6. Correction of Errors	i	Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: - a) If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected; b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern. d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
		The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 2.3.8
2.5.7. Conversion to Single Currency	i	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)]

2.5.8. Post Qualification & Evaluation of Bids	i	In the absence of prequalification, the Procuring Agency will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the evaluation criteria listed in BDS & pursuant to ITB Clause 2.1.3
	ii	The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 2.3.6, as well as such other information required for eligibility/qualification expressed in Bid Data Sheet as the Procuring Agency deems necessary and appropriate.
	iii	The Procuring Agency will technically evaluate and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.
	iv	The financial evaluation of a Bid will be on the basis of form of Price Schedules/ Financial Bid Form 5.5 to be decided by the Procuring Agency which must include clear cut instruction regarding item wise or lot wise evaluation inclusive of prevailing taxes, duties, fees etc.
2.5.9. Contacting the Procuring Agency	i	Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its e-Bid, from the time of the Bid opening to the time the evaluation report is made public i.e., 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Procuring Agency, it should do so on the eProcurement System (EPADS).
IN MEMORY OF SHAHEED MOHTARMA	ii	Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.
2.5.10. Complaint Redressal	i	<p>SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]</p> <p>Any bidder being aggrieved by any act or decision of the SNDB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]</p> <p>The complaint Redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]</p> <p>prohibit the procurement committee from acting or deciding in a manner, inconsistent with these Rules and regulations; [SPPRA Rule 31(4-a)]</p> <p>annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and</p> <p>reverse any decision of the procurement committee or substitute its own decision for such a decision;</p> <p>Provided that the complaint Redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]</p> <p>SNDB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SNDB. [SPPRA Rule 31(5)]</p> <p>SNDB shall award the contract only after the decision of the complaint Redressal committee [SPPRA Rule 31 (6)]</p> <p>Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]</p> <p>It shall be mandatory for both, the complainant and the SNDB to appear before the Review Committee as and when called and produce documents, when so required. The Review Committee shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SNDB along with relevant record. In case of failure of Head of SNDB to appear before Review Committee despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review</p>

		<p>Committee shall hear the parties and give its recommendations to the Authority within 10 days of submission of appeal</p> <p>The decision of the Review Committee shall be final and the SNDB shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website.</p> <p><u>IMPORTANT</u></p> <p>In addition to above it may be added that no complaint will be entertained unless it is:-</p> <p>a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.</p> <p>b) Incriminating evidence of the complaints.</p>
	ii	<p>Review Committee</p> <p>A bidder not satisfied with decision of the procuring agency's complaints Redressal committee may lodge an appeal to the Review Committee; provided that he has not withdrawn the bid security, if any, deposited by him. [SPPRA Rule 32 (1)].</p> <p>The bidder shall submit the following documents to the Review Committee: [SPPRA Rule 32 (5)].</p> <p>(a) A letter stating his wish to appeal to the Review Committee and nature of complaint; [SPPRA Rule 32 (5-a)].</p> <p>(b) A copy of the complaint earlier submitted to the complaint Redressal committee of the department; [SPPRA Rule 32 (5-b)].</p> <p>(c) Copy of the decision of Procuring Agency / Complaint Redressal Committee: [SPPRA Rule 32 (5-c)].</p> <p>On receipt of appeal, the Chairperson shall convene a meeting of the Review Committee within seven working days; [SPPRA Rule 32 (6)].</p> <p>It shall be mandatory for the appellant and the Head of procuring agency 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)].</p> <p>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)].</p> <p>The Review Committee shall hear the parties and announce its decision within ten working days of submission of appeal; [SPPRA Rule 32 (10)].</p> <p>The decision of Review Committee shall be final and binding upon the procuring agency. After the decision has been announced, the appeal and decision thereof shall be hoisted by the Authority on its website; [SPPRA Rule 32 (11)].</p>
2.6. Award of Contract		
2.6.1. Notification of Award	i	<p>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 most advantageous bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</p> <p>Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or through e-Procurement System (EPADS) that its e-Bid has been accepted</p>
	ii	The notification of award will constitute the formation of the Contract.
	iii	<p>Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v). 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].</p>

2.6.2. Performance Security	i	<p>Within 7 DAYS of receipt of the Letter of Acceptance from SNDB, the successful Bidder shall furnish to SNDB the Performance Security equals to 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)]</p> <p>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 most advantageous Bidder or call for new bids.</p> <p>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.</p>
	ii	<p>Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under SPPRA. After that, the Procuring Agency may decide to retain the amount equivalent to the percentage of Performance Security from the Contractor's payment, may terminate the Contract and award the contract to the next most advantageous Bidder, keeping in view the Bid validity time, or call for new E-bids keeping in view the concept of value for money as defined under Rule 2(ae) read with Principles of Procurement as enunciated in Rule-4 of SPPRA</p>
2.6.3. Signing of Contract/ Issuance of Purchase Order	i	<p>At the same time as the Procuring Agency notifies the successful Bidder that its E-bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order [as the case may be].</p>
	ii	<p>Under Rule-49 of SPPRA, where the Procuring Agency requires formal signing of contract, within fifteen (15) days of issuance of the notification of Contract award/Letter of Intent (LOI), the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per Rule 55 of SPPRA</p>
2.6.4. Award Criteria	i	<p>Subject to ITB Clause 2.6.2, under Rule-49 of SPPRA, the Procuring Agency will award the contract to the successful Bidder whose E-bid has been determined to be responsive and has been determined to be the most advantageous E-bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.</p>
2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award	i	<p>The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of Rule-16 of SPPRA (not more than 15%).</p>
2.6.6. Procuring Agency's Right to Accept or Reject All E-bids	i	<p>As per Rule 25 of SPPRA, the Procuring Agency reserves the right to accept or reject all E-bids or proposals (and to annul the E-bidding process) at any time prior to the acceptance of any E-bid or proposal, without thereby incurring any liability towards the Bidders.</p>

	ii	ii) The Bidders shall be promptly informed about the rejection of the E-bids, if any
	iii	The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all E-bids or proposals, but shall not be required to justify those grounds.
2.6.7. Re-Bidding	i	If the Procuring Agency rejects all the E-bids under Rule 25, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.
2.6.8. Corrupt or Fraudulent Practices	i	The Procuring Agency requires that Bidders, Service Providers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. "Corrupt practices" in respect of procurement process, shall be as given in 2 (q) of SPPRA, Act, 2010, which is as follows: "(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after E-bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following: i. coercive practice by 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; ii. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, non-competitive levels for any wrongful gain; offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain; iv. 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; v. obstructive practice by 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 process."
	ii	ii) Blacklisting & Debarment:
		Blacklisted Consultants and those found involved in "Corrupt Practices" are not allowed to participate in bidding. Substantial Requirements & Procedure for Blacklisting & Debarment: As per Rule 35 of SPPRA Rule, Blacklisting. – 1) A procuring agency may, for a specified period and in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor indulges in corrupt practice or any other prescribed practice. 2) The Managing Director may, in the prescribed manner, debar a bidder or Contractor from participating in any public procurement process of all or some of the procuring agencies for a specified period. 3) Any person, aggrieved from a decision of a

		procuring agency, may within prescribed period prefer a representation before the Managing Director. 4) A procuring agency or any other person, aggrieved from a decision of the Managing Director, may within prescribed period prefer a representation before the Chairperson whose decision on such representation shall be final.]
2.7. Blacklisting	iii	<p>A procuring agency may, for a specified period, debar a bidder or Contractor from participating in any public procurement process of the procuring agency, if the bidder or Contractor has: a) acted in a manner detrimental to the public interest or good practices; b) consistently failed to perform his obligation under the Contract; c) not performed the Contract up to the mark; or (d) indulged in any corrupt practice. 2) If a procuring agency debars a bidder or Contractor under sub-Rule (1), the procuring agency: a) shall forward the decision to the Authority for publication on the website of the Authority; and b) may request the Authority to debar the bidder or Contractor for procurement of all procuring agencies. 3) The Managing Director may debar a bidder or Contractor of any procuring agency from participating in any public procurement process of all or some of the procuring agencies for such period as the Managing Director may determine. 4) Any person aggrieved by a declaration made under Rule 35 or a decision under sub-Rule (1) of this Rule may, within thirty (30) days from the date of the publication of the information on the website of the Authority, file a representation before the Managing Director and the Managing Director may pass such order on the representation as he may deem fit. 5) Any person or procuring agency aggrieved by an order under sub-Rule (3) or (4) may, within thirty (30) days of the order, file a representation before the Authority</p>

3. SECTION –III TECHNICAL SPECIFICATIONS/SCOPE OF WORK

Sindh Bank Limited (SNDB) requires provision of Provision of Janitorial Services with all material for its Head Office, 330 existing branches in countrywide regions.

Requirement of service will depend on the opening of the branches. A notice of 10 days will be given prior to the opening of the branch and it will be expected that the Janitorial staff will be deployed at least 5 days prior to the opening of the branch.

The tender will be extendable for further period of two years on mutual consent on the same terms & conditions and service charges rates.

Services to be Provided – Provision of Janitorial & Sign Board Cleaning Services

- Daily dusting and cleaning of all workstations.
- Monthly buffing of tiled floor.
- Forte nightly cleaning of internal and outside glass panels and blinds.
- Frequent cleaning and dry / wet moping of all areas including praying area, cafeteria, reception area and stairs etc.
- Scrubbing / washing (with moderate interval of all washroom floors commode urinal and washbasin with disinfectants.
- Sweep and clean entrances and small patios.
- Forte nightly clean and remove smudges from entry door glass.
- Monthly clean and polish entry handles, sills, doorplates and metal rim.
- Weekly dust and clean baseboards. Ledges and exit signs.
- Daily disposal of waste and garbage at designated area.
- Weekly scrubbing and washing of tiles floors.
- Hygienic cleaning of washrooms on weekends includes walls.
- Dry moping periodically.
- Daily empty trash receptacles.
- Daily remove debris from landscape pots and planters.
- Daily clean and sanitize sink and counter tops.
- Daily upholstery (clean of sofa and other clothing furniture).
- Fortnightly cleaning of ducks and ventilators.

Services to be Provided – Cleaning of Signboard

1. Thorough Monthly Cleaning of all signboards in country wide region of the branches with requisite cleaning material/chemical (viper along with required length of sections) sufficient enough to reach the height of the signboard.
2. Cleaning of signboards also on need basis prior to completion of one-month period as per the demand of the branch.
3. Ensuring availability of relevant cleaning material in the branch at all times.
4. Any damage to the signboard during cleaning process will be the liability of the vendor. Specially damage to the electric circuit etc.

1. Janitorial Material Required Per Month for Head Office, Clifton, Karachi

S. No.	Description	Quantity
1	Tissue Roll double Hours	700Pcs (Pink)
2	Tissue Roll Jasmine or Leema or Equivalent	100Pcs (white)
3	Bonus Surf ½ Kg or Equivalent	15 Packet
4	Scotch Local	10 Pcs
5	Soap Dove	5 Pcs
6	Ash Dish powder	10 packet
7	Phenyl Caroline/Jasmine 500ml	15 Bottle
8	Air freshener or Poppy 300ml	24 Pcs
9	Dusters	30 Pcs
10	Broom Soft	04 Pcs
11	Hand wash Safe Guard or Equivalent 50 Litre	01 Bottle
12	Dry Map rifle	02 Pcs
13	Wet Map rifle 400gm	08 Pcs
14	Roomies (King Tox) or Equivalent)	24 Pcs
15	Hex it/Caroline Glass Cleaner 550ml	04 Pcs
16	Naphthalene Balls	12 Dozen
17	Shoppers Blue+ Garbage	2 Kg +5 Kg
18	Sweep 500ml	04 Bottle
19	Bleach 500ml	04 Bottle
20	Liquid Soap (Hand wash)	20 Litres
21	Acid 300ml	02 Bottle
22	Harpic or Equivalent 300ml	15 Bottle
23	Rose Petal or Equivalent for Box Machine	70 Pcs
24	Soap Safe guard or Equivalent	10 Pcs
25	Viper	2 Per Quarter
26	Brush	2 Per Quarter
27	Supply of Glint or Equivalent	2 Per Quarter
28	Broom Hard	2 Per Quarter
29	Wet mop Stick	2 Per Quarter
30	Dry Stick	2 Per Quarter
31	Balti	2 Per Quarter

2. In addition to above a vacuum cleaner machine (800 waltz – 50 to 60 htz) is also required to be placed at Head Office, Karachi for cleaning of carpeted area including floor cleaning machine on need basis.

3. Janitorial Material Required Per Month per Branch

S. No.	Description	Quantity
1	Tissue Roll double Hours	30 Pcs (Pink)
2	Tissue Box Prime/Gulf	3 Boxes
3	Bonus Surf or Equivalent	½ Kg
4	Scotch Local or Equivalent	3 Pcs
5	Soap Tibet or Equivalent	05 pcs / Hand Wash Local Made (300ml)
6	Ash dish Powder	3 Pcs
7	Phenyl Freshener Jasmine	2 Litre
8	Phenyl Naphthalene balls	12 pcs
9	Hex it/Caroline Glass Cleaner	1 Litre
10	Air Freshener/ Poppy	300ml
11	Garbage	1 Kg
12	Map Refill	2 Pcs
13	Duster	5 Pcs
14	Broom Soft	2Pcs
15	Roomies (king Tox) or Equivalent	5 Pcs
16	Dry Refill	On Need Basis
17	Acid or Equivalent	300ml
18	Wet Mop stick	1 Per Quarter
19	Dry Stick	1 Per Quarter
20	Broom Hard	1 Per Quarter
21	Supply of Glint or Equivalent	1 Per Quarter
22	W.C Brush	1 Per Quarter
23	Viper medium Size	1 Per Quarter

4. SECTION-IV: BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction		
BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	2.1.1	Sindh Bank Ltd Provision of Janitorial Services
2.	2.1.2	Financial year for the operations of the Procuring Agency: 2025-26 Name of financing institution: Sindh Bank Ltd Name and identification number of the Contract: SNDB/HO/ADMIN/TD/1443/2025
3.	2.1.3 (iv)	Maximum number of members in the joint venture, consortium or association shall be: Not Allowed
4.		Country of origin: <i>All eligible countries to do business in Pakistan by the law of Government of Pakistan.</i>
B. Bidding Documents		
6.	2.2.2	The address for clarification of Bidding Documents is Head of Administration & Security. Sindh Bank Limited, Head Office, B-2 Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan Office: (92-21) 35829320/403, Fax: (92-21) 35870543 E-mail: tenderdept@sindhbankltd.com, Websites: www.sindhbank.com.pk EPADS: https://portalsindh.eprocure.gov.pk/#/
7.	2.2.2	Pre-bid meeting will be/will not be held- If needed Clarifications may be requested not later than five days before the submission date.
8.	2.3.8	The number of E-Bid to be uploaded on EPADS is in one original.

C. Bid Price, Currency, Language and Country of Origin		
9	2.3.1	<i>Language of the Bid: <u>English</u></i>
10	2.3.4	The price quoted shall be fixed in PAK RUPEES The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement. <i>[The related provisions shall be reflected accordingly in SCC and Price Schedules.]</i>

D. Preparation and Submission of Bids	
2.2.2	The complete Bids must be submitted online on eProcurement System (EPADS) website i.e. https://portalsindh.eprocure.gov.pk/#/
2.4.2	The deadline for E-bid submission is: 15.07.2025 @ 11:00 AM
2.5.1	Time, date/ Month/ Year, and place for E-bid opening. 15.07.2025 @ 11:30 AM Head of Administration & Security Division. Sindh Bank Limited, Head Office, B-2 Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan Office: (92-21) 35829320/403, Fax: (92-21) 35870543 E-mail: tenderdept@sindhbankltd.com, Websites: www.sindhbank.com.pk & https://portalsindh.eprocure.gov.pk
2.3.8	Bid validity period after opening of the E-Bid is: NINETY (90) DAYS.
E. Opening and Evaluation of Bids	
2.5.1	The E-Bid opening shall take place at: Sindh Bank Ltd. Head Office <u>Market approach is: National Competitive Bidding – Open to all eligible bidders</u> <u>Bidding Procedure: Single Stage One Envelope</u>
2.5.7	The currency that shall be used for E-Bid evaluation is: PAK RUPEES
2.6.2	Amount of Performance Security is: 05% (Please refer point no.4 of financial proposal)
7.10	Successful Bidder undertake to sign Integrity Pact for the procurement

F. Bid Evaluation Criteria

2.5.8

Criteria to Bid evaluation is presented below:

ELIGIBILITY CRITERIA NOTE

S.No	Requisite	Total Marks	Marks Obtained	Proposed Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded
1	Years in Business in relevant field	20		10 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business with evidence is required to be enclosed
		15		7 years and above	
		10		5 years and above	
2	Average Yearly Turn Over in Last 3 Years	20		On an average of 150 M and above per year	Audit Report / Tax Return of last 3 years
		15		On an average of 70 M and above per year	
3	Bank presently on Cliental List (For counting of each bank services to at least 50 branches are mandatory)	35		10 and above Banks	Award letters to be attached duly issued from each concerned Bank for the last five years.
		20		5 and above Banks	
4	Number of Offices in Provinces	25		In 4 Provinces	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the country wise offices. No mobile numbers will be accepted
		15		In 2 and above Provinces	
Total		100			

1. 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.
2. Acquiring of 70% marks of the total score will make the Bidder qualify for participating into ultimate phase of Financial Bid opening.
3. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.

MANDATORY

1. Registration with Concerned Authorities:
GST/Income Tax Registration/Registration with Sindh Revenue Board
2. Blacklisting Affidavit
Attachment of Affidavit (specimen attached as Annexure "D") on stamp paper from the owner of the company.
3. Financial Proposal- Mandatory
The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
4. Participation in Tender
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

1. Black Listing on Previous Works
On black list of SPPRA & Sindh Bank Ltd.
2. Warning Letters Issuance
Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances related to provision of supplies/services in same category.
3. Non Registration with Concerned Authorities
Not GST/Income Tax Registered/Registration with Sindh Revenue Board.
4. Alternate Bid
Alternate bid is offered.
5. Subletting
The qualified bidder sublets the contract in any form/stage to any other agency.
6. Verification
If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.

5. GENERAL CONDITIONS OF CONTRACT (GCC)

5.1 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 up to date).

“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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.

5.7 Expiration of Contract

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

5.8 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.

5.9 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.

5.10 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.

5.11 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.

5.12 Termination

5.12.1 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).

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

شہید محترمہ بینظیر بھٹو کی یاد میں

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;

If the Supplier becomes insolvent or bankrupt;

If the Supplier, in the judgment of the SNDB has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;

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

If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.12.2 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

If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.

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.

5.12.3 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:

Payment for Services satisfactorily performed prior to the effective date of termination;

except in the case of termination pursuant to paragraphs (a) through (c), and (f) 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.

5.13 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.

5.14 Settlement of Disputes

5.14.1 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.

5.14.2 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.

5.14.3 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.

5.14.4 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.

5.14.5 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.

5.14.6 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.



6. SPECIAL CONDITIONS OF CONTRACT (SCC)

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.

6.1 Performance Security

The amount of performance security shall be five (5 %) percent of the Contract Price

6.2 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.

6.3 Price

Schedule of prices shall be as fixed in the Contract.

6.4 Integrity Pact

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

6.5 Discussions Prior to Evaluation

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

7. SECTION-V: SAMPLE FORMS



ANNEXURE "A"

7.1 Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Date:

To: **Sindh Bank Ltd**

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding.

