

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

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

- 1) NAME OF THE ORGANIZATION / DEPTT. Sindh Bank Ltd/Administration
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Scheduled Bank
- 3) TITLE OF CONTRACT Provision of Carice Service
- 4) TENDER NUMBER SNDB/COK/ADMIN/TD/ 1517 /2026
- 5) BRIEF DESCRIPTION OF CONTRACT Sale to Azan
- 6) FORUM THAT APPROVED THE SCHEME Competent Authority
- 7) TENDER ESTIMATED VALUE Rs 6,537/-
- 8) ENGINEER'S ESTIMATE
(For civil works only) _____
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 12/02/2026 at 11:00h
- 10) TENDER OPENED ON (DATE & TIME) 01
- 11) NUMBER OF TENDER DOCUMENTS SOLD
(Attach list of buyers) 01
- 12) NUMBER OF BIDS RECEIVED 01
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS 01
- 14) BID EVALUATION REPORT
(Enclose a copy) 27/06/2026
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/S TCO. Her Office
- 16) CONTRACT AWARD PRICE Rs. 4898.70
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). 1 M/S TCO RT. LG
- 18) METHOD OF PROCUREMENT USED : - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE ☒ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE ☐
- c) TWO STAGE BIDDING PROCEDURE ☐
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE ☐

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

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Competent Authority

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT :

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

Yes	SPPRA EPADS SNo. <u>260109781</u> <u>28/01/2026</u>
No	

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

Yes	Express Tribune, Jeejal & Jang <u>28/01/2026</u>
No	

22) NATURE OF CONTRACT

Domestic/ Local	☒	Int.	☐
--------------------	-------------------------------------	------	--------------------------

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☐	No	☒
-----	--------------------------	----	-------------------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☐	No	☒
-----	--------------------------	----	-------------------------------------

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

Yes	
No	No

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

Yes	
No	No

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

Yes	
No	No

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

Yes	
No	No

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

Yes	☒	No	☐
-----	-------------------------------------	----	--------------------------

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

Yes	☐	No	☒
-----	--------------------------	----	-------------------------------------

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

Yes	☐	No	☒
-----	--------------------------	----	-------------------------------------

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

Yes	
No	No

Signature & Official Stamp of
Authorized Officer

3/8/2026
Tabish Ali Shah
Head of Administration & Security
SINDH BANK LIMITED
Head Office Karachi

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset

SNDB/COK/ADMIN/TD/1573/2026

Dated: 3/8/2026

M/s. TCS Private. Limited
TCS Head Office 101-104,
Civil Aviation Club Road
Karachi.

Subject: Contract Award-Provision of Courier Services

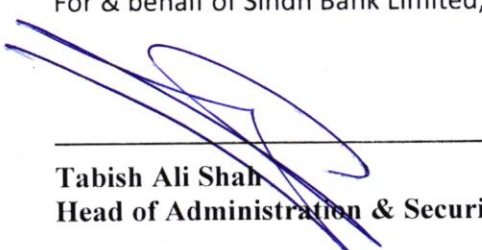
Dear Sir,

The management of Sindh Bank Limited is pleased to award the subject contract to M/s. TCS (Private.) Limited, in accordance with terms and conditions mentioned in our tender dated 28/01/2026.

Please acknowledge.

Sincerely,

For & behalf of Sindh Bank Limited,


Tabish Ali Shah
Head of Administration & Security Division

Bid Evaluation Report		
Provision of Courier Services		
1	Name of Procuring Agency	Sindh Bank Limited
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1513/2026
3	Tender Description	Provision of Courier Services
4	Method of Procurement	Single Stage One Envelope Bidding Procedure
5	Tender Published & SPPRA S. No.	SPPRA E-PADS -S-26010697891 Express Tribune (English) , Jang (Urdu), Jeejal (Sindhi) (28/01/2026)
6	Total Bid Documents Sold	01
7	Total Bids Received	01
8	Technical / Financial Bid Opening Date & Time	12/02/2026 at 1100 Hrs.
9	No. of bids qualified	01
10	Bid(s) Rejected / Disqualified	00

Details on the above as given below:

S. No	Name of Firm or Bidder	Qualified / Disqualified in Technical / Eligibility Inspection/ Mandatory	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.6,033/-)	Reasons for acceptance/ rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. TCS (Pvt) Ltd	Qualified	Rs.4,898.70 (The tariff structure based on per-shipment weight, under different service levels)	Only Bidder	Rs.1,134.30 Below the estimated cost	Only bidder as Most Advantageous Bid Accepted- Award of Contract	Rule 48 has been complied

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, **M/s. TCS (Pvt) Ltd** is the most advantageous bid i.e. **Rs.4,898.70**, and their bid is also below the estimated cost, hence recommended for award of contract for providing courier services to countrywide branches and offices of Sindh Bank Ltd.

Members Signature- Procurement Committee

Dilshad Hussain Khan
Chief Financial Officer

Tabish Ali Shah
Head of Administration

Parvez Bhutto -Director Works & Services
(SMIU) Karachi

TENDER No: SNDB/ADMIN/TD/1513/2026

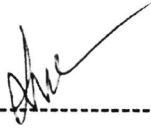
Dated: 12-02-2026

Provision of Courier Services
Certificate in Compliance of Rule 48 of SPPRA

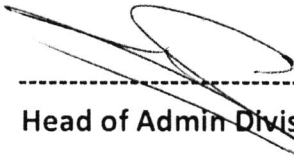
This is to certify that as only one bid was received against the tender, so Rule 48 has been complied with detail as follows:

S.No	Estimated Cost	Current Tender Price
01	Rs.6,033/-	Rs.4,898.70

Member Procurement Committee



Head of Finance Division



Head of Admin Division



Director Works &
Services (SMIU)

COMPARISON OF COST FOR PROVISION OF COURIER SERVICES (AMOUNT IN RS)

S.NO	Year	Tender Cost	Increase 10%	Estimated Tender Cost
1	2024	4,987	-	4,987
2	2025	4,987	498	5,485
3	2026	5,485	548	6,033

Handwritten signatures and initials:
- A large 'X' mark.
- A signature that appears to be 'Kishan'.
- A signature that appears to be 'Hassan'.

SIGNATURE PC MEMBERS-SINDH BANK LTD
CFO/Head of Finance _____
Head of Administration _____
Director Works & Services _____
SMU _____

Handwritten signature of CFO/Head of Finance is present over the line.

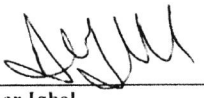
PROVISION OF COURIER SERVICES EVALUATION PERFORMA

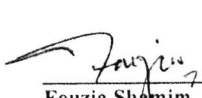
Serial No: 01

Bidder Name: TCS (Pvt) Ltd

S. No.	Descriptions	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Evidence Attached as Annexure
1	Banks presently on Cliental List (For counting of each bank services to at least 30 branches are mandatory) for services covering last Five years	30	30	5 Banks and above	Award letters to be attached duly issued from each concerned Bank.	A
		15		3 Banks and above		
2	Number of Offices in cities including Capital Territory & Federal Administration Territories	20	20	200 and above	Company Profile with complete detail of offices along with their addresses & PTCL landline numbers	B
		10		100 and above		
3	Web/Computer based Track and Trace facility of the shipments with 24/7 Call Center services	10	10	Yes	Attach complete Detail	C
		0		No		
4	Years in Business	20	20	5 Years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	D
		10		3 Years and above		
5	Average Yearly Turn Over in Last 5 years	20	20	On an average of 40 M and above per year	Attach Audit Report or Tax Return for last Five years	E
		10		At least average of 22 M and above per year		
Total Marks		100	100	Qualified / Disqualified		

*Acquiring of 70% marks is mandatory for qualification in evaluation criteria

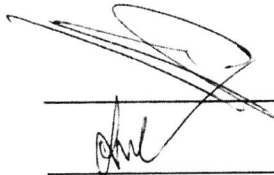
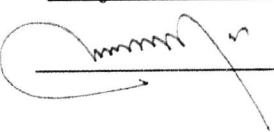

Athar Iqbal
Administration Division


Fouzia Shamim
Operations Division


Hasan Raza
Finance Division

Members Procurement Committee

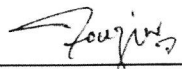
- 1 HEAD OF ADMINISTRATION
- 2 CHIEF FINANCIAL OFFICER
- 3 DIRECTOR WORKS & SERVICES

MANDATORY/DISQUALIFICATION PERFORMA						
S.No	Bidder	Registered with GST/Income Tax/SRB	2 X Warning Letters Issued	Blacklisting by SPPRA & Sindh Bank Ltd	Alternate Bid is Offered	Qualified/ Disqualified
1	M/s. TCS (Pvt) Ltd	Yes	No	No	No	Qualified

Members Signature- Evaluation Team


Muhammad Athar Iqbal
 Admin Division


Fouzia Shamin
 Operation Division

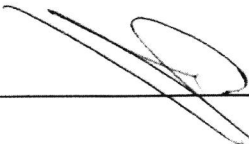
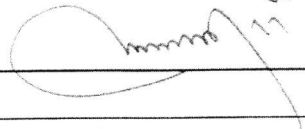

Hasan Raza
 Finance Division

Members Signature- Procurement Committee

Dilshad Hussain Khan
 Chief Financial Officer

Tabish Ali Shah
 Head of Administration

Parvaiz Ali Bhutto
 Director Works & Services - (SMIU) Karachi



ANNEXURE "E"

1.1 FINANCIAL BID FORM/PRICE SCHEDULE

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

Financial Bid]

(Applicable for the year 2026-27)

SIGNATURE PC MEMBERS-SINDH BANK LTD

CEO/Head of Finance _____

Head of Administration _____

Director Works & Services _____

MIU _____

Name of Bidder **TCS PVT LTD**

SECTION "A"

BANK TO BANK

S. No.	Weight	*Rate (Bank to Bank)	
		Within City	City to City
1	Upto 0.5 kg	34.50	55.20
2	0.6 to 1.0 kg	55.20	138
3	Each additional kg	55.20	138
Sub Total		144.90	331.20
Total		476.10	

SECTION "B"

DETAINED SERVICE

S. No.	Detained Weight	Rate* (City to City)
1	Upto 3 kg	207
2	Each additional kg	69
Total		276

SECTION "C"

BANK TO GENERAL

S. No.	Weight	*Rate (Bank to General)	
		Within City	City to City
1	Upto 0.5 kg	34.50	55.20
2	0.6 to 1.0 kg	55.20	138
3	Each additional kg	55.20	138
Sub Total		144.90	331.20
Total		476.10	

SECTION "D"

CNIC, DEBIT & CREDIT CARD PIN

S. No.	Description	Weight	*Rate	
			Within City	City to City
1	CNIC / Debit Cards & Debit Cards Pin	Upto 0.5 kg	96	138
Sub Total			96	138
Total			234.60	

SECTION "E"

INTERNATIONAL DOCUMENTS

S. No.	Description	*Rate
1	For UAE upto 0.5 kg	600
2	Rest of the world 0.5 kg	1662.90
3	Each additional 0.5 kg	952.20
Total		3215.10

TCS (Private) Limited

101-104, Civil Aviation Club Road, Karachi - 75202, Pakistan

Tel : + 92 (21) 111 123 456

Fax : + 92 (21) 99242837

Web : www.tcs.com.pk





SIGNATURE PC MEMBERS-SINDH BANK LTD

CFO/Head of Finance

Head of Administration

SECTION "F"

*OVERLAND EXPRESS SERVICE		
MENTION ZONE NAME & RESPECTIVE RATES		
S. No.	Zone Name(s)	Per Kg Rates
1	A	41.20
2	B	48.30
3	C	55.20
4	D	75.90
5		
6		
7		
8		
Total		220.80
Enclose list of cities pertaining to respective zones (Attach as Annexure H)		

SECTION "G"

Additional monitoring charges on collection of mail from Head office Sindh Bank Ltd and onward dispatch of the same through GPO service. Rs **As Per Actual**

***Grand Total (Sum of Total of Sections A+B+C+D+E+F+G)**
Rs 4898.70

*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 4. below).

Note

- The cost must include all applicable Taxes, Stamp duty (as applicable under Stamp Act 1989) Transportation, Labour Charges & any other charges up to destination on countrywide basis.
- Calculation of bid security, 5% of the *(Total Estimated Cost) = (5% of Rs. 21,649,230/- = Rs. 1,082,462/-) 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.
- 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.
- In case it is revealed at any stage after supplied of the equipment that the asked specification of the tender has not been met, the amount of the total supplied of that specific equipment will be fined to the vendor with appropriate action as deemed necessary by the procurement committee.
- All conditions in the contract agreement attached as Annexure G are part of this tender document.
- The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
- Submission of invoices with Master summary of centralized invoice with all agreed format details will share to Head Office by bidder in soft and hard form for payment.
- Bidder will upload respective provincial sales tax on portals of provincial revenue authorities with in stipulated time.
- Tax Challan of Sales and Income Tax with Centralized Payment Receipt details will be provided by bank with centralized payment.
- No advance payment for the will be made. Bank will ensure the centralized payment within 30 working days after submission of nationwide centralized invoice.
- In case of lost shipment, the courier company shall provide FIR for the lost shipment/ consignment. The courier company shall submit the incidence report on their letter head and shall also indemnify the Bank and its employees from any risk and/ or responsibility arising in such a scenario. All legal complications/ claims surfaced due to loss of shipment shall be attended and settled by the courier company without any financial/ legal involvement of Sindh Bank Limited or any of its staff at any point in time.
- Signing of Integrity Pact is mandatory on Rs. 50 stamp paper affidavit.
- The bidder shall submit branch-wise billing data in both PDF format and Excel-based sheets, duly covering all relevant parameters. The data shall be provided in a consolidated manner, supported with complete branch-wise details, to the satisfaction of the Procuring Agency.
- The bidder shall submit a consolidated invoice, clearly reflecting province-wise applicable taxes, in accordance with the prevailing tax laws, rules, and statutory requirements of the Government of Sindh and the Government of Pakistan, as applicable.
- The bidder shall arrange and maintain comprehensive insurance coverage for the full value of the Bank's items/assets under the contract. Documentary evidence of valid insurance coverage shall be submitted to the Procuring Agency upon award of contract and as and when required during the contract period.
- Insurance rate be given as in Electronics/Electrical goods, Original CNIC, Passport & Educational Degree, Laptop, Mobiles, Furniture, Other low risk Non Fragile & Other High Risk Fragile.

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

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

Dated: 12/2/26

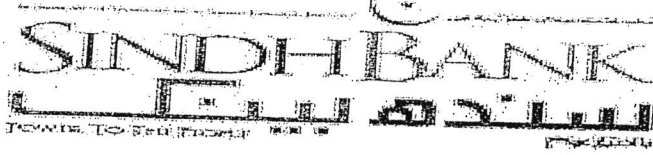
**TCS (Private) Limited**

101-104, Civil Aviation Club Road, Karachi - 75202, Pakistan.

Tel : + 92 (21) 111 123 456

Fax : + 92 (21) 99242837

Web : www.tcs.com.pk



ATTENDANCE SHEET

BID OPENING -

FOR SELECTION OF Provision of Courier Service

Date: 12-02-2020

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	TCS (PVT) LTD	TCS	0302-2222999	near Sait-Cable old airport civil atm kki	

Signature -Procurement Committee Member

Chief Financial Officer

Head of Administration

Director Works & Service

Sindh Madressatul Islam University

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

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Minor & Minor Service

TYPE OF TENDER

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

OPENING DATE

12-02-2020

OPENING TIME

1100 Hours

ATTENDANCE (MEMBER PC)

Chief Financial Officer

Head of Administration

Director Works & Service
Sindh Madressatul Islam University

ATTENDANCE (REPS. OF BIDDERS)

NAME

Mr. Mustafa

FIRM

① TCS (Pvt) Ltd

BID OFFERED

Rs 4898.7

TOTAL BIDS ACCEPTED FOR EVALUATION

1

TOTAL BIDS REJECTED

REMARKS

SIGNATURE PC MEMBERS-SINDH BANK LTD
CFO/Head of Finance
Head of Administration
Director Works & Services
SMIU

3. SECTION –III TECHNICAL SPECIFICATIONS/SCOPE OF WORK

Sindh Bank Limited (SNDB) requires provision of courier services for its Head Office, Other Offices, Centralized Units of the Bank located at other premises and 330 branches in country wide regions. Courier services shall adhere to the following.

Complete Booking MIS shall be submitted by the courier company for all correspondence (Letter / Documents etc), the same day of pick up from Head Office, Other Offices, Centralized Units of the Bank and all Sindh Bank Branches.

Complete delivery of shipments MIS shall be submitted by the courier company within 3 working days of booking.

Undelivered shipments shall be returned within stipulated / specified working days.

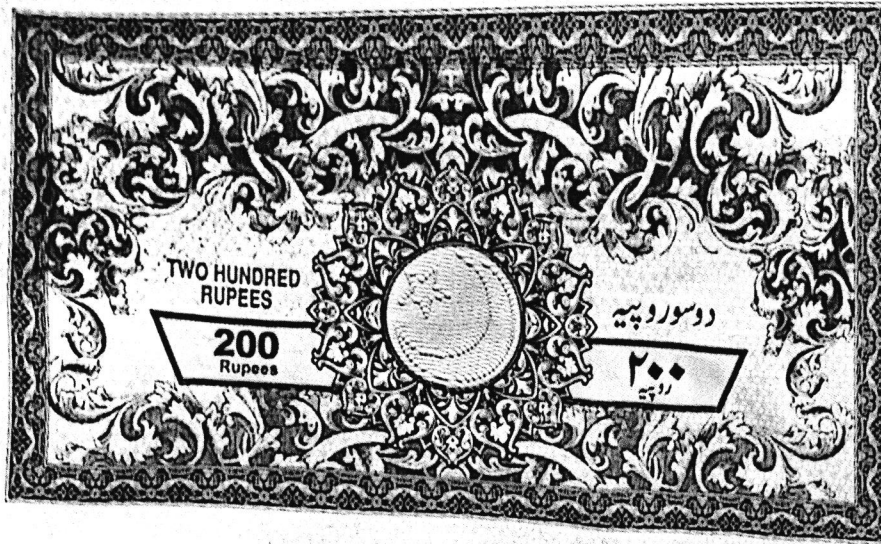
In case where shipment lost during transit, courier company will inform immediately to the department from where the shipment booked for their necessary action.

- Record of shipment of all dispatched / delivered and returned shipments shall be provided by courier company in an excel based MIS having following details;
- Serial Number
- Name of Consignee
- Shipment dispatched on (Date)
- Courier Receipt Number
- Delivery Status (Successful / Unsuccessful)
- Courier received by
- Date of receipt
- Reason of Reason (if unsuccessful)
- Re-Dispatched on (Date)
- Remarks

Courier company shall also provide their services for collection of Branch wise security stationary from the concerned vendor for onward delivery to respective Branch.

Contract agreement will be extended / renewed up to 3 years on mutual understanding on same terms & conditions and rates.

N136458



Vendor Information:

Muhammad Zakir
42101-7284131-7
GoS-KHI-31
Shop No 6, Ground Floor, Hussain Market, Sector-8,
Block-N, Opposite DC office Central, North
Nazimabad, Karachi

Sale Register Serial No.:

Date of Issue:

Paper Issue To:

Address:

Purpose:

Contact No.:

Challan No.:

Date:

255412

22-07-2026

Mudassar Adv (NTN 0000000)

Karachi

bond agreement

-

20269F5ECDD0B860

22-07-2026



Please write below this line

You can verify your Stamp paper by scanning the QR code or online at www.estamps.gos.pk using "Verification Through Web"

INTEGRITY PACT

Contract Number: 111 123 456

Dated: 31/07/2026

Contract Value: Rs.

Contract Title: TCS PVT LTD

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

TCS PVT LTD 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, TCS PVT LTD represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Gos, except that which has been expressly declared pursuant hereto.

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

Notwithstanding any rights and remedies exercised by Gos in this regard, TCS PVT LTD agrees to indemnify Gos for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Gos in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by, 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 Gos.

