

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 Insurance Limited
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Other
- 3) TITLE OF CONTRACT Provision of Clerical & Non-Clerical Staff
- 4) TENDER NUMBER SIL/HO/OUTSOURCED STAFF/2021
- 5) BRIEF DESCRIPTION OF CONTRACT Comprehensive services regarding outsourced staff
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE 1,200,000/-
- 8) ENGINEER'S ESTIMATE
(For civil works only) -
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 10-01-2022
- 10) TENDER OPENED ON (DATE & TIME) 11-10-2021
- 11) NUMBER OF TENDER DOCUMENTS SOLD 01
(Attach list of buyers)
- 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) Enclosed
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Prime HR Services .111, Park Towers, Clifton
- 16) CONTRACT AWARD PRICE 604,800/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID).
Only participated & qualified bidder.
- 18) METHOD OF PROCUREMENT USED : - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____ Domestic/ Local
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE Yes _____
- 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 _____

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

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

Yes	T00013-21-0002 Dated September 15th, 2021
No	

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

Yes	
No	No

22) NATURE OF CONTRACT

Domestic/ Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF
CONTRACT?
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	No

Signature & Official Stamp of
Authorized Officer

Nadeem Akhter (Head of P.C.)



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

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Reset

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO


SINDH INSURANCE
POWER TO THE PEOPLE

SIL/HO/PC/2021-0345

6th December, 2021

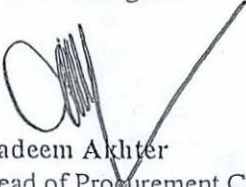
M/s Prime Human Resource Services (Pvt) Limited
Office # 111, 1st Floor,
Park Towers,
Block-5, Clifton
Karachi.

Sub: Letter of Award-Provision of Clerical & Non-Clerical Staff to Sindh Insurance Limited

Dear Sir,

The management of Sindh Insurance Limited is pleased to award the subject contract to **M/s Prime Human Resource Services (Pvt) Limited**

Thanks & Regards


Nadeem Akhter
Head of Procurement Committee

2200 / 273



SYED WAJID HUSSAIN SHAH STAMP VENDOR
Licence No. 45, House-7/38, S-A, Sarafa Bazar,
Paposh Nagar, North Nazimabad, Karachi
S. No.

15 OCT 2021

ZAFAR ALAM 045905
Advocate High Court
Ledger #7512 H.C/KHI

Rupees Hundred Only
Stamp Office, City Court
Karachi
26 NOV 2021

ISSUED TO WITH ADDRESS
THROUGH WITH ADDRESS
PURPOSE
VALUE RS (Attested)
STAMP VENDOR'S SIGNATURE

SERVICE AGREEMENT

This agreement is made in Karachi on the **01st day of December, 2021** by and between:

Sindh Insurance Limited, a Company incorporated under the laws of Pakistan and having its Head Office at 1stFloor, Imperial Courto. Zia Uddin Ahmed Road, Karachi, Sindh Insurance Limited (herein after referred to as "The Company") of the one part;

AND

Prime Human Resource Services (Pvt.) Ltd. (PRIMEHR) a company duly registered and existing under the laws of Pakistan having its principal office at Office # 111, First Floor, Park Towers, Block 5, Clifton, Karachi of the other part.

The Company and PRIMEHR are hereinafter collectively referred to as the "Parties" and individually as a "Party"

Whereas:

- A. PRIMEHR represents that it is in the business of and has considerable expertise and experience in providing services, and executing the work of such nature, as is from time to time required by Companies and financial institutions.
- B. The Company intends to outsource some of its Human Resource related services and has identified PRIMEHR, a company engaged in providing such services for the aforesaid purpose, the parties have entered into this Agreement for providing, as an when required, certain services and for matters related and incidental to the execution of such work /services are specified in Annexure A (hereinafter referred to as the "Services") on the terms and conditions herein after contained:

Now therefore, in consideration of the mutual benefits and covenants contained herein, it is hereby agreed as follows:

1. Scope

- 1.1 PRIMEHR hereby agrees and confirms that the PRIMEHR shall on a non-exclusive basis, provide the Services as and when required by The Company and subject to the terms and conditions contained of this agreement.