We undertake, if our Bid is accepted, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank/Pay order in a sum equivalent to 05 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of 90 days from the date fixed to Bid opening under Clause 2.3.7 of the Instructions to Bidders, 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 (*if required*), 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:

Name and address of service provider	Amount and Currency
--------------------------------------	---------------------

(if none, state "none")

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

ANNEXURE "B"

7.2 Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
Address:	
Office Telephone Number:	
Fax Number:	
3.	Contact Person:
Name:	
Personal Telephone Number:	
Email Address:	
4.	Local office if any:
Address:	
Office Telephone Number:	
Fax Number:	
5.	Registration Details:

a) Audited Financial Statement Attachment (Last 3 years)

Yes	No
-----	----

b) Details of Experience (Last Five Years)

(i)	Similar Project (Agency/Department)	Item Name

c) Number of outsourced staff on the payroll of the Company - _____

ANNEXURE "C"

7.3 General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

Particulars				
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
SRB Tax No.				
No. of Employees			Company's Date of Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

ANNEXURE "D"

7.4 UNDERTAKING/AFFIDAVIT

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

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

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, (Amended up to date))**

I, _____ S/o _____, Proprietor/Authorized

Representative/Partner/Director of M/s _____, having NTN #

_____, holding CNIC # _____, do hereby state on solemn affirmation

as under: -

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

- That the above named firm/company has not been adjudged an insolvent from any Court of law.
- That no execution of decree or order of any Court remains unsatisfied against the firm/company.
- That the above named firm/company has not been compounded with its creditors.
- That my/our firm/company has not been convicted of a financial crime.
- The firm is not currently blacklisted by the Procuring Agency.
- The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- The firm comply with Section – III "Technical Specifications", and Section – VII "Schedule of Requirements" of the Bidding Document.
- The firm comply with all terms & conditions mentioned in the Bidding Documents.
- The firm comply that its Bid is valid for 90 days after opening of the E-Bid.

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 _____ 2025, who has been identified as per his CNIC.

COMMISSIONER FOR TAKING AFFIDAVIT

ANNEXURE "E"

7.5 FINANCIAL BID FORM/PRICE SCHEDULE

[To be signed & stamped by the Bidder and reproduced on the letter head]

PRICE SCHEDULE

(Applicable for the year 2025-2026)

Name of Bidder _____

Sr. No.	Description	Service Charges in (Rs).
1	Please quote your service charges (excluding taxes) per individual including provision of uniform (For detail refer note no.19 below), material (For detail refer scope of work at page no.20 & 21 of tender document), and cleaning of signboards (For scope of work refer page no.19 of tender document & List of Branches attached as Annexure "L")	
	*GRAND TOTAL	

***This Grand Total will be considered as the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Most Advantageous Bid" is the lowest. (For further clarification refer Note 7. below).**

Note

- Approximately 375 janitorial staff will be deployed in our exiting countrywide branches (names of branches attached) including Head Office at Karachi, who will be paid Rs 37,000/- per month per individual as per the wage notified by the Government. Supervisor required to be deployed at Head office will paid additional of Rs.3,000/- i.e. (Rs.37,000 + Rs.3000/- = Rs.40,000/-)
- Stamp duty on agreement (as applicable under Stamp Act 1989) will be paid by the bidder.
- No advance payment for the provision for Janitorial services will be made; bills are only be processed for necessary payment on receipt of certificate of delivery/satisfaction from the concerned officer.
- Calculation of bid security.** 5% of Rs 13,875,000/- (375 x 37,000/-) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favour of Sindh Bank Ltd.
- In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
- Contract Start Time:** After 20 working days of award of contract the successful bidder has to ensure deployment of his worker at Head Office & Branches and a fine of Rs.5,000/- will be levied on per day basis and after 10 days of penalty start period the tender will stand cancelled.
- Most advantageous bid is going to be the criteria for award of contract rather than considering the lowest bid offered, encompassing the lowest whole sum cost which the Procuring Agency has to pay for the services/items during contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
- EOBI & SESSI will be paid as actual by the procuring agency.
- All conditions in the contract agreement attached as Annexure H are part of this tender document.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 working days) on SPPRA website.
- The tender will stand cancelled if any of the given condition of the tender in not met in strictly as per the requisite of the tender document.
- In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the eligibility criteria evaluation.
- The successful bidder will be required to provide neat and clean uniform along with black shoes/socks during their employment with Branches/Head Office.
- While quoting salary/wages, bidder has to ensure that government notifications have been complied with.
- Minimum salary will stand revised as & when notified by the government.
- Service Provider has to ensure that amount of salary paid on account of monthly pay to janitorial staff i.e. (Rs.37,000/- per janitorial staff per month) is disseminated without fail as and when without single rupees deduction. If any complaint in this regard is received, then tender will stand cancelled.
- The service provider is bound to supply items as mentioned at page no.20 & 21 of the tender document in kind, no cash to the branch will be given to buy any janitorial item as their end. Ant complaint of disseminating cash to branch will make the service provider disqualified form the subject tender without any warning.
- The tender will be extendable for further period of two years on mutual consent on the same terms & conditions and service charges rates.

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

(Signature of bidder with name, Designation and Company Seal/Stamp)

Dated: _____

ANNEXURE "F"

7.6 BID SECURITY FORM

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid if Bank guarantee is being submitted]

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the supply of [name and/or description of the services] (hereinafter called "the Bid").

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 [name of Procuring Agency] (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws 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 Procuring Agency during the period of Bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency 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 thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature]

ANNEXURE "G"

7.7 ACCEPTANCE LETTER

To be signed by the procuring agency after announcement of Bid Evaluation Report

Date: _____

To:

Name & Address of the Contractor: _____

Subject: _____

Notification of Award of Contract No: _____

This is to notify you that your Bid dated _____ for execution of the

_____ (name of contract & identification number, as given in the

contract data for the accepted contract amount of the equivalent of

Rs. _____ (amount in numbers &

words) as corrected and modified in accordance with instructions to bidders is hereby

accepted by our agency.

You are requested to furnish the Performance Security within 28 days in accordance with the conditions of Contract, using for that purpose the Performance Security Form included in the bidding document and sign the contact agreement attached herewith within stipulated time mentioned above.

ANNEXURE "H"

7.8 SERVICE AGREEMENT

To be signed by the awardee

CONTRACT AGREEMENT

THIS AGREEMENT is entered into at Karachi
on this the _____ day of _____, 2025

BETWEEN

M/S. _____, having its principal place of business at _____, (hereinafter referred to as "Supplier", which expression shall be deemed to mean and include its successors-in-interest and assigns) of the First Part;

AND

SINDH BANK LIMITED, a banking company incorporated under the laws of Pakistan and having its Head office at 3rd Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan. (hereinafter referred to as "THE BANK", which expression shall be deemed to mean and include its successors-in-interest and assigns) of the Second Part.

WHEREAS:

"THE BANK" intends to acquire the services of "Supplier" for Provision of Janitorial Services (services) for its Head Office Karachi, 330 existing branches and Supplier agrees to provide the following services to the bank, as per tender opening date _____, along with Price Schedule mentioned in Financial Proposal which is attached herewith and marked as Annexure-A:

The terms and conditions are as follows:

WHEREAS the _____ is desirous for providing outstanding services to M/s Sindh Bank Limited ("Bank") its workers and the company has accepted the offer by the contractor for cleaners as per financial proposal attached as Annexure "___".

A. Services to be provided.

- Daily dusting and cleaning of all workstations.
- Monthly buffing of tiled floor.
- Daily cleaning of internal and out side glass panels and blinds.
- Frequent cleaning and dry / wet moping of all areas including praying area, cafeteria, reception area and stairs etc.
- Scrubbing / washing (with moderate interval of all washroom floors commode urinal and washbasin with disinfectants.

- Sweep and clean entrances and small patios.
- Fortnightly clean and remove smudges from entry door glass.
- Monthly clean and polish entry handles, sills, doorplates and metal rim.
- Weekly dust and clean baseboards. Ledges and exit signs.
- Disposal of waste and garbage as designated area.
- Weekly scrubbing and washing of tiled floors.
- Hygienic cleaning of washrooms on weekends includes walls.
- Dry moping periodically.
- Empty trash receptacles.
- Remove debris from landscape pots and planters.
- Clean and sanitize sink and counter tops.
- Upholstery (cleaning of sofa and other clothing furniture).
- Fortnightly cleaning of ducts & ventilators.
- Monthly Cleaning of Signboard of Head Office and Branches.

Services to be Provided – Cleaning of Signboard

1. Thorough Monthly Cleaning of all signboards in country wide region of the branches with requisite cleaning material/chemical (viper along with required length of sections) sufficient enough to reach the height of the signboard.
2. Cleaning of signboards also on need basis prior to completion of one month period as per the demand of the branch.
3. Ensuring availability of relevant cleaning material in the branch at all times.
4. Any damage to the signboard during cleaning process will be the liability of the vendor. Specially damage to the electric circuit etc.

**Janitorial Material will be provided Per Month for Sindh Bank Limited
Head Office Karachi for Two Floors**

S. No.	Description	Quantity
1	Tissue Roll double Hours	700Pcs (Pink)
2	Tissue Roll Jasmine or Leema	50Pcs (white)
3	Bonus Surf ½ Kg	06 Packet
4	Scotch Local	06 Pcs
5	Soap Dove	01Pcs
6	Ass Dish powder	05 packet
7	Phenyl Caroline/Jasmine 500ml	8 Bottle
8	Air freshener or Poppy 300ml	10 Pcs
9	Dusters	24 Pcs
10	Broom Soft	04 Pcs
11	Hand wash Saif Gard 400ml	02 Bottle
12	Dry Map rifle	02 Pcs
13	Wet Map rifle 400gm	08 Pcs
14	Roomies (king Tox) or Equivalent	24 Pcs
15	Hex it/Caroline Glass Cleaner 550ml	04 Pcs
16	Naphthalene Balls	12 Dozen
17	Shoppers Blue+ Garbage	1 ½ Kg +3K.G
18	Sweep 500ml	04 Bottle
19	Bleach 500ml	04 Bottle
20	Liquid Soap (Hand wash)	18 Litres
21	Acid 300ml	02Bottle
22	Harpic 300ml	08 Bottle
23	Rose Petal for Box Machine	50 Pcs
24	Soap Safe guard	10 Pcs
25	Viper	2 Per Quarter
26	Bursh	2 Per Quarter
27	Supply	2 Per Quarter
28	Broom Hard	2 Per Quarter
29	Wet mop Stick	2 Per Quarter
30	Dry Stick	2 Per Quarter
31	Balti	2 Per Quarter

2. In addition to above a vacuum cleaner Machine (800 waltz – 50 to 60 HTZ) will be provided 24 hours basis in Sindh Bank Head Office, Karachi for Cleaning of Carpeted Area including floor cleaning machine on need basis.

Janitorial Material will be provided Per Month Per Branch of Sindh Bank Ltd.

S. No.	Description	Quantity
1	Tissue Roll double Hours	20 Pcs (Pink)
2	Tissue Box Prime/Gulf	2 Boxes
3	Bonus Surf	½ Kg
4	Scotch Local	3 Pcs
5	Soap Tibet	05 pcs / Hand Wash Local Made (300ml)
6	Ass dish Powder	2 Pcs
7	Phenyl Freshener Jasmine	500ml
8	Phenyl Naphthalene balls	12 pcs
9	Hex it/Caroline Glass Cleaner	550ml
10	Air Freshener/ Poppy	300ml
11	Garbage	½ Kg
12	Map Refill	1Pcs
13	Duster	4 Pcs
14	Broom Soft	1Pcs
15	Roomies (king Tox) or Equivalent	2 Pcs
16	Dry Refill	On Need Basis
17	Acid or Equivalent	300 ml
18	Wet Mop stick	1 Per Quarter
19	Dry Stick	1 Per Quarter
20	Broom Hard	1 Per Quarter
21	Supply	1 Per Quarter
22	W.C Brush	1 Per Quarter
23	Viper medium Size	1 Per Quarter

- The _____ shall not post any labor who has not reached the age of maturity 18 years under the law and incase of failure to do so, the _____ shall exclusively be responsible.
- The monthly invoices would be submitted to the Bank in the last 10 working days of the month, for the services rendered which shall be payable at the end of the same month. All payments shall be subject to the withholding tax.
- The _____ shall be responsible under law for any withholding of taxes from the salaries of its employees.
- The _____ himself employ, terminate, take disciplinary action against and pay all wages and benefits to the persons employed by _____. The Bank shall not be responsible for the employees of the _____ in any manner whatsoever.

- e. The _____ shall be wholly responsible to check, verify and confirm the authenticity and credibility of the _____ employees past and related documentation by procuring all the relevant personal references, employment history, educational credentials as may be provided to the Bank in writing or any other related document of the concerned _____ employee, as may be required by the bank from time to time.
- f. The _____ shall be exclusively responsible for paying the salary and other emoluments/benefits to which each _____ employee is entitled under his contract of employment with _____. For the sake of clarity, the bank shall not be liable to any _____ Employee for any salary or emoluments, or for the reimbursement of any expenses, or for any other account. The _____ shall exclusively deal with all claims made by or in respect of the _____ employees in this regard including but not limited to Employees Old Age Benefits, Social Security or any other payment under the labor Law applicable from time to time. It shall keep the Bank fully indemnified and harmless in this regard.
- g. The _____ shall provide insurance cover for all his staff engaged in carrying out his contractual obligations. He shall be responsible to carry out his obligations and liabilities under the Compensation Act or other relevant laws. The _____ hereby indemnities the Bank for any claim whatsoever in respect of any claim, expenses and damages caused by its employees.
- h. The _____ shall have the complete administrative control over his employees.
- i. The _____ shall be responsible for providing necessary tools and cleaning items / material.
- j. The _____ shall be responsible to exercise and maintain proper record of its employees' attendance and payment of wages as prescribed under the relevant laws of the Country. The _____ shall ensure that is no violation, non-observance and irregularity and kind under the labor laws and the Bank will therefore remain absolved from all and every liability on this account.
- k. The _____ shall be responsible to see that his employees do not interfere in the working of the Bank, restrict themselves to the place of their work and do not roam about in the Bank / Branch / Division. The _____ shall also ensure that his employees do not take part in any meeting or meetings, agitation either of political, social or antisocial and do not indulge in any activities subversive to the Bank's discipline in particular and law and order of the country in general.
- l. The _____ shall ensure that its employees strictly adhere to the relevant rules and regulations of the Bank and security arrangements. The _____ shall be responsible to see that he and his employee with the security instruction and do not object to personal search etc. Security Guards, designated employees will have full power to satisfy themselves as the material, garbage carried out of the building by the cleaners, the security should thoroughly can check the cleaners before leaving the premises to avoid any complaint regarding missing of BANK'S any belonging .
- m. The _____ shall be responsible for un-interrupted working of the assigned job and for ensuring that in cases of absence of his employees, insufficient control, strikes or any other reason, the Bank work is not withheld in such cases. The _____ shall be responsible to make alternate arrangements, otherwise the bank has full rights to make alternate arrangements and to impose responsible penalty, and to recover the cost from the _____.

- n. _____ employees shall wear proper uniform, identification badges, indicating that they are _____ employees.
- o. The _____ hereby accepts the rights of the Bank to Control entry into and exit from the Bank premises of men and material.
- p. For operational purposes, the _____ personnel deployed at any specific premises shall not be used at any other premises without the prior written approval of the contractor.
- q. The _____ shall provide complete Two pairs of uniform i.e. shirt, trouser, along with one pair of shoes/socks including one woolen Jersey in branches falling in Northern Area per year to its employees.
- r. The Bank reserves the right to terminate this contract without notice, if the _____ performance remains constantly poor. Or if the clauses of this contract are violated. The management of the Bank shall be sole judge of the quality of work of the _____ in this regard and Bank reserves the right to terminate this agreement without assigning any reasons.
- s. Sunday, Govt. Holidays and all religious Holidays will be considered as holiday.
- t. The _____ hereby indemnifies the bank any loss theft, damages to the property of the Bank caused by any of the contractor deployed in the Bank.
- u. The contractor will not assign the job to anyone, except prior permission of the bank.
- v. This agreement is valid for a period of one year commencing from _____ to _____. The tender will be extendable for further period of two years on mutual consent on the same terms & conditions and service charges rates.
- w. _____ has to ensure that amount of salary paid on account of monthly pay to janitorial staff i.e. (Rs.____/- per janitorial staff per month) is disseminated without fail as and when without single rupees deduction. If any complaint in this regard is received then tender will stand cancelled.
- x. The _____ is bound to supply items as mentioned at page no.20 & 21 of the tender document in kind, no cash to the branch will be given to buy any janitorial item as their end. Ant complaint of disseminating cash to branch will make the _____ disqualified form the subject tender without any warning.

1. INSPECTION REPORT

The M/s _____ will get signature of the Branch Manager on monthly basis and at the same will be dispatched to Central Office on monthly basis duly filled / signed by the Branch Manager.

2. PENALTY

In case of repeated complaints from a location and non-performing of monthly tasks mentioned in the Task & Frequency Work Plan a fine of Rs.1,000/- will be deducted from the monthly tasks are as given below:

- . Dust high and low, including clocks, all surfaces on which dust gathers.
- . Thoroughly clean, scrub by agitation all ceramic, tiled floors will special attention to grouting, corners of floors etc.

If any property of the Bank is wit fully destroyed, removed, stolen or in any way damaged by Contractors employees, the _____ shall pay.

3. SECURITY

The security Guards, designed employees will have full power to satisfy themselves as the material, garbage carried out of the building by the cleaners, the security should thoroughly check the cleaners before leaving the premises to avoid any complain regarding missing of Bank's any belong.

Performance Security:

As per SPPRA Rule 39, the performance security can only be submitted in shape of pay order/demand draft/bank guarantee. 5% of the total tender amount of will be retained by the Bank as "Performance Security" and will be returned to the service provider after 90 days of completion of tender.

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 _____ may be taken or executed by the officials.

Termination of Agreement by the Bank:

- a) If the _____, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- b) If, as the result of Force Majeure, the _____ is unable to perform a material portion of the Services for a period of not less than thirty (30) days; and
- c) If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- d) If two (2) unsatisfactory letters/warnings are issued by the Bank for unsatisfactory performance by the _____.

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.

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 first complaint redressal committee of the bank and if parties could not reach at amicable situation, then the matter will 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.

Conflict of Interest:

The _____ 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.

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.

INDEMNIFICATION.

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

This Article shall also survive after termination of this Agreement.

ACCESS TO REGULATOR.

_____ and SNDB agree to provide State Bank of Pakistan necessary access to the documentation and accounting records in relation to the Provision of Janitorial & Signboard Cleaning and right to conduct on – site inspection, If required.

Anti – Money Laundering.

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

Signed for and on behalf of
Sindh Bank Limited by

Witnesses

1. _____ 2. _____
 (Name) (Name)

Signed for and on behalf of

Witnesses

1. _____ 2. _____

ANNEXURE "I"

7.9 PERFORMANCE SECURITY FORM

To be signed by the awardee if Bank Guarantee is being submitted as Performance Security.

To,

Head of Administration & Security Division
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 ____ 2025 to _____ IN MEMORANDUM [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 bidding 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 _____ 2025.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

ANNEXURE "J"

- To be signed by the awardee

7.10 INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number:

Dated:

Contract Value:

Contract Title:

[Name of Supplier/Contractor/Consultant] 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/Contractor/Consultant]** 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** 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 PA.