For and On Behalf of

For and On Behalf Of



Signature: SYED MURTAZA
Key Accounts Manager
Name: TCS (Private) Limited

Sindh Bank Limited

Signature: _____
Name: _____

**Vendor Information:**

Salman Hussain
42501-1528983-1
GoS-KHI-27
Shop No.03, House No.C-92, Shadman Town,
Malir, Karachi.

Sale Register Serial No.: 90344

Date of Issue: 08-07-2026

Paper Issue To: Adv. Muhammad Iqbal Qureshi 5103/HC
(NTN: 0000000)

Address: Karachi, Pakistan

Purpose: Affidavit / Undertaking / Agreement

Contact No: -

Challan No.: 202622FDC906BA9B

Date: 08-07-2026



Please write below this line

You can verify your Stamp paper by scanning the QR code or online at www.estamps.gos.pk using the "Verification Through Web"

This Courier Service **AGREEMENT** is entered into at Karachi on this 01st day of August, 2026.

BY AND BETWEEN

M/s. TCS (Private) Limited, a private Company, incorporated under Islamic Republic of Pakistan, having its registered office at **TCS Head Office, 101-104, Civil Aviation Club Road, Karachi**, "Hereinafter referred to as the Company" which expressions shall whenever the context so permits means and includes its successors in interest and assigns of the second 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 "BANK", which expression shall be deemed to mean and include its successors-in-interest and assigns) of the Second Part.

1. WHEREAS:

- SINDH BANK is a banking company involved in the business of providing banking services including Islamic banking to its customers;
- The BANK is desirous to acquire the services of **TCS (Pvt) Ltd** for the provision of domestic and international Courier Service and **TCS (Pvt) Ltd** agrees to provide the said services to the bank in accordance with the description of goods/articles, standard and instructions given by the Bank on the terms and conditions, as mentioned in the Sindh bank issued by the Bank and as per the rate quoted in the financial proposal of the tender document for the said services.
- The BANK desires transportation of mail envelopes packets, packages and goods in-between Karachi, Lahore, Islamabad, Quetta, Peshawar and other places within the network of the **TCS (Pvt) Ltd** in Pakistan hereinafter referred to as the destination and the **TCS (Pvt) Ltd** agrees to provide these services of transportation on the following terms and conditions:

2. General Terms & Conditions:

The contract will be valid from 1st August 2026 to 31st July 2029 and may be extended or renewed for up to 3 years upon mutual agreement of the parties on the existing terms, conditions and rates. If the Bank decides to initiate a tendering process but is unable to complete it before the contract expires, for any reason whatsoever, **TCS (Pvt) Ltd** will continue providing services under this agreement for an additional 03 months at the same rates, terms, and conditions, or until consent in this respect is received from Sindh Bank, whichever occurs earlier.

- i. The **TCS (Pvt) Ltd** shall not be liable for any delays or non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, like acts of God, flight dislocation, plane crash, war, hostilities, revolutions, strikes, epidemics, unavoidable accident, fire, flood, earthquake, explosions or any other cause similar in nature or due to any law & order situation or requirement of any governmental agency or authority'.
- ii. Either side on 30 days' notice can terminate the Agreement for reasons that will be recorded in writing and/or without assigning any reason.
- iii. Terms of the Agreement shall be governed by the laws of the Government of the Islamic Republic of Pakistan in vogue and as may be amended from time to time.
- iv. In case of dispute, the matter shall be sorted out amicably, failing which through arbitration and if still remained disputed or unsolved can be referred to competent court of Law at Karachi who has the jurisdiction over such disputes.
- v. This Agreement or any of its terms may be varied, amended, waived or discharged only by mutual consent of the parties in writing.
- vi. The parties to this Agreement, if desirous of renewing the terms of agreement, may do so on the same terms and conditions or with such modification as may be mutually agreed upon between the parties.
- vii. The BANK shall provide, envelops, packets, packages and goods for transportation to destinations from time to time for delivery in prescribed given period in good order and condition marking suitable to the mode of transportation.
- viii. The BANK shall provide full name, address, telephone number of Destination prominently on each envelop / packet / package. / Goods etc.
- ix. The **TCS (Pvt) Ltd** shall transport envelops / packets / packages / goods to destination and deliver the goods overnight (exclusive of holidays) in a timely manner in good order and condition.
- x. Envelops / packages / packets / goods shall be delivered by the **TCS (Pvt) Ltd** to the destination on within the prescribed time frame, after receipt of the same by the **TCS (Pvt) Ltd** from the BANK provided the envelops / packages / packets / goods are to be delivered to Karachi, Lahore or Islamabad and/or any other destination all over the country and abroad as per their rates quoted for particular service.
- xi. The courier charges payable by the BANK to the **TCS (Pvt) Ltd** will be as under:

a. SERVICE CHARGES FOR DOMESTIC/INTERNATIONAL DELIVERIES:

- i) As per rates mentioned in the tender attached as Annexure.
 - ii) No advance payment will be made, bills are only be processed for on the basis of centralized invoices submission at head office level without any verification from the respective branches.
- xii. Submission without verified invoices with Master summary of centralized invoice with all agreed format details will share to Head Office by bidder in soft and hard form for payment.
- xiii. **TCS (Pvt) Ltd** will upload respective provincial sales tax on portals of provincial revenue authorities with in stipulated time.
- xiv. Tax Challan of Sales and Income Tax with Centralized Payment Receipt details will be provided by bank with centralized payment.
- xv. Bank will ensure the centralized payment within 20 working days from the date of invoices submission.
- xvi. In case of lost shipment the **TCS (Pvt) Ltd** courier company shall provide FIR for the lost shipment/ consignment. The **TCS (Pvt) Ltd** courier company shall submit the incidence report on their letter head and shall also indemnify the Bank and its employees from any risk and/ or responsibility arising in such a scenario. All legal complications/ claims surfaced due to loss of shipment shall be attended and settled by the **TCS (Pvt) Ltd** courier company without any financial/ legal involvement of Sindh Bank Limited or any of its staff at any point in time.
- xvii. Complete Booking MIS shall be submitted by the **TCS (Pvt) Ltd** courier company for letter of thanks bookings the same day of pick up from centralized account opening unit.
- xviii. Complete delivery of shipments MIS shall be submitted by the **TCS (Pvt) Ltd** courier company for letter of thanks bookings within 5 working days of express booking.



xix. Undelivered shipments shall be returned to centralized account opening unit within stipulated/specified working days.

xx. Record of shipment of all dispatched / delivered and returned LOTs shall be provided by **TCS (Pvt) Ltd** courier company in an excel based MIS having following details:

- a. Serial Number
- b. Name of Consignee
- c. LOT Dispatched on (Date)
- d. Courier Receipt Number
- e. Delivery Status (Successful / Unsuccessful)
- f. Courier received by
- g. Date of receipt
- h. Reason of Return (If Unsuccessful)
- i. Re-Dispatched on (Date)
- j. Remarks

3. Performance Guarantee:

5% of the total tender amount of will be retained by the Bank as "Performance Security" and will be returned to the supplier after 90 days of supply of complete tender items, including satisfactory confirmation by the branch managers, where the items have been supplied.

4. Authorized Representative:

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

5. Termination of Agreement by the Bank:

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

6. 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.

7. Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.
- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

8. Conflict of Interest:

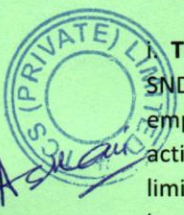
- The **TCS (Pvt) Ltd** shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

9. 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.

10. INDEMNIFICATION.

TCS (Pvt) Ltd Name (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).

ii This Article shall survive termination of this Agreement.

11. **ACCESS TO REGULATOR.**

Bidder Name and SNDB agree to provide State Bank of Pakistan necessary access to the documentation and accounting records in relation to the Provision of Courier Service and right to conduct on – site inspection.

12. **Environmental, Social, and Governance (ESG)**

TCS (PVT) LTD shall comply with Environmental, Social, and Governance (ESG) standards by adopting sustainable sourcing practices, reducing packaging waste, using eco-friendly materials, and complying with applicable environmental regulations; respecting human rights and labor laws, promoting employee health, safety, and welfare, and prohibiting child labor, forced labor, and discrimination; and maintaining transparent records, avoiding unethical practices such as bribery or fraud, and promptly notifying the Bank of any ESG risks or incidents in the supply chain, while being encouraged to obtain and provide evidence of relevant certifications upon request.

13. **SUPPORT ESCALATION MATRIX**

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

LEVEL-1	Name/Designation (support staff)	<u>Syed Murtaza Ali (KAM)</u>
First complain if the call is not resolved " within specified response time " (4 hours)	Landline Phone	
	Email	<u>Murtaza.bashir@tcs.com.pk</u>
	Cell	<u>0321-2253144</u>
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	<u>Zahid Rana (KAH)</u>
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 (6 hours)	Landline Phone	
	Email	<u>Muhammad.zahid@tcs.com.pk</u>
	Cell	<u>0301-8248091</u>
LEVEL-3	Name/Designation (CEO of the firm)	<u>Muhammad Salman (Regional Sales Head)</u>
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	<u>msalman@tcs.com.pk</u>
	Cell	
Note: Ensure that no column above is left blank		

SCOPE OF WORK

1. **SCOPE OF SERVICES**

- a. The Service Provider is in the business of providing delivery services which includes delivery of documents, packages, parcels, etc., nationwide ("Mail") Express Deliveries.
- b. The Service Provider shall collect directly from the **Sindh Bank Limited** and its branches any such package, document or parcel and the mode of collection/delivery shall be as follows:

2. **MODE OF COLLECTION/DELIVERY**

- a. The Service Provider shall arrange to collect all Mail from the branches/offices of the SINDH BANK situated across Pakistan or such other locations notified by the SINDH BANK("SINDH BANK Locations"), on the same day as may be notified by the Customer to the Service Provider. The collection timings for the Bank's Mail by the Service Provider shall be from Monday to Thursday and Saturday, 9:00 a.m. to 5:30 p.m. and on Friday from 9:00 a.m. to 6:00 p.m. The Customer and the Service Provider agree that the Customer may require the Service Provider to collect Mail beyond the aforesaid collection timings, if it so requires. , Collection shall be made against a receipt which shall be jointly signed by any of the authorized staff of the concerned branch/office and the collecting representative of the Service Provider. The collection timings shall be changeable with the mutual consent of the Parties.



