

Bid Evaluation Report	
Provision of Clerical & Non-Clerical Staff	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/HO/OUTSOURCED STAFF/2021
Method of Procurement	Single Stage Two Envelopes
Tender Description	PROVISION OF CLERICAL & NON-CLERICAL STAFF
Tender Published	SPPRA S.No. 00013-213 Dated September, 15, 2021
Total Bid Document Sold	1
Total Bid Received	1
Technical Bid Opening Date	1st October, 1600Hrs
Financial Bid Opening Date	1st October, 1600Hrs
No. of Bids Technically Qualified	1
Bids Rejected	0

S. No	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs. 1,200,000/-)	Reason for Acceptance/Rejection	Remarks
	1	2	3	4	5	6	7
1	M/s Prime HR Services	Qualified as per Eligibility Criteria	Rs. 604,800 /-	1	Rs.595,800/- Below the Estimated Cost	Accepted being the only & lowest cost bidder	Rule 48 has been complied with

Note:- M/s Prime HR Services is selected for provision of Clerical & Non-Clerical Staff to Sindh Insurance Limited being the only & lowest cost qualified bidder.

**Procurement Committee Members**

1      **Mr. Nadeem Akhter**  
Sindh Insurance Ltd  
CFO & Company Secretary  
Head of Procurement Committee


Signature 

2      **Ms. Meher Dinshaw Khory**  
Sindh Insurance Ltd  
Head-HR & Admin  
Member

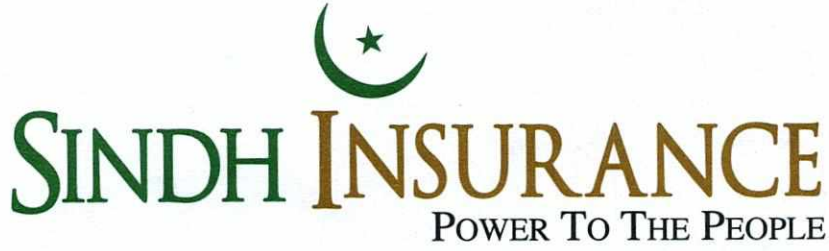
Signature 

3      **Muhammad Adnan Shakeel**  
Sindh Modraba  
Asst. Manager Finance(AVP-II)  
Independent Member

Signature 

  
\_\_\_\_\_  
Checked & Approved By  
21/10

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO



TENDER# SIL/HO/OUTSOURCED STAFF/2021  
27-10-2021

**Subject; 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 as follows

Sr.No	Last tender Unit Price.	Total Cost as per Market Quotation (M/s Motivated)	Total Cost Offered by the Bidder (M/s Prime HR Services)
01	@ 6%	@ 4% Rs. 864,000/-	@ 2.8% Rs. 604,800/-

**Members Procurement Committee**

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**Nadeem Akhter**  
CFO / Company Secretary  
Sindh Insurance Ltd.

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**Meher Dinshaw Khory**  
Head-HR & Admin  
Sindh Insurance Ltd.

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**Muhammad Adnan Shakeel**  
Asst. Manager Finance(AVP-II)  
Sindh Modaraba

Provision of Clerical & Non Clerical Staff

FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2021)

Name of Bidder: Motivated Consultancy & Janitorial services

S. #	Break up of Payment	Cost in Rs
1	Service Charges (per clerical & Non clerical staff]	4% per person per month
2	SESSI Contribution Mandatory deduction as per Govt rate	6% of Minimum wage
3.	EOBI Contribution Mandatory deduction as per Govt. rate	6% of Minimum wage
4	Sindh Government Sales Tax	10%
5	Any Other Taxes, if applicable	

  
Ghulam Muftaza



Motivated Consultancy & Janitorial Services

**M/s Prime HR Services (Pvt) Limited**

S. No.	Requisite	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory.	Evidence attached as
1	Years in Business in relevant field	20	20	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter required to be enclosed	Annexure "A"
		15		3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20	20	On an average of 10 M and above per year	Audit Report / Tax Return of last 3 years	Annexure "B"
		15		Less than 10 M per year		
3	Companies presently on Cliental List	35	35	20 and above	Award letters to be Attached duly issued.	Annexure "C"
		20		Less than 20 companies		
4	Number of Offices	25	25	2 and above	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the Countrywide offices. No mobile numbers will be accepted	Annexure "D"
		15		01		
<b>Total</b>		<b>100</b>	<b>100</b>	<b>QUALIFIED/DISQUALIFIED</b>		




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**Nadeem Akhter**  
CFO & Company Secretary  
Sindh Insurance Limited



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**Meher Dinshaw Khory**  
Head HR & Admin  
Sindh Insurance Limited



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**Muhammad Adnan Shakeel**  
Asst. Manager Finance  
Sindh Modaraba

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

TYPE OF PROCUREMENT ADMIN / IT / CONSULTANT / MEDIA  
 TENDER NAME PROVISION OF CLERICAL & NIN-CLERICAL STAFF  
 TYPE OF TENDER SINGLE STAGE-ONE ENVELOPE / SINGLE STAGE-TWO ENVELOPE / TWO STAGE-TWO ENVELOPE  
 OPENING DATE 4-Oct-21  
 OPENING TIME 1600 Hours

ATTENDANCE MEMBER (PC)  
 Mr. Nadeem Akhter  
 Ms. Meher Dinshaw Khory  
 Mr. Muhammad Adnan Shakeel

<input checked="" type="checkbox"/>
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ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM
	<u>Adnan Ahmad</u>	<u>Prime HR</u>
	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>
	<u>/</u>	<u>/</u>

TOTAL BIDS ACCEPTED FOR EVALUATION 01  
 TOTAL BIDS REJECTED -

REMARKS Rule 42 to be complied.