[Procuring Agency]

[Supplier /Contractor/Consultant]

ANNEXURE "K"

7.11 VISIT REPORT

(To be filled by Procuring Agency after Contract Award)

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	
16	Number of Employees in country wide region.	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:
1	Detail of Machinery / Equipment installed	1
9		2
		3
		4
		5
2	Name / Designation of the Representative with whom the meeting was held.	
0		
	(Visiting Card Attached)	
2	Assessment of visiting officer	
1		
2	It is confirmed that I have personally met with the person named above at the above mentioned business running address.	
2		
	<u>Signature of Bank's visiting officials</u>	<u>Signature of vendor / representative of</u>
2		
3		
	Date: _____ Stamp: _____	Date: _____ Stamp: _____

ANNEXURE "L"

7.12 List of Branches

S.No.	Branch Code	Branch Name
<u>KARACHI BRANCHES</u>		
	-	<u>GROUP BUSINESS HEAD SOUTH OFFICE</u>
-	-	3rd Floor, Imperial Court Building,
-	-	Dr. Ziauddin Ahmed Road, Karachi
-	-	
-	-	
-	-	
-	-	
1	5303	<u>ALLAMA SHABBIR AHMED USMANI ROAD (ISLAMIC)</u>
-	-	Shop No.2,3, & 4, Shaheen Heights, Block-7,
-	-	KDA Scheme No.24, Gulshan-e-Iqbal,
-	-	Karachi.
-	-	
-	-	
2	0390	<u>ABUL HASAN ISPAHANI ROAD BRANCH</u>
-	-	Plot No.A-1/10, Block No.4,
-	-	Gulshan-e-Iqbal, Karachi
-	-	
3	0397	<u>SURJANI TOWN BRANCH, KARACHI</u>
		Shops on Land Bearing No. SR-7,
		Sub-Block / Sub-Sector No.11, Sector No./Block No.4-A
		Situated at North Karachi Township, Surjani Town, Karachi
-	-	
4	0329	<u>BUFFER ZONE BRANCH</u>
		Plot No. R-19, Sector 15-A/2,
		Buffer Zone, Karachi
5	0360	<u>BAHADURABAD BRANCH</u>
		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	0396	SHAH LATIF TOWN BRANCH, KARACHI
-	-	Plot No. SC_40, Sector 17-B, Shah Latif Town,
-	-	Sector NO. 25-A, Opposite Shah Latif Police Station
-	-	Near NUST University, National Highway, 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,
		Baldia 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
		Assets & Liabilities of Bahadur Shah Zafar Market Branch (0341) has been merged to Court Road Branch effective 13.09.2022
		and new branch opened under name of Surjani Town Karachi (0397) by utilizing license of Bahadur Shah Zafar Branch

13	0395	AZIZABAD F.B AREA BRANCH
		Plot No: R-755, Azizabad No: 02
		F.B Area, Karachi.
		Cloth Market Branch (0318) merged to I.I.C Road, Karachi (0301) on 18-03-2022
		and new branch opened as named above utilizing license of Cloth Market Br:

-	-	-
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

Note: w.e.f 22-08-2022 Bahria Complex II Branch Karachi has been merged to Dr. Ziauddin Ahmed Road Branch and New branch utilizing the license of same is opened as Shah Latif Town Branch, Karachi (0396)

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 No. 3 & 4, Project Deenar Residency,
		Near Kamran Chowrangi, Plot No. SB-22,
		Block-10, KDA Scheme No. 36, Gulistan-e-Jauhar, Karachi
24	0343	GULSHAN-E-HADEED BRANCH
		Plot No.C-53, Phase-I,
		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 Naclass 25,
		Deh Ibrahim Hyderi,
		Karachi
34	0323	JAMSHED QUARTER BRANCH
		House # 13/B, Plot # 710/6,
		Survey Sheet # J.M. Quarters,
		Karachi
35	0398	PARADISE HOMES BRANCH, KARACHI
		Shop No. 1, Plot No. A-15,
		Paradise Homes, Near Paradise Bakery

Sector-13-A, Gulzare-e-Hijri, Scheme 33, Karachi

Note: w.e.f 13-10-2022 Jodia Bazar Branch has been merged to I.I.

Chundrigar Road, Branch Karachi

and New branch utilizing the license of same is opened as Paradise Homes Branch, Karachi (0398)

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 BANKING 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	JADE GARDEN CLIFTON KARACHI BRANCH
		Shop No. 8, 9, 10 & 11, Ground Floor, Sea Breeze Heights,
		Jade Garden, Plot No. FL-2, Block-2, 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	0355	NORTH NAZIMABAD BRANCH
		Ground Floor, Plot No.SC-7 Chayell Comfort, Block-N, KDA Scheme No.2, North Nazimabad, Karachi
62	0371	NISHTAR ROAD BRANCH
		Shop No.1A, Ground Floor, Building Bearing Survey No.61/II, Nishtar Road, Karachi
63	0376	NAZIMABAD BRANCH
		Shop No.S-1, Plot No.26 Row-01, Sub Block-A, Block-1, Nazimabad, Liaquatabad Town, Karachi
64	0384	ORANGI TOWN BRANCH
		Plot No.C.1-57, Sector No.11, Orangi Township, Karachi
65	0389	ORANGI TOWN - II BRANCH
		Plot No.L-1 & Plot No.L-245, Section 1/D, Orangi Town, Karachi.
66	0310	PAPER MARKET BRANCH
		Plot Survey No.20, Survey Sheet No. 373 Junction of Hassan Ali Effendi Road / Frere Road Serai Quarters, Paper Market, Karachi Old Address (effective 13-12-2022 vide Ops Comm.46/22) Plot No.22/2, Sheet No.SR.18, Serai Quarters, Saddar Town, Karachi.
67	0353	PECHS COMMERCIAL AREA BRANCH
		Plot No.187-3A, Shop No. 3 & 4, Ground Floor, Dawood Apartment, Block-2, PECHS, Karachi
68	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
69	0342	PIB COLONY BRANCH
		Shop No. 2, Plot No.340,
		Pir Illahi Bux Co-operative Housing Society Ltd.,
		PIB Colony, Karachi.
70	0309	PREEDY STREET, SADDAR BRANCH
		Property bearing # 326/2, Artillery Maidan,
		Preedy Street, Saddar Karachi
71	0393	QUAIDABAD BRANCH
		Plot No.SV-09, Maria Center,
		Quaidabad, Landhi, Karachi
72	0367	RASHID MINHAS ROAD BRANCH
		Shop No. A-15 & A-16, Ground Floor,
		National Complex Sub Plot No. 8, Plot No. A-1
		Main Rashid Minhas Road, Karachi.
		Old Address as per Ops Comm. 26/2023 dt: 21.08.2023
		Plot No. A-2, Shop No.S12 to S-15, Akbar Paradise,
		Block-A, National Cement Employees
		Cooperative Housing Society,
		Rashid Minhas Road, Karachi
73	0356	SAFOORA GOTH BRANCH
		Plot No.SB-23, Shop No.2, Euro Heights,
		Block-7, KDA Scheme # 36, Gulistan-e-Johar, Karachi
74	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
75	0314	SITE BRANCH
		B/9-B-2,
		SITE, Karachi
76	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.
77	0340	SHERSHAH BRANCH
		Shop No. A-1/A-2,
		Faisal Godown, Sher Shah
		Karachi.
78	3021	SIR SYED HOSPITAL – SUB BRANCH
		Plot No.887, Block-A, Korangi Road,
		Near KPT Interchange, Qayyumabad,
		Opposite DHA Phase-VII Ext. Karachi
79	3031	SINDH SECRETARIAT – SUB BRANCH
		C.S. No.409, Sheet No. AM-1,
		Artillery Maidan Quarter,
		Karachi.
80	0394	Sehar Commercial Branch
		Shop No. 1&2 Ground Floor and Hall No. 1
		Plot No. 24-C, Lane-9, Sehar Commercial
		Phase VII, DHA, Karachi.
81	0336	STOCK EXCHANGE BRANCH, KARACHI
		Room No. 52C & 52D, First Floor
		Stock Exchange Building, Pakistan Stock Exchnage
		Karachi
82	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 Chowranghi, Karachi
83	0363	SHIREEN JINNAH COLONY BRANCH
		Plot No.46, Block-I, Category-B,
		Scheme No.05, Shireen Jinnah Colony,
		Clifton, Karachi
84	0374	SHAH FAISAL COLONY
		House No.CB-52, Ground Floor,
		Alfalah Co-operative Housing Society (Drigh Colony)
		Shah Faisal Colony, Karachi

85	0379	SINDH SOCIAL SECURITY INSTITUTION (SESSI) BRANCH
		Ground Floor, Sindh Employees Social Security Institute
		Head Office, ST/17, Block-06,
		Gulshan-e-Iqbal, Karachi
86	0386	SAADI TOWN BRANCH
		Plot No.C-33 (Commercial), Block-II, Saadi Town,
		Scheme-33, Gulzar-e-Hijri, Malir Cantt, Karachi
87	0388	SAMANABAD / GULBERG BRANCH
		Plot No.R-323, Block-18, Scheme No.16,
		F.B. Area, Samanabad, Gulberg, Karachi
88	0361	SACHAL GOTH BRANCH
		Hamza Tower, Ground Floor,
		Plot No.B-137 (Old No.B-101) Sachal Goth,
		KDA Scheme No.33, Suparco Road, Karachi
89	0313	TARIQ ROAD BRANCH
		Commercial Plots bearing No. 964-C & 965-C
		Market Block-2, PECH Society, Allama Iqbal Road
		Karachi
		<u>Old Address (effective 27-01-2023 vide Ops Comm.04/23)</u>
		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