- b. The Service Provider shall deliver the Mail to their respective destinations in accordance with the mode of transportation & Delivery Service Guide provided by the Service Provider. The service Guide comprises of service provider's reach & delivery timeline in relevance to the possibility of delivering any shipment to a specific location involving mid & last mile.
- c. In the event of delays in delivery the Service Provider is due to any changes in the schedule / delays in operation / Force Majeure which prevents the Service Provider from delivering the sealed packets / envelopes between the said period, the same shall be communicated in writing to the Customer immediately.

3. DELIVERY OPERATIONS:

- a. TCS shall receive the Documents / Envelop from the designated staff of the Customer office at Karachi and nationwide office in accordance with the Operational Procedure.
- b. TCS shall make first attempt to deliver the customer's address, date the shipment is picked up from the Customer is treated as day zero), and a total of two attempts shall be made by TCS.
- c. **Pickup and Booking Process:**
 - i. Shipments picked from Customer premises through proper scanning against Bar codes mentioned on shipments.
 - ii. When reached TCS premises, another scanning process conducted by TCS for booking into TCS system.
 - iii. Reconciliation between physical shipment & pre-booking data of Customer will be done after completion of booking process at TCS end.
 - iv. Shipments with incomplete / PO / Non-Service Areas addresses segregated before booking & send to respective Customer Branches separately.
 - v. Cut-of-time for daily pickup will be 5:00 pm from Customer Premises. Shipments handover after cut-off time will fall next day booking cycle.
- d. **Delivery Process:**
 - i. TCS will ensure forwarding of shipments at the same date of booking of shipments picked within given cut-of-time.
 - ii. Delivery KPIs will be in accordance with the Service Provider's Network Guide & line-haul arrangements.
 - iii. The following delivery method applies:
Documents / Envelops: Shipment will be delivered to any-one at given address.
- e. **Undelivered / Return Shipments:**
 - i. All undelivered shipment due to justified reason of attempt will be returned to Customer with proper reason marked on shipments & available in soft form.
 - ii. Shipments will be returned on following reasons
 - a. Address Closed
 - b. Untraceable / incomplete address (declared after 1st delivery attempt)
 - c. Shifted
 - d. Refused
 - e. Consignee or Blood relative not available (specific to Cards delivery only)
 - f. TCS non-service location (declared after 1st delivery attempt)
 - g. Entry Banned (Sensitive Govt. installations & specific instructions by entities)
 - h. No such consignee available at given address
 - i. If the returned shipment is for incorrect reasons / fake reasons, the said shipment will be forwarded to TCS for further delivery without any additional charges (on previous cost).
 - j. In case of Fake Returned Reason identified by Customer against undelivered shipments. The Customer will provide proof of concept along with complete details (previous TCS Booking, Previous shipped address). Reasons with Closed address, Shifted & Refused will not considered as Fake declaration. After validation, TCS will re-arrange delivery without any additional cost.
 - k. Customer will share Unique ID along with shipments for monitoring of undelivered shipments, failing to this, TCS will not be assumed for any liability.



1. DELIVERY KPI's

- a. All Bulk shipments (Cards, SOA, LOT etc.) will not be forwarded through Airline service due to heavy cost of Airlift. It is rather dispatched through TCS road linehaul & mid-mile journey will not be accounted for into delivery KPIs. The By-Air movement service will be available at additional cost.
- b. Delivery KPIs will be in accordance with the Service Provider's Network Guide will be provided separately & line-haul arrangements.

Sector	Sector Description	Expres s	Bulk	
			Delivery	Return
SC	Same City	1 to 2	Within 7 to 10 days	3 to 4 days
SR	Same Region	1 to 2	Within 7 to 10 days	4 to 5 days
DR1	Different Region 1 (Between Central & North)	1 to 3	Within 7 to 12 days	7 to 8 days
DR2	Different Region 2 (South to Central/North & Vice Versa)	1 to 4	Within 7 to 12 days	7 to 8 days
DRE/SR E	Extended Delivery Zones	3 to 5	Within 10 to 15 days	10 to 12 days

- c. TCS Service Guide will be a control document for service locations & KPIs which will be updated regularly.

DELIVERY CONFIMRATION & RECORDS:

- a. TCS maintains the delivery record of a particular shipment for up to 45 days on TCS systems
- b. Complete Booking & Delivery Record will be provided to Customer on a daily & monthly basis for storage at their end.
- c. TCS delivery operations utilize handheld devices at the time of delivery & secure digital signature of Consignee (Paper-less).
- d. TCS can provide digital proof of delivery on digital format without physical verification, verification can be done within 45 days only subject to registered complaint within a week.

6. DELIVERY DETAILS:

- a. Delivery details of Envelops are to be made available the following day of delivery on the courier's tracker system.
- b. TCS will share complete monthly delivery MIS by 5th of every month except extended KPI shipments booked on last week of month which will be shared on completion of KPIs.

SERVICE CHARGES

Rates Of Express Services

SECTION "A"

BANK TO BANK			
S. No.	Weight	*Rate (Bank to Bank)	
		Within City	City to City
1	Upto 0.5 kg	25	40
2	0.6 to 1.0 kg	40	100
3	Each additional kg	40	100

SECTION "B"

DETAINED SERVICE		
S. No.	Detained Weight	Total
1	Upto 3 kg	120
2	Each additional kg	60

SECTION "C"

BANK TO General			
S. No.	Weight	*Rate (Bank to Gernal)	
		Within City	City to City
1	Upto 0.5 kg	25	40
2	0.6 to 1.0 kg	40	100
3	Each additional kg	40	100



SECTION "D"

CNIC, DEBIT & CREDIT CARD PIN				
S. No.	Description	Weight		
			Within City	City to City
1	CNIC / Debit Cards & Debit Cards Pin	Upto 0.5 kg	70	100

SECTION "E"

INTERNATIONAL DOCUMENTS		
S. No.	Description	Total
1	For UAE upto 0.5 kg	435
2	Rest of the world 0.5 kg	1204
3	Each additional 0.5 kg	690

International tariff linked with dollar price and force major and it can be vary according to market.

Additional:

- Fixed FAC 20% will be applied on above mentioned rates.
- If fuel Exceed of Rs. 250 the variable fuel formula will be applied as mentioned in below.
- Special Handling shipments (Flyers, Vouchers, Pay orders and cheques etc.) Rs. 100/- additional per shipment
- TAX will be applied on above mentioned rates as per Govt law.
- Flyers charges will be charged PKR 25/- per flyer
- SDB Rs. 80/- against each call exclusive of taxes.
- SMS Rs. 5/- per SMS exclusive of taxes.
- For TCS Out-of-Service Locations, services will be extended to an additional cost of Rs. 250/- per 0.5 Kg shipment &, in case delivery cost exceeds due to heavy consignment, same will be charged at actual with prior approval of Bank.
- The Invoice shall be payable by the Customer within thirty (30) days of the date of the invoice. In case the payment is not made within the thirty (30) days, TCS reserve the right to levy financial charges on outstanding invoice amount at the rate of 0.5% per delayed day till complete clearance of total dues. Further, if the delay exceeds the thirty (30) days period, TCS shall be entitled to suspend the Services hereunder till the payment of all outstanding invoice(s).

Customer's representation that all shipments are lawful and do not contain prohibited, dangerous, or contraband items.

Customer's obligation to provide all supporting documents relating to the shipments whenever required.

Customer's responsibility to directly deal with government authorities in the event of any inspection, detention, confiscation, or legal proceedings involving the shipments.

Acknowledgement that TCS is not responsible for verifying the legality or documentation of the goods being shipped.

Insurance

A claims procedure clause requiring the customer to notify TCS of any loss or damage within a specified period (e.g., seven working days from delivery), failing which no claim shall be entertained.

Insurance:

Sindh Bank shall provide equipment and cheque book insurance coverage on an as-needed basis and notify TCS Courier Company accordingly. To initiate coverage, Sindh Bank shall declare the total sum insured for the equipment or cheque books, following which TCS Courier Company will provide the applicable insurance premium rates.

Claim Notification Period:

Sindh Bank shall notify TCS Courier Company of any loss or damage within twenty (20) working days of delivery; otherwise, no claims shall be entertained.

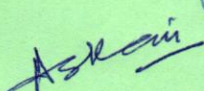
In case of lost or damage without insurance limitation liability is limited which is PKR.1,000 against the total loss.



Fuel Factor (Variable)

Fuel Price in PKR	Fuel Surcharge %
0-250	Fix 20%
251-275	25%
276-300	30%
301-325	35%
326 -350	40%
351- 375	45%
376 – 400	50%
401-425	55%
426-450	60%
451-475	65%
476-500	70%
Additional increase Fuel with Rs.25	5%

IN WITNESSES WHERE OF the parties to have set their respective hands at Karachi on the day,




Supplier Signature _____

Name ASKARI ABBAS

Designation Director Commercial & Business Development

Company Name TCS (Private) Limited

Address 1C1-104, Civil Aviation Club Road,

Karachi

Stamp

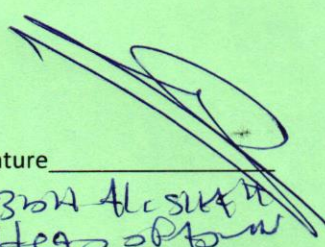
Witness: 

Signature _____

Name SYED MURTAZA

Designation Key Accounts Manager

Address TCS (Private) Limited



Customer Signature _____

Name: TAZIM ALI SHAH

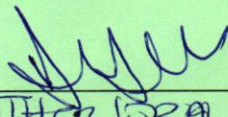
Designation: Head Office

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office Karachi

Stamp



Signature _____

Name ATIQUUL IQBAL

Designation VP II / Insurance Product

Company Name Sindh Bank Limited

Address Federation House, Sindh Bank

Ltd. Head Office, Karachi