All employees of the PRIMEHR to be sent to The Company for execution of the services shall be subject to prior approval of The Company. If for any reason The Company does not approve any employee of the PRIMEHR, the PRIMEHR shall immediately ensure that a replacement is sent to The Company, ensuring that the operation of this agreement is not disrupted or delayed. As regard selection of employees, the decision of The Company will be FINAL.

Employees of the PRIMEHR shall be engaged in the services during The Company's normal working hours. However, if required, The Company may require the PRIMEHR employee to work beyond normal working hours during the weekends and/or public holidays.

2. DURATION

This Agreement shall commence from the December 1, 2021 and shall remain in force until November 30, 2022 and may be renewed by mutually settled terms for further successive periods.

3. DUTIES OF PRIMEHR

3.1 The PRIMEHR hereby covenants that if at any time during the continuance of this Agreement:

- a) PRIMEHR employee commits any act or makes any omission (whether or not in connection with the Services to be provided pursuant to this Agreement) which is contrary to the interests of The Company; or
- b) A PRIMEHR Employee conducts himself in a manner prejudicial to the business of The Company (whether or not in connection with the Services to be provided pursuant to this Agreement);

Then on notifying by The Company, PRIMEHR shall withdraw such Employee from providing any further Services under this Agreement, and replace such Employee with an appropriate substitute acceptable to The Company. Provided that this shall not in any way be construed as exercise of control or supervision of the PRIMEHR employee by The Company, which shall at all cost be the sole responsibility of PRIMEHR and The Company will not be obliged to compensate for removal or replacement of any PRIMEHR Employee.

3.2 It is expressly stated that during the tenure of this Agreement, all PRIMEHR Employees shall neither be employed by The Company nor shall they individually and collectively represent themselves as being the employees of The Company, nor shall be paid any salary or remuneration by The Company.

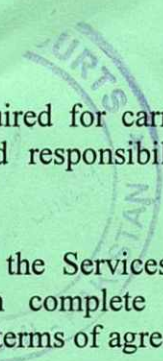
3.3 PRIMEHR shall further ensure that:

- a) It employs such number of persons as may be required for carrying out and discharge of the PRIMEHR obligations, duties and responsibilities and for providing adequate, effective and efficient Services.
- b) PRIMEHR Employees utilized for the provision of the Services are suitably qualified and trained to perform the Services in complete discharge of PRIMEHR's obligations and responsibilities under the terms of agreement;
- c) In the course of the performance of the Services, the PRIMEHR Employees will meet with all reasonable requirements as the PRIMEHR is bound to provide the services to The Company as per the Agreement, subject to ultimate direction and control being retained by PRIMEHR;

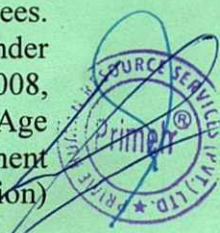
d) Due and proper compliance is/will be made of all applicable laws including Labour Laws ("Labour Laws") applicable to PRIMEHR and its employees. PRIMEHR shall discharge all financial and other obligations imposed under Labour Laws including but not limited to the Industrial Relations Act 2008, Provincial Employees Social Security Ordinance, 1965, the Employees Old Age Benefit Act, 1976, West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance, 1968, The Workers Children (Education)



[Handwritten signature]



[Handwritten signature]



Ordinance, 1972, Form 'C' under the west Pakistan Shops & Establishment Ordinance, 1969 and registration and inspection of premises. The PRIMEHR shall regularly, periodically and whenever required by The Company, provide proof of due performance and due discharge of PRIMEHR's obligations. The PRIMEHR hereby indemnifies The Company against all claims of whatsoever nature in this regard.