GROUP BUSINESS HEAD - SINDH RURAL OFFICE

3rd Floor, Federation House,
 Clifton, Karachi

1	0149	AHMED PUR BRANCH
-	-	Jiryan 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
-	-	Juryan 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
-	-	Jaryan 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
		Jiryan 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
		Jiryan 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	DOKRI, 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	0429	GHARO BRANCH
		Jaryan No.197, Main National Highway Road,
		Taluka Gharo, District Thatta
22	0110	GHOTKI BRANCH
		Plot/City Survey No.890, Ward-B,
		Main Deviri Sahib Road, Ghotki
23	0128	GHOUSPUR BRANCH
		Shop No.1 & 2, Shahi Bazar,
		Near Shah Hussain Masjid Ghouspur,
		Taluka Kandhkot, District Kashmore-Kandhkot
24	0432	CIVIC CENTRE BRANCH, HYDERABAD
		Civic Centre, Block-CCI
		Survey Nos. 221/B-I, 221/C-2 & 221-I
		Thandi Sarak, Hyderabad
25	0142	GARHI YASIN, DISTRICT SHIKARPUR
		City Survey No.430, Main Bazar
		Garhi Yasin , District Shikarpur
26	0145	GHARI KHAIRO DISTT. JACOBABAD BRANCH
		Shop No.13, VF-II, Jiryan No.13,
		Main Road Town Ghari Khairo, District Jacobabad
27	0443	GOLARCHI DISTRICT BADIN BRANCH
		Plot No.A-1, Jiryan No.618, Main Golarchi Road,
		Deh Bharo Dari, Tappo Golarchi, District Badin
28	0402	HALA BRANCH

		Survey No. 1397/88, Ward B, Gulshan Fahim Colony,
		Hala, District Matiari
29	0430	ISLAMKOT BRANCH
		Plot No.17, 18 & 20, Near Jamia Masjid
		Taluka Islamkot, District Tharparkar
30	0119	JACOBABAD BRANCH
		Property No.232, Ward-6,
		Main Quetta Road, Jacobabad.
31	0431	JAMSHORO BRANCH
		Plot No.A-133, Sindh University Employees Co-operative
		Housing Society, Phase-I, Taluka Kotri, District Jamshoro
32	0433	JOURNALIST SOCIETY BRANCH
		Plot No.9, Journalist Co-operative Housing Society,
		Near Center Jail, Hyderabad
33	0440	JATI DISTT. SUJAWAL BRANCH
		Revenue No.789/766,
		Memon Shopping Mall Jati District Sujawal
34	0442	JHUDDO DISTT. MIRPURKHAS
		City Survey No.444, Usman Complex-II
		Ward No.8, Main Jhuddo Tando Bago Road,
		Jhuddo, District Mirpurkhas
35	0136	KHANPUR MAHAR, DISTT. GHOTKI BRANCH
		Plot No.115-II, Khanpur Mahar,
		Taluka Khan Gharh, District Ghotki
36	0104	KANDHKOT BRANCH
		S.No.167, opposite Shams petroleum Services
		Deh Akhero Kandhkot

District Kashmore Kandhkot

37	0129	KANDIARO BRANCH
		Jaryan No.1588, Opposite Zarai Taraqiati Bank Ltd.
		Hospital Road, Taluka Kandiara, District Naushero Feroze

38	0118	KASHMORE BRANCH
		Jaryan No.874, Main Kashmore Kandhkot Road,

		Kashmore District Kandhkot.
39	0102	KHAIRPUR BRANCH
		Ground Floor, Syed Ramzan Ali Shah
		Trade Centre, Khairpur Mirs
40	0126	KHAIRPUR NATHAN SHAH BRANCH
		Shop No. C/407-A,
		Taluka Khairpur Nathan Shah, District Dadu
41	4092	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	0116	MIRPUR MATHELO BRANCH
		Plot No.24(2-01) Deh, Tapo Mirpur, Main Mirpur Mathelo Road, District Ghotki
53	0404	MIRPURKHAS BRANCH
		Plot No. RCN-18, Survey No.864/6, Main Umerkot Road, Mirpurkhas
54	0410	MITHI BRANCH
		Plot/Jaryan No.50, Opposite Hyderi Hotel, Mithi
55	0421	MORO BRANCH
		Plot No.14, Main Road Moro, District Noshhero 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
		Jiryan 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
		Jiryan 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	0130	QAZI AHMED BRANCH
		Survey No.313, Main Qazi Ahmed Road,
		Taluka Qazi Ahmed, District Shaheed Benazirabad
71	0111	RATODERO BRANCH
		City Survey No.795/5, Ward B,
		Ratodero Bus Stand, Ratodero
		Larkana
72	0120	ROHRI BRANCH
		City Survey No.2181/9, Ward-B,
		Mohallah Kot Janullah Shah,
		G.T. Road, Rohri, District Sukkur
73	0425	SAEEDABAD BRANCH
		Shop No.53/2-36, Main Saeedabad Road,
		Taluka Saeedabad, District Matiari
74	0424	SAKRAND BRANCH
		Shop No.355/1-4, 356, 357, 367,
		Main Sakrand Road, Taluka Sakrand,
		District Shaheed Benazirabad
75	0413	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B
		Cooperative Housing Society, Sanghar
76	0422	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL,

		Sajawal, District Thatta
		Address after 15.02.2022: Property vide Survey No. 05, R.S.No.83
		Adjacent to Zahid Petroleum Services, Thatta Sujawal Road
		Sujawal, District Sujawal.
77	0109	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951,
		Alam Channa Mohalla, Sehwan, District Jamshoro
78	0113	SHAHDADKOT BRANCH
		Building Survey No.652, Ward C,
		Main Kotoo Motoo Chowk, Shahdadkot
79	0114	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road,
		opposite Library, Shikarpur
80	0108	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road,
		Sukkur
81	0416	SHAHDADPUR BRANCH
		City Survey No.543, 548 Muhaga Land
		Station Road, Shahdadpur
		District Sanghar
82	0411	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony,
		Nawabshah, District Shaheed Benazirabad
83	1141	SHIKARPUR RICE MILLS – SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road,
		Village Lodhra, District Shikarpur
84	436	SULTANABAD BRANCH
		Sabzi Mandi, Sultanabad,
		Deh Salki Tapo Kamaro,
		Taluka & District Tando Allahyar
85	0135	STATION ROAD LARKANA BRANCH
		Plot No.03, Near Al-Abbas Chowk,

		Station Road, Larkana
86	0143	SALEHPAT DISTT. SUKKUR BRANCH
		Shop No.1,2,3 & 4 Plot No.135 to 156
		Deh Chak No.5, Salehpat, Distt. Sukkur
87	0406	TANDO ADAM BRANCH
		Shop No.1,2,3, Prime Tower, Hogani Colony,
		Hyderabad Road, Tando Adam, District Sanghar
88	0407	TANDO ALLAHYAR BRANCH
		Plot No.4-4A & 5, Survey No.272/1, Al Habib Plaza,
		Main Tando Allahyar Hyderabad Road, Tando Allahyar
89	0408	Tando Muhammad Khan
		Plot. Survey No.34, Jaryan No.13/10-7-08,
		Tando Muhammad Khan
90	0412	THATTA BRANCH
		Survey No.115, near Badshahi Masjid,
		Thatta Sijawal Road, Thatta
91	0117	THUL BRANCH
		Property No.484, Kandhkot Road,
		Thul, District Jacobabad
92	4121	THATTA CEMENT – SUB-BRANCH
		Thatta Cement Company Limited,
		Makli Ghulamullah Road, Thatta
93	4071	TANDO ALLAHYAR SUGAR MILLS – SUB BRANCH
		Tando Allahyar Sugar Mills, Deh Kanidar,
		UC Sanjar Chang, Taluke Chamber,
		District Tando Allahyar.
94	0139	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	<u>0613</u>	State Life Employees Coop. Housing Society Branch, Lahore
		Plot No. 1022, Sector - F
		State Life Employees Cooperative Housing Society Limited
		Lahore.
3	<u>0610</u>	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad,
		Distrtict Bahawalpur
4	<u>0668</u>	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala,
		Tehsil & District Muzaffargarh
5	<u>0697</u>	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	<u>0605</u>	BAHRIA TOWN LAHORE BRANCH
		Plot No. 204-B, Commercial Sector C,
		Bahria Town, Lahore
7	<u>0601</u>	BLUE AREA ISLAMABAD BRANCH

		Shop No. 1-E (South), F-6 / G-6,
		Jinnah Avenue, Blue Area, Islamabad
8	0602	HAIDER ROAD RAWALPINDI BRANCH
		Shop No. 53/11, Survey 184/13
		Haider Road, GPO Chowk, Saddar, Rawalpindi
		Old Address (effective 09-03-2023 vide Ops Comm.10/23)
		BANK ROAD RAWALPINDI BRANCH
		Kichlew Building,
		Bank Road, Saddar, Rawalpindi
9	0623	BURKI BRANCH
		Khasra # 1523, Khewat # 50, Khatoni # 82,
		Village Burki, Lahore
10	0682	BANK SQUARE MODEL TOWN LAHORE
		Shop No. 34-A, Bank 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
		040-5482225-6

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 Y BLOCK 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	0652	DHA PHASE-V, LAHORE BRANCH
		Plot No.CCA-39, Phase 5-C,
		Defence Housing Authority, Lahore
24	0648	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	0636	FAISALABAD BRANCH
		7-D, Commercial Area,
		People Colony No.1, Faisalabad
30	0654	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	GARHI SHAHU BRANCH
		Property No.SE-6R-107/B, Ground Floor,
		Allama Iqbal Road, Ghari Shahu, Lahore
38	5602	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC BANKING
		Plot No.MC-16, Ghor 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
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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.285, Khatoni No.307,
		Near Allied School, Mohammadan Campus,
		Kalra Khasa, Tehsil & District Gujrat
50	0640	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 BANKING BR
		Khewat No.142, Khatoni No.161,
		Liaquat Road, Sahiwal
59	0638	MULTAN BRANCH
		Plot No. C-02, Block A
		Multan Model Town Housing Scheme
		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	0669	MAIN BOULEVARD DHA LAHORE BRANCH
		Plaza No. E-105-1-C-2,
		Super Town, Main Boulevard, DHA
		Lahore.
63	0620	CHAKLALA SCHEME III RAWALPINDI
		Nazim Plaza, Khasra No. 50, 113
		Main Bostan Khan Road,
		Chaklala Scheme III, Rawalpindi
64	0612	GULBERG BRANCH, LAHORE
		61-Main Boulevard, Gulberg
		Lahore

65	0645	MOHLANWAL BRANCH
		Khewat No.126, Khatoni No.524 to 527,
		Main Defence Road, Village Mohlanwal, Lahore
66	0642	MORR AIMANABAD BRANCH
		Khasra No.1215/1 & 2, Khewat No.968, Khatoni No.1126
		Main G.T. Road, Morr Aminabad, District Gujranwala
67	0653	MUGHAL PURA BRANCH
		Plot No.13, Street No.17,
		Near Lalpul, Mughal Pura, Lahore
68	5601	MALL ROAD LAHORE – ISLAMIC BANKING 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

		Shop No. 3, Ground Floor
		Ghalla Mandi, Okara.
		Old Address as per Ops Communication No. 25/2023 dt 21.08.2023
		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 BAHAUDDIN 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 ROAD BRANCH LAHORE
		1 Dogar Market, 1KM Raiwind Road
		Thokar Niaz Baig, Lahore.
82	0661	ABDUL HAKEEM, DISTRICT KHANEWAL BRANCH
		Abdul Hakeem City, Near Zarai Taraqiyati Bank
		Tehsil Kabirwala, District Khanewal.
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	CHAKWAL BRANCH
		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	0629	VILLAGE KAHNA BRANCH
		Hakim Ghulam Hussain Colony,
		Mozoa Gajomata, Kahna
		Distt. Lahore
96	0683	VILLAGE HUJRA SHAH MUQEEM BRANCH
		Khasra No.362/354, Khewat No.859,
		Hujra Road, Near Gillani Marriage Hall,
		Hujra Shah Muqeem, Tehsil Depalpur, District Okara
97	0626	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	0651	WAH CANTT RAWALPINDI BRANCH
		Plot No. C-149, Qubrustan Road,
		lala Rukh, Wah Cantt. Rawalpindi
		Old Address (effective 10-07-2023 vide Ops Comm.22/2023)
		82-A, Minar Road,
		Lala Rukh, Wah Cantt.
100	0624	WALTON ROAD LAHORE
		House No.E/48, Khasra No.2328/280, Kheot No.1,
		Khatoni No.537, Super Town, Walton Road, Lahore
101	0670	WAPDA TOWN LAHORE BRANCH
		Plaza No.12, Block-A-1, PECHS,
		Valencia (Commercial Area),
		Wapda Town, Lahore

NORTH REGION BRANCHES		
-	-	GROUP BUSINESS HEAD – NORTHERN REGION
-	-	Noor Plaza, Main Ring Road,
-	-	Peshawar
-	-	-
1	0804	ABBOTTABAD BRANCH
		Opposite Radio Pakistan, Mansehra Road,
		Abbottabad
2	5801	ASHRAF ROAD PESHAWAR – ISLAMIC BANKING 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	0802	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, Bank 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,
		Bank 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,
		Bank 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 Newshehra
19	0801	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	0809	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
BALUCHISTAN		
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	0705	DERA MURAD JAMALI BRANCH
		Khatooni No. 995, Main Quetta Road
		Near City Police Station / Police Lines
		Dera Murad Jamali, District Naseerabad
		Balochistan
		Old Address (effective 10-02-2023 vide Ops Comm.06/23)
		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 Khudari Road,
		Khuzdar, Balochistan
9	0715	KASI ROAD QUETTA BRANCH
		Intiqal No.433, Kitta No.2,
		Kashi Road, Quetta.
10	0702	LIAQUAT BAZAR QUETTA
		Plot Vide Khasra No: 975/695/108, situated at Mukam Street,
		Ward No.4, Sitara Hotel Building, 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

8. SECTION VI- CHECK LIST

[To be signed and stamped and presented on Bidder's letter head]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	5% - Bid Security of estimated cost of articles / items given by the department. The Bid security must be submitted with Financial proposal.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN)		
3	Copy of active Registration with Sales Tax Authorities (STRN)		
4	Copy of active Registration (Professional Tax Certificate)		
5	At least 01 of similar nature having similar cost or above have been performed / executed in public organization during last 02 years (certificate duly signed by gazetted officer attached).		
6	Technical Bid Form (as per form 2.5.8 of Bidding documents) on letter head of the firm duly signed and stamped.		
7	Bid Form (as per form 7.1 of Bidding documents) on letter head of the firm, duly signed and stamped.		
8	Bid Security Form (as per form 7.6 of Bidding documents) on letter head of the firm, duly signed and stamped.		
9	Performance Guarantee Form (as per form 7.9 of Bidding documents) on letter head of the firm, duly signed and stamped.		
10	General Information Form (as per form 7.3 of Bidding documents) on letter head of the firm duly signed and stamped.		
11	Affidavit (as per form 7.4) on non-judicial Stamp Paper of Rs. 50/-		
12	<ul style="list-style-type: none"> i. Work order / supply order / purchase order of previous relevant experience. ii. Company profile. Staff list along with location and address <i>[where applicable]</i>. iii. Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year). iv. Bidders profile Form (as per form 7.2 of Bidding documents) on letter head of the firm, duly signed and stamped. 		
13	Copy of Bid Security Instrument to be submitted with Financial Proposal. Original Bid Security to be submitted in sealed envelope with clear reference no.		

Stamp & Signature of Bidder _____

9. PROCUREMENT COMMITTEE CONSITUTION OFFICE ORDER

SINDH BANK
سندھ بینک
POWER TO THE PEOPLE
بالاختیار

Ref No: SNDB/ADMIN/HO/TD/14/05/2025
May 14, 2025

OFFICE ORDER

SUBJECT: REVISED – CONSITUTION OF PROCUREMENT COMMITTEE FOR GOODS, WORKS & SERVICES FOR ADMINISTRATION & HR RELATED SERVICES

The revised constitution of Procurement Committee is as under:

1. Chief Financial Officer (Sindh Bank Ltd)	EVP – Chairperson
2. Head of Administration (Sindh Bank Ltd)	SVP – Member
3. Mr.Parvez Ali Bhutto Director - Works & Services (Sindh Madressatul Islam University, Currently post on deputation in Sindh Mass Transit Authority)	BS-19 – External Member

Functions and responsibilities of the Procurement Committee will be as per SPPRA Rule No.8 and Procurement Committee of Sindh Bank Ltd will be effective from June 01, 2025.

This supersedes previous Office Order # SNDB/ADMIN/HO/2024/02/14 dated February 14, 2024 on the subject matter.


President & CEO

Distribution:
Members - Procurement Committee

10. CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE MEMO

BY PROMOTING TO SHARED ECONOMIC BENEFITS
SINDH BANK
 سندھ بینک
 POWER TO THE PEOPLE
 بالائے عوام

Ref No: SNDB/ADMIN/HO/CRC/14/05/2025
 May 14, 2025

OFFICE ORDER

SUBJECT: REVISED CONSTITUTION OF COMPLAINT REDRESSAL COMMITTEE

It is notified for information of all concerned that with immediate effect the following **COMPLAINT REDRESSAL COMMITTEE** has been reconstituted as per SPPRA Rule 31.

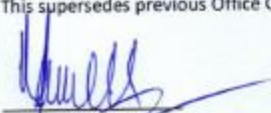
1. Deputy CEO	(Member/Convener)
2. A Representative of the Accountant General Sindh not below rank of BS-18	(Member)
3. An Independent Professional from the relevant Field	(Member)
4. Head of Legal Division – (SVP-II)	(Co-opted Member)
5. Incharge Procurement – (VP-II)	(Co-opted Member)

Terms of Reference (TOR)

SPPRA Rule 31 (4), The Complaint Redressal Committee upon receiving a complaint from an aggrieved bidder may, if satisfied;

- Prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations;
- Annul in whole or in part, any unauthorized act or decision of the procurement committee; and
- 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; and;
- 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.

This supersedes previous Office Order #SNDB/ADMIN/HO/26/08/2021 dated 26-08-2021.


 President & CEO
 (Equivalent BS-22)

Distribution:
 Members- Complaint Redressal Committee

11. PROCUREMENT PLAN

Date: 24-06-2022

TENTATIVE ADDITIONAL PROCUREMENT PLAN FOR GOODS, WORKS & GENERAL SERVICES FOR THE YEAR 2025-26

S #	Items / Description	Quantity	Estimated Cost (in Rs.) Million	Source of Funds	Proposed Method of Procurement	Timing of Procurement	Remarks
1	Provision of Janitorial Services	375	Rs.17.57 Million Per Month Rs. 211 Million per Year	ADP	Single Stage One Envelop	2nd Quarter	(Detailed sheet attached as Annexure "A")

Farhan A Siddiqui
VP-II/Administration

Ather Iqbal
VP-II/Administration

EXPENSE CONTROL AUTHORITY-II

Name & Designation	Comments/Recommendations	Signatures
Dilshad Hussain Khan CFO- Member		
Arshad Abbas Soomro Head of Admin-Member		
Mohammad Saleem Shaffi Head of Operations- Member		
Syed Assad Ali Deputy CEO	CFO & Head Admin to ensure compliance of SPPRA rules & Bank policy	

President / CEO

Parvez Ali
Director Works & Services-Sindh
Madresstual Islam University Karachi

Date: 24-06-2022

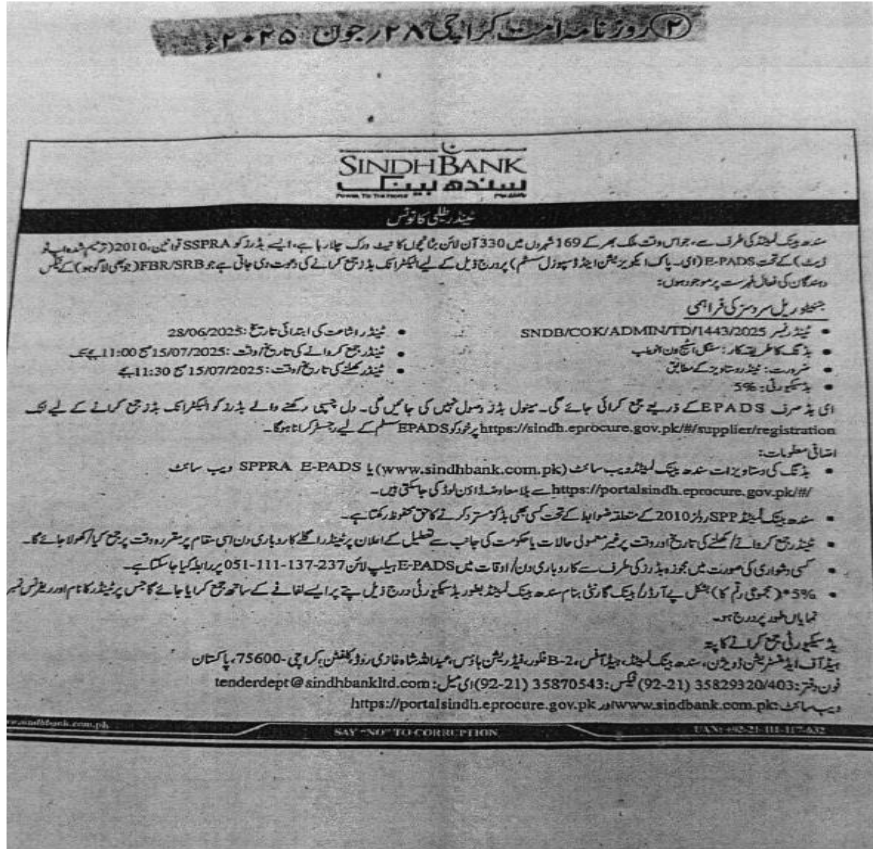
TENTATIVE ADDITIONAL PROCUREMENT PLAN FOR GOODS, WORKS & GENERAL SERVICES FOR THE YEAR 2025-26

S #	Items / Description	Quantity	Estimated Cost (in Rs.) Million	Source of Funds	Proposed Method of Procurement	Timing of Procurement	Remarks
1	Provision of Janitorial Services	375	Rs.17.57 Million Per Month Rs. 211 Million per Year	ADP	Single Stage One Envelop	2nd Quarter	(Detailed sheet attached as Annexure "A")

PROCUREMENT COMMITTEE FOR GOODS, WORKS & GENERAL SERVICES

Name & Designation	Comments/Recommendations	Signatures
Dilshad Hussain Khan CFO- Chairman		
Arshad Abbas Soomro Head of Admin-Member		
Parvez Ali Director Works & Services-Sindh Madresstual Islam University Karachi		

12. ADVERTISEMENT



شہید و حقیر

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چنبر 28 جون 2025 ع

Sindh Bank
سندھ بینک
POWER TO THE PEOPLE

تینڈر گھرانہ جو نوٹیس

سندھ بینک لمیٹید جي طرفان، جيڪا هن وقت سڄي ملڪ جي 101 شهرن ۽ 130 آن لائن پراجيڪٽن جو نيٽورڪ هلائي رهيو آهي، اڃان پورو ڪيل آهي پر
پرو. آر. آئي. ڪنٽرولر، 2010 (ترميم ٿيل - تازه ترين) تحت EPADS (آي بائڊ ايڪسپوزيشن اينڊ اسڪورنگ سسٽم) تي هيٺ ڏنل لاءِ اليڪٽرانڪ بڊ جمع ڪرائڻ
جي دعوت آهي. هي جيسٽر پرو. آر. آئي. ڪنٽرولر جي ٽيڪس ڊيٽن جي فعال فهرست تي موجود هجن.

جيسٽر پرو. آر. آئي. ڪنٽرولر جي فرامسي

- تينڊر نمبر: Sindh Bank/ADMIN/2025/140/2025
- بڊنگ جو عنوان: مينگل اسٽيج هڪ لفافو
- ضرورت: تينڊر اسٽوريج مٿان
- بڊ سڪيورٽي: 5%

• تينڊر اشاعت جي ابتدائي تاريخ: 28-06-2025

• تينڊر جمع ڪرائڻ جي تاريخ وقت: 15-07-2025 صبح 11:00 وڃي

• تينڊر کليل جي تاريخ وقت: 15-07-2025 صبح 1:30 وڃي

آي بڊ صرف EPADS ذريعي جمع ڪرايا ويندا. مينيوئل بڊز وصول نه ڪيا ويندا. (ايجنسي ڊڪلڊر بڊز، ڪي اليڪٽرانڪ بڊز جمع
ڪرائڻ لاءِ لنڪ <https://sindh.eprocure.gov.pk/#supplier/registration> تي پاڻ کي EPADS لاءِ رجسٽر ڪرائڻو پوندو.

افساني معلومات

- بڊنگ جا دستاويز سندھ بينڪ لميٽيد جي ويب سائيٽ (www.sindhbank.com.pk) يا EPADS SPPRA ويب سائيٽ (https://portal.sindh.eprocure.gov.pk/#) تان بغير ڪنهن معافتي جي ڊائون لوڊ ڪري سگهجن ٿا.
- سندھ بينڪ لميٽيد ايس پي پي رولز 2010 جي لاڳاپيل شق تحت ڪنهن به بڊ کي رد ڪرڻ جو حق محفوظ رکي ٿي.
- تينڊر جمع ڪرائڻ کان پوءِ جي تاريخ تي غير معمولي حالتن جي ڪري يا حڪومت جي طرفان علو موڪل جو اعلان ڪرڻ جي صورت
۾، تينڊر اينٽي ڪم واري ڏينهن تي انهي جيڪو ٿي مقرر ڪيل وقت تي جمع ڪيا وڃن ٿا.
- ڪنهن به مشڪل پيشيا جي صورت ۾ بڊز جي طرفان ڪاروباري ڏينهن وقت پر EPADS هيلپ لائين 051-111-137-137 تي
ڏنل ايڊريس تي ڪري سگهجي ٿو.
- بڊنگ جي اجازت جي وقت ۾ آڊر اينڪ گارنٽي جي صورت ۾ سندھ بينڪ لميٽيد جي مالي بڊ سڪيورٽي طور هيٺ ڏنل ٿي ٿي.
اڏي لڏي ٻڌل گڏ جمع ڪرايا وڃن جن تي تينڊر جو نالو ۽ ريفرنس نمبر نمايان طور تي درج ٿيل هجي.
- بڊ سڪيورٽي جمع ڪرائڻ جو پتو هيٺ ڏجي ٿو:

هيٺ آف ايمپلشيشن ڊيزن، سندھ بينڪ لميٽيد هيڊ آفيس، B-2 فلور، فيلڊيشن هائوس، عبدالله شاهه غازي روڊ، گلڦٽن، ڪراچي -
75600، پاڪستان

فون نمبر: 403-2020403 (92-21) فیکس: 35870543 (92-21) ایمیل: tenderdept@sindhbank.com

ويب سائيٽ: <https://portal.sindh.eprocure.gov.pk> ۽ www.sindhbank.com.pk

www.sindhbank.com.pk SAY "NO" TO CORRUPTION 02-11-11-503

شهيد محترمه بينظير بھٹو

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سندھ
با اختيار عوام



NOTICE INVITING TENDER

Sindh Bank Limited, currently operating with a network of 330 online branches in 169 cities across the country, would like to invite Electronic bids (E-bids) on E-PADS (E-PAK Acquisition & Disposal System) from bidders who are on the Active list of Tax Payers of FBR/SRB (whichever is applicable) under SPPRA Rules, 2010 (Amended up to Date) for:

PROVISION OF JANITORIAL SERVICES

- Tender Ref No: SNDB/COK/ADMIN/TD/1443/2025
- Bidding Procedure: Single Stage One Envelope
- Requirement: As per Tender Document
- Bid Security: 5%
- Tender Publish Start Date: 28/06/2025
- Tender Submission Date & Time: 15/07/2025 up to 1100 Hrs
- Tender Opening Date & Time: 15/07/2025 at 1130 Hrs

E-Bids should be submitted through E-PADS only. Manual Bids shall not be accepted. Interested bidders are required to register themselves on the E-PADS System at the link <https://sindh.eprocure.gov.pk/#/supplier/registration> for the submission of electronic bids.

ADDITIONAL INFORMATION:

- Bidding documents can be downloaded free of cost from the Sindh Bank Ltd website (www.sindhbank.com.pk) or the SPPRA E-PADS website <https://portalsindh.eprocure.gov.pk/#/>
- Sindh Bank Ltd reserves the right to reject any bids under the relevant provisions of SPP Rules 2010.
- In case of undesirable circumstances on the submission/opening date & time or if the Government declares a Holiday, the tender shall be opened on the next working day at the same time & venue.
- In case of any difficulty, prospective bidders may contact the E-PADS Helpline 051-111-137-237 during working days/hours.
- 5% of the *(Grand Total Amount) will be submitted as bid security in the shape of a Pay Order/Bank Guarantee in favor of Sindh Bank Ltd at the address mentioned below with the title of Tender Name & Reference Number duly mentioned on envelope.

ADDRESS FOR SUBMISSION OF BID SECURITY

Head of Administration Division, Sindh Bank Limited, Head Office, B-2 Floor, Federation House,
 Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan Office: (92-21) 35829320/403, Fax: (92-21) 35870543
 E-mail: tenderdept@sindhbankltd.com, Websites: www.sindhbank.com.pk & <https://portalsindh.eprocure.gov.pk>

www.sindhbank.com.pk

SAY "NO" TO CORRUPTION

UAN: +92-21-111-117-632

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