PROCUREMENT COMMITTEE  
 Mr. Nadeem Akhter  
 Ms. Meher Dinshaw Khory  
 Mr. Muhammad Adnan Shakeel

[Signature] 4/10/21  
Meher Behara 4/10/21  
[Signature]


# Sindh Insurance Limited

## ATTENDANCE SHEET

### BID OPENING


Date:- 04-Oct-21

### Provision of Clerical & Non-Clerical Staff


S.No.	Company Name	Name of Company Representative	Contact No.	Signature
1	Prime HR	Adnan Akhtar	0333-3406213	
2	/	/	/	/
3	/	/	/	/
4	/	/	/	/
5	/	/	/	/

### Signature of Procurement Committee

Mr. Nadeem Akhter  
Head-Procurement Committee

 04/10/21

Ms. Meher Dinshaw Khory  
Member:-

 .. 4/10/21

Mr. Muhammad Adnan Shakeel  
Independent Member




IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

**SINDH INSURANCE**  
POWER TO THE PEOPLE

**OPENING OF BIDS  
FINANCIAL PROPOSALS**

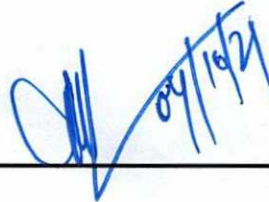
Provision of Clerical & Non-Clerical Staff

Dated: 04/10/2021


S.no	Company Name	Total	Signature of Company Representative	Remarks
1	Primo HR	604,800		
2	/		/	/
3	/		/	/
4	/		/	/
5	/		/	/

**Procurement Committee Members**

- 1 Mr. Nadeem Akhter**  
Sindh Insurance Ltd  
CFO & Company Secretary  
Chairman
- 2 Ms. Meher Dinshaw Khory**  
Sindh Insurance Ltd  
Member
- 3 Mr. Muhammad Adnan Shakeel**  
Sindh Mdaraba  
Asst. Manager Finance (AVP-II)  
Independent Member

  
04/10/21

Meher Behra  
04/10/21

  
04/10/21

## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

(Applicable for the year 2021)

Name of Bidder: Prime Human Resource Services (Private) Limited

S. No.	Break up of payment	% age
1	Services Charges (per staff)	2.8%
2	SESSI Contribution (per staff)	6%
3	EOBI Contribution (per staff)	5%
4	Sindh Sales Tax (per staff)	13%
5	Any other tax (admissible under the law) - Stamp Duty on the Annual Contract Value	0.35%

The lowest %age of service charges per staff shall be considered as lowest cost bid.

**NOTE:**

1. **Expected induction of 60 employees on third party arrangement**
2. **Average salary per employee Rs. 30,000/-**
3. Calculation of bid security @ 2% of service charges shall be calculated as per below formulae:

Expected Salary X No. of Employees X 12 (months) X Service Charges % X 2% bid security.

4. The bid security is to be submitted with tender document in the shape of pay order favoring Sindh Insurance Limited.
5. 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.
6. **The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labor charges.**

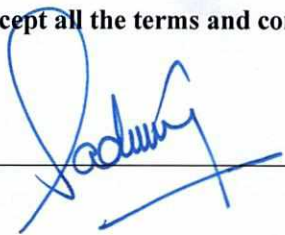

*Signature*  
4/10/21  
Mehra Behrana  
4/10/21





7. 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. 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 (7 days) on SPPRA website.
8. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
9. If the obligation of are not met or delayed, the supply etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to vendor. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment/supplies will also be borne by the vendor.
10. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
11. All terms & conditions of the Contract agreement (Annexure "G") are part of tender document.
12. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
13. No additional charges will be paid for repair/maintenance of all supplied items.
14. A fine of Rs. 500/- per day will be charged if expiry of 10-day notice, the requisite services are not provided till the requisite is completed.
15. The successful bidder will be required to provide two pairs of neat and clean uniform along with black shoes/socks per year at branches & Head Office including one woollen jersey in branches falling in Northern Area.
16. Invoices will be submitted as per the Provincial applicable taxes.
17. The Janitorial staff while reporting to the branch should be in possession of original CNIC along with Nadra Verification or the staff will not be accepted.
18. Also the staff while reporting to branch should be in possession of Police verification or he will not be accepted in Branch.

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

Sadiq Fareed

GM-Verification/Recruitment & Account Management

Dated: 29<sup>th</sup> September 2021