- e) The Services are carried out by professionals qualified to perform in a timely and efficient manner and with all reasonable skill and care the jobs assigned to them.
 - f) PRIMEHR and PRIMEHR Employees promptly notify The Company of any matter coming to their knowledge which could have affect on the Services or the business or affairs of The Company;
- 3.4 The PRIMEHR shall be exclusively responsible for paying the salary and other emoluments/benefits to which each PRIMEHR employee is entitled under his contract of employment with PRIMEHR. For the sake of clarity, The Company shall not be liable to any PRIMEHR Employee for any salary or emoluments, or for the reimbursement of any expenses, or for any other amount on any other account. The PRIMEHR shall exclusively deal with all claims made by or in respect of the PRIMEHR 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 Company fully indemnified and harmless in this regard.
- 3.5 None of the PRIMEHR Employees shall be entitled to seek employment of the Sindh Insurance Limited, merely on the ground that he/she had been engaged by PRIMEHR during the tenure of this Agreement or was utilized by PRIMEHR for the execution of service to the Sindh Insurance Limited under this Agreement or any other Agreement, whatsoever.
- 3.6 That PRIMEHR will ensure that the employees posted are physically and mentally fit and are not suffering from epidemic diseases.

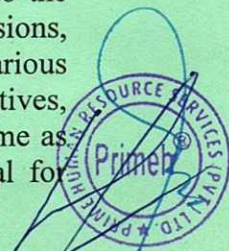
4. DUTIES OF THE SINDH INSURANCE LIMITED

- 4.1 Save as may otherwise be agreed in writing by the Parties hereto, The Company shall provide PRIMEHR employees with such equipment and materials of whatsoever nature as are required and considered necessary, for the proper performance of services.
- 4.2 The Company shall provide PRIMEHR with copies of any of its internal regulations required to be complied with by PRIMEHR and PRIMEHR's Employees during the performance of the services including, without limitation relating to The Company's products, Code of Conduct, and security procedures. The Company shall notify PRIMEHR of any changes to the same during the continuance of this Agreement.
- 4.3 The Company shall provide the PRIMEHR Employees with such facilities at its premises as may in The Company's opinion be reasonably required for the services.

5. PAYMENT FOR SERVICES

- 5.1 In consideration of the execution of the services under this Agreement by PRIMEHR, The Company has agreed to pay charges in accordance with clause 5.1(a) as follows:

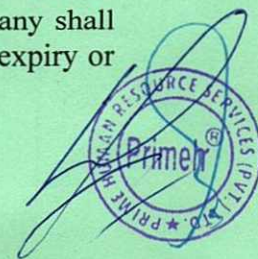
5.1 (a) Service charges will be billed at the rate of 2.8% of the payable to the employee(s) on account of monthly salaries only and not on commissions, statutory obligations managed by PRIMEHR in compliance with various provisions of the labor laws. However, any other payments such as incentives, bonus or any other payment under the labor law applicable from time to time as per agreed terms and conditions will be billed to The Company at actual for reimbursement.



- 5.2 In consideration of the provision of this Agreement by PRIMEHR, Client agrees to pay PRIMEHR monthly all actual expenses as reimbursements i.e., staff salaries, statutory payments and other benefits.
- 5.3 PRIMEHR shall raise a separate invoice of the said monthly Service Charges @ 2.8% of the amount payable to the employee(s) on account of monthly salaries only.
- 5.4 GST will be charged from the Client as per prevailing Law.
- 5.5 PRIMEHR will send Client a Debit Note for reimbursement expenses as per clause 5.3 and Sales Tax Invoice as per Clause 5.4 & 5.5 for approval to the Client. After approval, Hard copy of the Debit Note and Sales Tax Invoice will be forwarded to Client for payment. The Client shall make payment in respect thereof within 07 days of receipt of Debit note and Sales tax invoice.
- 5.7 PRIMEHR shall be reasonable to make payments against all reimbursement expenses (staff salaries, statutory payments and other benefits) after deduction of all applicable Govt. Taxes
- 5.8 The Client shall not be liable to pay any tax or levy on behalf of PRIMEHR and/or The PRIMEHR Employees.

6. TERMINATION

- 6.1 Either Party may terminate this agreement by giving one month's (30 days) prior notice in writing. However, on expiry of one-year initial contract, unless renewed, this contract will automatically be stand expired without any risk & responsibility of The Company. The Company may also terminate this Agreement with immediate effect if it believes on reasonable grounds that any of the following events have occurred or is likely to occur with reference to PRIMEHR.
- A receiver or administrator is appointed with respect to PRIMEHR or its assets or
 - A winding up petition is presented against PRIMEHR or a resolution passed for its winding-up (Otherwise that for the purposes of a bonafide amalgamation or reconstruction with the prior approval of The Company); or
 - PRIMEHR suspends payment of its debts or it is deemed unable to pay its debts, current obligations, dues, liabilities of any nature; or
 - PRIMEHR ceases to carry on business as a going concern or ceases to be in a position to fulfill its obligation under this Agreement.
- 6.2 This agreement may be terminated by either party if compliance of the terms herein is prevented or hindered for reasons beyond reasonable control of the Parties not limited Acts of God, war, riots, civil commotions, lock-up, etc. ("Force Majeure"). Before termination, the Party affected by Force Majeure shall on the occurrence of such event immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists for more than ten days, the affected party may give written notice to the other party of its intention to terminate this Agreement because of Force Majeure.
- 6.3 PRIMEHR will deliver and procure that all its directors, officers' employees, representatives and agents deliver or return to The Company all materials whether documentary or otherwise as provided in the agreement and The Company shall have no obligation to make any payment to PRIMEHR after the date of expiry or termination.



7. CONFIDENTIALITY.

PRIMEHR shall ensure that all PRIMEHR employees, in terms of their contract of employment with PRIMEHR, are under an obligation to maintain at all times the confidentiality of the confidential information, which they may receive during the term of this Agreement. In the event that the concerned employee or agent of PRIMEHR commits breach thereof, then PRIMEHR shall take appropriate legal action against the said employee or agent, without prejudice to the other rights of The Company under those present.

8. NO PARTNERSHIP OR EMPLOYMENT.

It is agreed between the parties that PRIMEHR is an independent service executor and shall have no authority to bind The Company. This Agreement shall constitute a contract for services between the parties and nothing in this agreement shall constitute a partnership between PRIMEHR and The Company nor create the relationship of employer and employee between The Company and PRIMEHR or The Company and any PRIMEHR employee.

9. SUB-CONTRACTING

During the tenure of this agreement, the PRIMEHR shall not sub contract or outsource all or any part of the services to any other organization except with the written consent of The Company. The PRIMEHR shall exclusively perform the services as stated in this Agreement.

10. GENERAL

- 10.1 If any term or provision of this agreement is held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the enforceability of the remainder of this Agreement shall not be affected.
- 10.2 The Agreement constitutes the entire agreement between the parties and replaces all previous written or oral agreements to the extent they remain unperformed. No modification or alteration to the Agreement shall have effect unless the same is agreed in writing and signed by both parties.
- 10.3 Except as specifically set forth or referred to herein, nothing contained or implied herein is intended or shall be construed to convey any rights upon any person or entity other than PRIMEHR and The Company
- 10.4 The words importing masculine gender shall unless contrary intention appears be taken to include feminine gender.

11. Notice

- 11.1 Any notice or other communication given or made or in connection with the matters contemplated by this Agreement shall be in writing.
- 11.2 Any such notice or other communication shall be addressed and shall be deemed to have been duly given or made as follows:
- a) If sent by personal delivery or fax, upon receipt at the address or Fax No. of the relevant part;
- b) If sent by first class post or carrier, upon delivery to the addressee.
- 11.3 The relevant addresses and address of each party for the purpose of this Agreement are:



THE COMPANY	SERVICES PROVIDER
Sindh Insurance Limited 1 st Floor, Imperial Court Building, Dr. Ziauddin Ahmed Road, Karachi, Pakistan	Prime Human Resource Services (Pvt.) Ltd. Office # 111, Level 1, Park Towers, Block 5, Clifton Karachi – Pakistan

11.4 Either party may notify the other party to this Agreement of a change to its name relevant addressee or address provided that such notification shall only be effective on:

- a) the date specified in the notification i.e., the date on which the change is to take place; or
- b) if no date is specified or the date specified is less than five clear business days after the date on which notice is given, the date falling five clear business days after notice of any such changes has been given.

12. GOVERNING LAW AND ARBITRATION

12.1 This agreement shall be governed by and construed in accordance with the laws of Pakistan.

12.2 If, at any time, any disagreement or dispute ('Dispute') arises between the parties out of or in respect of this agreement, the parties shall endeavor to settle such Dispute amicably, failing which any such Dispute shall be finally settled by arbitration in accordance with the Pakistan Arbitration Act 1940.

12.3 Each of the parties shall appoint an arbitrator and the arbitrators so appointed shall, before entering upon the reference, appoint an Umpire. The award of the arbitrators/umpire shall be final and binding upon the parties who shall give full effect thereto. The arbitration shall be conducted at Karachi in the English Language.

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

Signed for and on behalf of

Signed for and on behalf of

Sindh Insurance Limited

Prime Human Resource Services (Pvt.) Ltd.



[Handwritten signature]

[Handwritten signature]

WITNESS:

WITNESS:

[Handwritten signature]

[Handwritten signature]

[Circular stamp: Primehr Prime Human Resource Services (Pvt.) Ltd.]

[Circular stamp: Primehr Prime Human Resource Services (Pvt.) Ltd.]

ANNEXURE "A"

1. DETAILS FOR SERVICES

1.1 This document defines the basis for SERVICES rendered by PRIMEHR for the Sindh Insurance Limited - these SERVICES will be invoiced to The Company based on its unique pricing formula.

1. Business Development Officer / Call Center Agent
2. Office Assistant / Telephone Operator
3. Rider / Driver
4. Dispatcher / Tea Boy / Messenger
5. Technician (Telephone, Network, AC & Electrician)
6. Any other Related Assignments and Services not listed above agreed upon with mutual consent.

2. OUT OF POCKET EXPENSES

2.1 PRIMEHR may also be required by The Sindh Insurance to provide Entry cards/ID Cards and or other tools and equipment for the provision of SERVICES by PRIMEHR's employees - the costs incurred on such provisions will also be invoiced to The Sindh Insurance as and when incurred.

3. FRINGE BENEFITS

Other than the salary, all employees will be entitled to following fringe benefits:

- i. Leave:
 - a) Casual Leave: 10 days p.a. in a calendar year.
 - b) Privilege Leave: 20 days p.a. in a calendar year.
(20 days with full pay in a calendar year, to be allowed on pro rata basis to each employee every year. No accumulation of P/L will be allowed beyond 40 days. Further, no privilege leave will be accrued in case of less than 15 days attendance in a month of an employee.)
- ii. Group Life Insurance:
All employees will be entitled to a Group Life Insurance as per provincial law.

4. Other Charges

The following charges would be billed to Sindh Insurance Limited

- EOBI Contribution will be charged as per Law, changes may affect once any notification is received from the regulatory authority.
- Social Security Contribution will be charges as per Law, changes may affect once any notification is received from the regulatory authority.
- Group Life Insurance @ Rs. 125 per employee per month for Coverage of Rs. 500,000/- (As Per Law, changes may affect once any notification is received from the regulatory authority).
- GST shall be applicable as per Law.



IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO


SINDH INSURANCE
POWER TO THE PEOPLE

SIL/HO/PROCUREMENT/2021-0313

4th November, 2021

M/s Prime Human Resources (Pvt) Limited
111, Level 1, Park Towers
Block-5, Clifton
Karachi.


Dear Sir

Subject: Letter of Acceptance-Provision of Clerical & Non-Clerical Staff.

M/s Prime Human Resource (Pvt) Limited as the successful bidder of the subject tender reference # SIL/HO/OUTSOURCED STAFF/2021 & SPPRA serial # T00013-21-0002

You are requested to visit our head office and sign the agreement within 07 days of the issuance of this letter.

Kindly acknowledge.



Nadeem Akhter
Head of Procurement Committee.





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

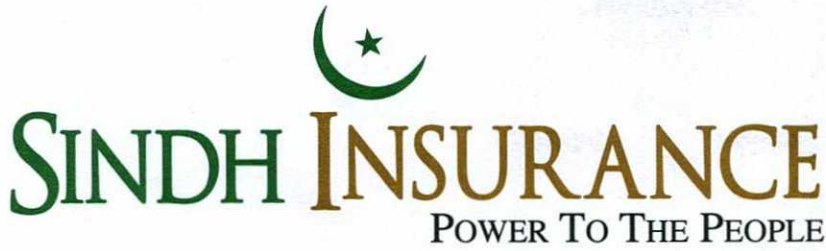
Note:- M/s Prime HR Services is selected for provision of Clerical & Non-Clerical Staff to Sindh Insurance Limited being the only & lowest cost qualified bidder.

Procurement Committee Members

- 1 Mr. Nadeem Akhter
Sindh Insurance Ltd
CFO & Company Secretary
Head of Procurement Committee
- 2 Ms. Meher Dinshaw Khory
Sindh Insurance Ltd
Head-HR & Admin
Member
- 3 Muhammad Adnan Shakeel
Sindh Modraba
Asst. Manager Finance(AVP-II)
Independent Member

Signature Signature Signature 

 Checked & Approved By


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

Nadeem Akhter
CFO / Company Secretary
Sindh Insurance Ltd.

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

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

Provision of Clerical & Non Clerical Staff

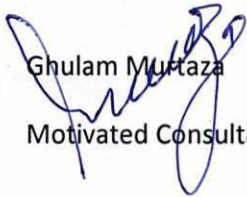
FINANCIAL PROPOSAL

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	

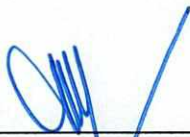

Ghulam Muftaza



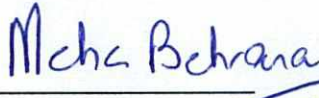
Motivated Consultancy & Janitorial Services

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		
Total		100	100	QUALIFIED/DISQUALIFIED		



Nadeem Akhter
CFO & Company Secretary
Sindh Insurance Limited



Meher Dinshaw Khory
Head HR & Admin
Sindh Insurance Limited



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

✓

ATTENDANCE (REPS. OF BIDDERS)	NAME	FIRM
	<u>Adnan Ahmed</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 Behroza 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 Akhtar
Head-Procurement Committee

 04/10/21

Ms. Meher Dinshaw Khory
Member:-

Meher Behrana 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	604,604		
2	/		/	/
3	/		/	/
4	/		/	/
5	/		/	/

Procurement Committee Memebers

- 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 Behrana
4/19/21

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.

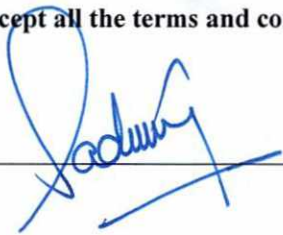

4. The bid security is to be submitted with tender document in the shape of pay order favoring Sindh Insurance Limited.
5. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed 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.**

Mohr 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: 29th September 2021