

Provision of Human Resources Services (For Providing Sub Ordinate Staff)
Bid Evaluation Report

1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1176/2020
3	Tender Description	Provision of Human Resources Services (For Providing Sub Ordinate Staff)
4	Method of Procurement	Single Stage Two Envelope Bidding Procedure
5	Tender Published & SPPRA S.No.	S.No: T00531-20-0009 Express Tribune, Daily Express, Sindh Express (18/09/2020)
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Technical Bid Opening Date & Time	05/10/2020 at 1130 Hrs.
9	Financial Bid Opening Date & Time	23/10/2020 at 1100 Hrs.
10	No. of bids qualified	02
11	Bid(s) Rejected	-

Details on the above as given below:

S. No.	Name of Firm or Bidder	Qualified / Disqualified in Technical/ Eligibility Inspection	Total Cost offered by the Bidders Per Month	Ranking in terms of cost	Comparison with Estimated cost (Rs.8,261,417/-) Per Month	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6	7
01.	M/s. Prime Human Resources Services (Pvt) Ltd	Qualified- Obtained 90% in Evaluation Process	Rs.8,212,633/-	1 st Lowest Bidder	Rs.48,784/- Below the estimated cost	Accepted - Evaluated Qualified Bidder	Accepted for Award of Contract
02.	M/s. Professional Employers Private Limited	Qualified - Obtained 100% in Evaluation Process	Rs.8,271,814/-	2 nd Lowest Bidder	Rs.10,397/- Above the estimated cost	High In Bid	-----

Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender documents, M/s. Prime Human Resources (Pvt) Ltd is the lowest evaluated qualified bidder and their bid is also below the estimated cost, hence recommended for provision of Human Resources Services (For Providing Sub-Ordinate Staff) of Sindh Bank Limited.

Members Signature- Procurement Committee

Lt. Col. (R) Shahzad Begg
 Chairperson-Head of Administration

Saeed Jamal
 Member-Chief Financial Officer

Syed Muhammad Aqeel
 Member- Chief Manager, IDBL Karachi

COMPARISON OF SALARY & SERVICE CHARGES

S.No	Name of Bidders	Total of Staff	Salary Per Month	Total Amount Per Month	Service Charges % Per Month	Service Charges Amount Per Month	Salary Per Month with Service Charges
1	Prime Human Resources	457	17,500	7,997,500	2.69	215,133	8,212,633
2	Professional Employers	457	17,500	7,997,500	3.43	274,314	8,271,814
					0.74	59,181	59,181

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. _____

Head - Admin Div. _____

Member-IDBL. _____

Date: _____

PROVISION OF HR SERVICES

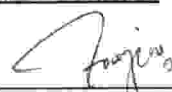
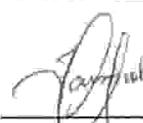
Evaluation Performa

Serial No: 02

Bidder Name: Professional Employer (P+E) Ltd

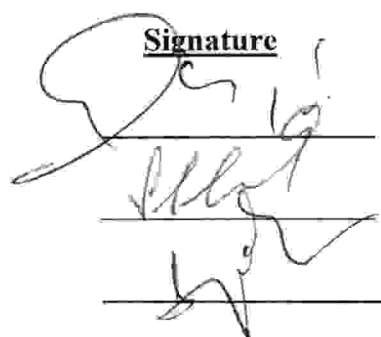
Sr. No.	Descriptions	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	20	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2018-2020	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	20	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	20	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20	20	500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10		300 Million and above		
		5		200 Million and above		
	TOTAL MARKS	100	100	QUALIFIED / DISQUALIFIED		

Members Signatures- Evaluation Committee

Athar Iqbal
Administration Division

Fouzia Shamim
Operations Division

Taimoor Ghausi
Finance DivisionMembers - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL

Signature



PROVISION OF HR SERVICES

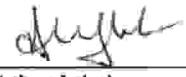
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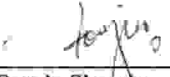
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Bidder Name: Prime HR Services (Pvt) Ltd

Sr. 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	Attach evidence as
1	Firm's Status	20	20	10 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
		10		7 years and above		
		5		5 years and above		
2	Bank on Cliental List for providing the same service	20	20	5 and above	Existing Agreement to be attached duly signed & stamped from each concerned bank for the Year 2018-2020	Annexure "B"
		10		3 and above		
		5		1 and above		
3	Renowned Companies other than Banks on clientele list for providing the same service	20	20	25 and above	List to be attached duly signed and stamped	Annexure "C"
		10		15 and above		
		5		10 and above		
4	Number of outsourced staff on the payroll of the Company	20	20	5,000 and above	Attach relevant details	Annexure "D"
		10		3,000 and above		
		5		2,000 and above		
5	Average Yearly Turn Over in Last 3 Years	20		500 Million and above	Attach Audit Report / Tax Return	Annexure "E"
		10	10	300 Million and above		
		5		200 Million and above		
TOTAL MARKS		100	90	QUALIFIED / DISQUALIFIED		

Members Signatures- Evaluation Committee


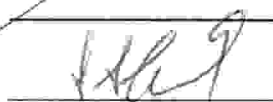


 Athar Iqbal
 Administration Division


 Fouzia Shamim
 Operations Division


 Taimoor Ghausi
 Finance Division

Members - Procurement Committee

- 1 HEAD OF ADMIN
- 2 CHIEF FINANCIAL OFFICER
- 3 CHIEF MANAGER, IDBL


 Signature



FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-2021)

SIGNATURE

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

Date:



Name of Bidder: PRIME HUMAN RESOURCE SERVICES (PRIVATE) LIMITED

S.No	Tentative @ Staff Salary/Month	Tentative Total Staff	Projected Total Amount
01	Rs.17,500/-	457	Rs.7,997,500/-
02	Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy		2.69% (Service Charges in %)
03	*GRAND TOTAL		Rs.8,212,633/-

*The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
3. **Calculation of bid security.** 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
4. 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.
5. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 working days) on SPPRA website.
6. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
7. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
8. 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.

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

Sadiq Fareed
GM-Verification/Recruitment &
Account Management
Dated: October 01st, 2020





SIGNATURE MEMBERS PC-ADMIN
PROFESSIONAL EMPLOYERS
PRIVATE LIMITED

Plot # 100/11 Sector 30 T 00/11 000/73
Korangi Industrial Area
Karachi-75000
Head-Admin Div.
Member-IDBL

Date:

4 FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2020-2021)

Name of Bidder Professional Employers (Pvt) Ltd

S.No	Tentative @ Staff Salary/Month	Tentative Total Staff	Projected Total Amount in Pak Rs.
01	Rs.17,500/-	457	Rs.7,997,500/-
02	Please quote your charges / commission in addition to the salaries, EOBI contribution, Social Security (where applicable) etc., which will be paid on actual by the Bank on per person basis as per Government policy		3.43% (Service Charges in %)
03	*GRAND TOTAL IN RS.		Rs.8,271,814/-

*The Grand Total amount will be taken as the financial bid offered by the bidder.

NOTE:

1. In case of over writing/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
2. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.
3. **Calculation of bid security.** 5% of the *(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order/Demand Draft /Bank Guarantee in favour of Sindh Bank Ltd.
4. 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.
5. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 working days) on SPPRA website.
6. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
7. All terms & conditions of the Contract Agreement (Annexure "G") are part of tender document.
8. 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.

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

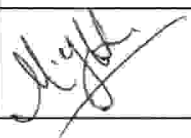

(Muhammad Fahad Tayyab | Unit Head – Client Relationship)
Dated: 02nd October, 2020



ATTENDANCE SHEET
 BID OPENING -

FOR SELECTION OF Provision of Human Resource Services (for providing

Date: 23/10/2020 subordinate
staff

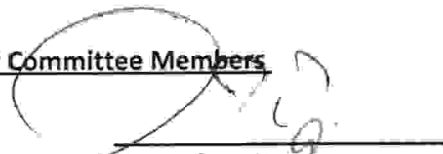
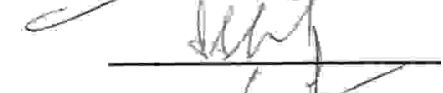

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Prime HR Services	M. Yousaf Hameed	0321-857 6189	1st Floor, Park Tower, Clifton Karachi	
2	Professional Employees (Pvt) Ltd	Johar (Pvt) Ltd	0300-9205580	Korangi	

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)

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

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Revision of Human Resource Seminar (for providing of
subordinate staff)

TYPE OF TENDER

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

OPENING DATE

23/10/2020

OPENING TIME

1100 Hours

ATTENDANCE (MEMBER PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

① Yaswanth Harath

1) Prime HR Services (Pvt) Ltd

② Sohail Masood

2) Professional Employer (Pvt) Ltd

TOTAL BIDS ACCEPTED FOR EVALUATION

TOTAL BIDS REJECTED

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL.

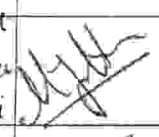

Date:

(Technical Proposal)

ATTENDANCE SHEET
BID OPENING -

FOR SELECTION OF Provision of Human Resource Services

Date: 5-10-2020

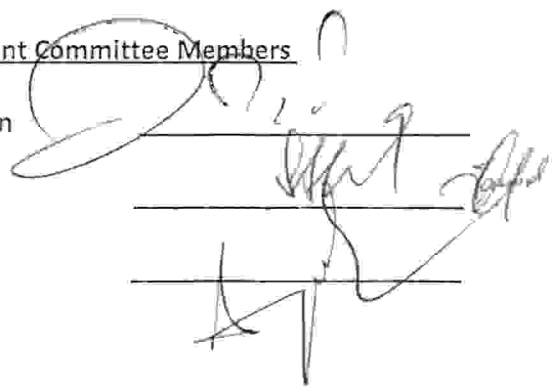
S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	Prime HR	Yaqwan Hameed	0321-897 6189	Office No. 111, 1st Floor, Park Tower Clifton, Karachi	
2	Professional Employer	SOHAIL (TASOQ)	0300-9205580	Plot-5, Karama near Rajbhadrade	

Signature - Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)



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

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA / HR

TENDER NAME

Provision of Human Resource Services

TYPE OF TENDER

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

OPENING DATE

5-10-20

OPENING TIME

1130 hours

ATTENDANCE (MEMBER PC)

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

- 1) Prime HR Services (Pvt) Ltd
- 2) Professional Employees (Pvt) Ltd

TOTAL BIDS ACCEPTED FOR EVALUATION

#02

TOTAL BIDS REJECTED

REMARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div.

Head - Admin Div.

Member-IDBL

Date: