

SNDB/HO/ADMIN/TD/1298/2023

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Sindh Bank Limited

Tender Document Provision of Courier Services

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DEFINITIONS

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

“Bid with Lowest Evaluated Cost” means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

“Bidder” means a person or entity submitting a bid;

“Bidding Documents” means the documents notified by the Authority for preparation of bids in uniform manner.

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“Blacklisting” means barring (or debarring) a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

“Calendar Days” means days including all holidays;

“Conflict of Interest” means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

“Consulting Services” means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Corrupt and Fraudulent Practices” means either one or any combination of the practices given below;

“Coercive Practice” means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

“Collusive Practice” means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, noncompetitive levels for any wrongful gain;

“Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

“Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

“Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

“Emergency” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“Goods” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

“Government” means the Government of Sindh;

“Head of the Department” means the administrative head of the department or the organization;

“Lowest Evaluated Bid” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost.

“Lowest Submitted Price” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“Mis-procurement” means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

“Notice Inviting Tender” means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“SNDB” means the Sindh Bank Limited;

“Services” includes physical, maintenance, professional, intellectual, consultancy or advisory services but does not include appointment of an individual to a post or office, advertisement, arbitration, conciliation or mediation services, services of an advocate in a court case or any other services specifically excluded under the rules.

“Substantially Responsive Bid” means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB’s requirements.

1 INVITATION FOR BIDS (IFB)

Sindh Bank Limited (SNDB) invites proposal from well reputed companies for the provision of Provision of Courier Services for its Head office and 330 branches in countrywide regions. Detail of the specifications of related services to be provided are given in the scope of work in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 issued there under (“SPPRA”) which can be found at <https://ppms.pprasindh.gov.pk/>. For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010(Amended 2019).

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work / Technical Proposal
- Financial Proposal
- Conditions of Contract

Proposals must be submitted in drop box at the below mentioned address;

Yours sincerely,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

2 INSTRUCTION TO BIDDERS (ITB)

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website <https://ppms.pprasingh.gov.pk/> will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders

2.1 Correspondence Address

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600
Tel : 021-35829394/35829403
Email: admin@sindhbankltd.com

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

2.3 Corrupt Practice

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **TECHINCAL, ELIGIBILITY CRITERIA & FINANCIAL PROPOSAL** (duly filled in all respect). [SPPRA Rule 46 (1-a&b)]

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

2.4.4 Technical Proposal

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The firm will be only technically qualified after confirmation of specifications on physical verification of asked items and satisfying of sufficient production mechanism. The date of visit for above inspection by the procurement committee of the bank will be given during process of completing eligibility criteria. After due inspection of requisite items, the bidder will be declared "Qualified" in Technical Qualification Phase.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately.

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

2.4.7 Bid Security

The SNDB shall require the bidders to furnish the Earnest Money @ 5% of Bidding Cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.7.4]; or
 - Furnish performance security in accordance with ITB Section [2.7.5].

2.4.8 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **TECHINCAL, ELIGIBILITY CRITERIA & FINANCIAL PROPSOAL** (duly filled in all respect). [SPPRA Rule 46 (1-a&b)]

2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

2.5.3 Extension of Time Period for Submission of Bids

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]

- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.5 Late Bids

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

2.5.6 Withdrawal of Bids

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.7 Cancellation of Bidding Process

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5.8 Mechanism for Redressal of Grievances

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB after the issuance of notice inviting tender may lodge a written complaint [SPPRA Rule 31(3)].

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

- 1) prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
- 2) annul in whole or in part, any unauthorized act or decision of the procurement committee; 2) [SPPRA Rule 31(4-b)] and
- 3) [recommend to the Head of Department that the case be declared a mis- procurement if material violation of Act, Rules Regulations, Orders, Instructions or any other law relating to public procurement, has been established; [SPPRA Rule 31(4-bb)] and]
- 4) reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

[Complaint redressal Committee of (SNDB) shall announce its decision within seven (7) days. and intimate the same to the Bidder and the Authority within three (3) working days by SNDB. If the committee stand transferred to the Review Committee which shall dispose of the complaint in accordance with the procedure laid down in Rule 32,] [if the aggrieved bidder files the review appeal within ten (10) days of such transfer] [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint shall not warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)].

Provided that in case of failure of the complaint Redressal Committee to decide the complaint; SNDB shall not award the contract. [until the expiry of appeal period or the final adjudication by the Review Committee)

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) **Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.**
- b) **Incriminating evidence of the complaints.**

2.5.9 Appeal to Review Committee

A bidder not satisfied with decision of the SNDB Complaints Redressal Committee may lodge an appeal to the Review Committee; [within ten (10) days of announcement of the decision]. provided that he has not withdrawn the bid security, if any, deposited by him. [SPPRA Rule 32 (1)].

The bidder shall submit the following documents to the Review Committee: [SPPRA Rule 32 (5)].

(a) A letter stating his wish to appeal to the Review Committee and nature of complaint; [SPPRA Rule 32 (5-a)].

(b) A copy of the complaint earlier submitted to the complaint Redressal committee of the department and all supporting documents; [SPPRA Rule 32 (5-b)].

(c) Copy of the decision of Procuring Agency / Complaint Redressal Committee. [if any] [SPPRA Rule 32 (5-c)].

On receipt of appeal, [along with all requisite information & documents] the Chairperson shall convene a meeting of the Review Committee within seven working days; [SPPRA Rule 32 (6)].

It shall be mandatory for the appellant and the Head of SNDB or his nominee not below the rank of BS-19 to appear before the Review Committee as and when called and produce documents, if required; [SPPRA Rule 32 (8)].

In case the appellant fails to appear twice despite the service of notice of appearance, the appeal may be decided ex-parte [SPPRA Rule 32 (9)].

The Review Committee shall hear the parties and announce its decision within ten working days of submission of appeal; [However, in case of delay, reasons thereof shall be recorded in writing] [SPPRA Rule 32 (10)].

The decision of Review Committee shall be final and binding upon the SNDB. After the decision has been announced, the appeal and decision thereof shall be hoisted by the Authority on its website; [SPPRA Rule 32 (11)].

2.5.10 Matters not subject to Appeal or Review

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by SNDB

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SNDB may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

2.6.3 Preliminary Examination

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

2.6.4 Supplier Eligibility Criteria

All bids shall be evaluated in accordance with the eligibility criteria. [SPPRA Rule 42 (1)] SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not confirm to the specified requirements.

2.6.5 Eligibility Criteria

SNDB shall evaluate proposals using the following eligibility criteria.

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 three years	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		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		Yes	Attach complete Detail	C
4	Years in Business	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 3 Years	20		On an average of 40 M and above per year	Attach Audit Report or Tax Return for last three years	E
		10		On an average of 20 M and above per year		
Total Marks		100		Qualified / Disqualified		

2.6.5.1 ELIGIBILITY CRITERIA NOTE

- i. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Sindh Bank Ltd & SPPRA websites regularly.
- ii. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
- iii. Acquiring of 70% marks of the total score shall make the Bidder qualify in eligibility criteria.

2.6.5.2 MANDATORY

(Compliance attached as Annexure “K”)

- i. Registration with Concerned Authorities:
GST/Income Tax Registration/Registration with Sindh Revenue Board
- ii. Attachment of Annexures
Attachment of Annexure “A” (With Financial Proposal) & Annexure “B” (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
- iii. Tender Reference No.
Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.
- iv. Financial Proposal- Mandatory
The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
- v. Participation in Tender
The representative present at the time of opening of tender shall be in possession of authority letter on the company’s letter head, duly signed by the CEO of the company.

2.6.5.3 DISQUALIFICATION

(Compliance attached as Annexure “L”)

The bidder will be considered disqualified prior/during technical/financial evaluation process or after award of contract if:

- i. Black Listing on Previous Works
- ii. On black list of SPPRA & Sindh Bank Ltd.
- iii. Warning Letters Issuance
- iv. Issued with two (2) warning letters/emails by the Sindh Bank Ltd in the past to the bidder for unsatisfactory performances related to provision of supplies/services in same category.
- v. Non Registration with Concerned Authorities
- vi. Not GST/Income Tax Registered/Registration with Sindh Revenue Board.
- vii. Alternate Bid
- viii. Alternate bid is offered.
- ix. Non - Attachment of Annexures
- x. Non - Attachment of Annexure “A” (With Financial Proposal) & Annexure “B” (With Financial Proposal if Bank Guarantee is going to be submitted as Bid Security).
- xi. Subletting
- xii. The qualified bidder sublets the contract in any form/stage to any other agency.
- xiii. Tender Fee
- xiv. The tender is deposited without Tender Fee.
- xv. Verification
- xvi. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
- xvii. Past History
- xviii. In the past, the company’s agreement has prematurely been terminated after due qualification in that specific category of the tender in which the bidder is participating.
- xix. Verification from Client. During verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance

2.6.6 Discussions Prior to Evaluation

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

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

2.7.5 Performance Security

Within 7 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 5 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure “C” shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier’s performance obligation under the Contract.

2.7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Section [5.1] of this TD.

2.7.7 Special Conditions of Contract

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

2.7.8 Integrity Pact

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

2.7.9 Non Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “F”]*

3 SCOPE OF WORK

Sindh Bank Limited (SNDB) requires Provision of Courier Services for its Head Office & 330 branches in country wide regions.

Contract agreement is extendable up to 3 years on mutual understanding and on the same terms & conditions

4 FINANCIAL PROPOSAL

PRICE SCHEDULE (Applicable for the year 2023-24)

Name of Bidder _____

SECTION “A”

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

SECTION “B”

DETAINED SERVICE		
S. No.	Detained Weight	Rate* (City to City)
1	Upto 3 kg	
2	Each additional kg	
Total		

SECTION “C”

BANK TO GENERAL			
S. No.	Weight	*Rate (Bank to General)	
		Within City	City to City
1	Upto 0.5 kg		
2	0.6 to 1.0 kg		
3	Each additional kg		
Sub Total			
Total			

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		
Sub Total				
Total				

SECTION “E”

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

SECTION “F”

*OVERLAND EXPRESS SERVICE		
MENTION ZONE NAME & RESPECTIVE RATES		
S. No.	Zone Name(s)	Per Kg Rates

1		
2		
3		
4		
5		
6		
7		
8		
Total		
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 _____

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

***Grand Total:**

This amount will be considered as only the “Bid Offered”. Whereas be apprised that the successful bidder will be the one whose “Evaluated Bid” is the lowest. (For further clarification refer Note 9. below)

Note

- The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement such as transportation and labor charges to Sindh Bank Ltd Branches all over Pakistan.
- No advance payment will be made, bills are only be processed for necessary payment on receipt of verified invoices from the concerned branch officer duly signed and stamp on it. **Bidder will be responsible to submit invoices duly verified and stamped by the respective branches.**
- 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.
- Bank will ensure the centralized payment within 20 working days after submission of nationwide centralized invoice.
- Calculation of bid security**, 5% of the *(Total Amount X 330 X 12 Months) will be submitted with the tender document as bid security in shape of Pay Order /Bank Guarantee in favor 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.
- Lowest evaluated bid is going to be the criteria for award of contract rather than considering the lowest offered bid, encompassing the lowest whole sum cost which the procuring agency has to pay for the duration of the contract. 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.
- 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.
- 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.
- In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the eligibility criteria evaluation.
- The site inspection phase will be checked as per the performa attached as Annexure N.
- 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.

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

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

Dated: _____

5 Contract

5.1 Conditions of Contract

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010(Amended 2019)

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

5.1.1 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.2 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

5.1.3 Authorized Representative

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

5.1.4 Taxes and Duties

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

5.1.5 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.6 Expiration of Contract

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

5.1.7 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.8 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.1.9.1 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.1.9.2 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.1.10 Termination

5.1.10.1 Termination by SNDB

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged incorrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

5.1.10.2 Termination by the Supplier

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

5.1.10.3 Payment upon Termination

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

5.1.11 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.1.12.2 Arbitration

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

5.1.13 Data Ownership

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

5.1.14 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

5.1.14.1 Conflict of Interest

The Supplier shall hold the SNDB's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.1.14.2 Confidentiality

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

5.2 Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

5.2.1 Performance Security

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

5.2.2 Payment

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

Bank will ensure the centralized payment within 20 working days after submission of nationwide centralized invoice.

5.2.3 Price

Schedule of prices shall be as fixed in the Contract.

Annexure “A”

6. BID FORM

**[IT SHOULD BE SPECIFIC TO EACH CONTRACT AND WILL HAVE TO BE
TAILORED SEPARTELY FOR EACH TENDER DOCUMENT]**

Dated: _____, 2023

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency_____ [total bid amount in words and figures].

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries

_____.

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

Name & Address of Agent

Amount and Currency

(If none, State none)

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

Dated this _____ day of _____ 2023.

[Signature]

[In the Capacity of]

Duly authorized to sign Bid for and on behalf of _____

Annexure “B”

7. BID SECURITY FORM

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for the Provision of Courier Services.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SNDB (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 2023.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SNDB during the period of bid validity:
 - a. fails or refuses to execute the Contract, if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

[Signature and Seal of the Bank]

Annexure “C”

8. PERFORMANCE SECURITY FORM

To,

Head of Administration Division
SINDH BANK LIMITED
HEAD OFFICE
Basement-2 Floor, Federation House,
Abdullah Shah Ghazi Road,
Clifton,
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 2018 to _____ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the budding document and the contract:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier / Contractor, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier / Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2023.

Signature and Seal of the Guarantors

Name of Bank

Address

Date

Annexure “D”

9. INTEGRITY PACT

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

_____ [the Supplier] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Supplier] 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 GoP, except that which has been expressly declared pursuant hereto.

[The Supplier] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The Supplier] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

For and On Behalf Of

Signature: _____

Name: _____

NIC No: _____

Annexure “E”

11. SCHEDULE OF OPENING AND SUBMISSION OF BID

For details refer to Newspaper Advertisement published on the subject matter.

Annexure “F”

12. Form of Contract

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is _____ 2023.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
 - Trade secrets;
 - Financial information, including pricing;
 - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
 - Business information, including operations, planning, marketing interests, and products;
 - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
 - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
 - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
 - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
 - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation “confidential” or any similar designation is used.
4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as

the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:

- Any use of Confidential Information in violation of this agreement; and/or
 - Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
- Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
 - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
- Was known to the Recipient before receipt from the Discloser;
 - Is or becomes publicly available through no fault of the Recipient;
 - Is independently developed by the Recipient without a breach of this Agreement;
 - Is disclosed by the Recipient with the Discloser's prior written approval; or
 - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its

own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.

9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.
10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

Sindh Bank Limited

Company Name:

Registered Address:

Registered Address:

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Annexure “G”

12. Contract Agreement

This Courier Service
AGREEMENT is entered into at Karachi on this
, _____, 2023

BY AND BETWEEN

M/s. _____, a _____, incorporated under _____, having its registered office at _____
Hereinafter referred to as _____ 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.

WHEREAS:

- a. SINDH BANK is a banking company involved in the business of providing banking services including Islamic banking to its customers;
- b. The BANK is desirous to acquire the services of _____ for the provision of domestic and international Courier Service and _____ 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 tender document issued by the Bank and as per the rate quoted in the financial proposal of the tender document for the said services.
- c. 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 _____ in Pakistan hereinafter referred to as the destination and the _____ agrees to provide these services of transportation on the following terms and conditions:

General Terms & Conditions:

1. This agreement shall become effective and binding upon the parties from the date of signing hereof and shall remain valid for a period of one year unless terminated earlier or extended by either party on the same terms of thirty (30) days prior to the expiry date.’
2. The _____ 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’.

3. Either side on 30 days notice can terminate the Agreement for reasons that will be recorded in writing and/or without assigning any reason.
4. 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.
5. 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.
6. This Agreement or any of its terms may be varied, amended, waived or discharged only by mutual consent of the parties in writing.
7. This agreement shall a period of 1-Year commencing from _____ till _____. Contract agreement is extendable up to 3 years on mutual understanding and on the same terms & conditions
8. 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.
9. 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.
10. The BANK shall provide full name, address, telephone number of Destination prominently on each envelop / packet / package. / Goods etc.
11. The _____ 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.
12. Envelops / packages / packets / goods shall be delivered by the _____ to the destination on within the prescribed time frame, after receipt of the same by the _____ 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.
13. The courier charges payable by the BANK to the _____ will be as under:

a. SERVICE CHARGES FOR DOMESTIC/INTERNATIONAL DELIVERIES:

As per rates mentioned in the tender attached as Annexure.

16. No advance payment will be made, bills are only be processed for necessary payment on receipt of verified invoices from the concerned branch officer duly signed and stamp on it. Bidder will be responsible to submit invoices duly verified and stamped by the respective branches.
- 14.
15. Submission of 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.
16. _____ will upload respective provincial sales tax on portals of provincial revenue authorities with in stipulated time.
17. Tax Challan of Sales and Income Tax with Centralized Payment Receipt details will be provided by bank with centralized payment.
18. Bank will ensure the centralized payment within 20 working days after submission of nationwide centralized invoice.
19. 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

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.

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.
-

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.

Goods Faith:

- The Parties undertake to act in goods faith with respect to each other’s rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.

Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.

- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

Conflict of Interest:

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

Confidentiality:

- a. Except with the prior written consent of the Bank, the supplier and the Personnel shall not at any time communicate to any person or entity and confidential information acquired in the course of the Services, nor shall the supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

INDEMNIFICATION.

- i. _____ 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.

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

Support Escalation Matrix

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

LEVEL-1	Name/Designation (support staff)	
First complain if the call is not resolved "within specified response time" (4 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-2	Name/Designation (Regional Head/Manager/GM)	
Second complain, if the call is attended within "Specified Response Time" and not attended / or the problem still unresolved even after complaining at Level-1 (6 hours)	Landline Phone	
	Email	
	Cell	
LEVEL-3	Name/Designation (CEO of the firm)	
Third complain, if the call is attended within "Specified Response Time" and not attended /or the problem still unresolved even after complaining at Level-2	Landline Phone	
	Email	
	Cell	
Note: Ensure that no column above is left blank		

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

Supplier Signature_____

Name _____

Designation _____

Company Name _____

Address _____

Stamp _____

Witness:

Signature_____

Name _____

Designation _____

Address _____

Customer Signature_____

Name _____

Designation _____

Company Name **Sindh Bank Limited**

Signature_____

Name _____

Designation _____

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank**
Ltd. Head Office Karachi
Stamp

Address **Federation House, Sindh Bank**
Ltd. Head Office, Karachi

Annexure “H”

13. Branches List

S.No.	Branch Code	Branch Name
<u>KARACHI BRANCHES</u>		
	-	<u>GROUP BUSINESS HEAD SOUTH OFFICE</u>
-	-	3rd Floor, Imperial Court Building,
-	-	Dr. Ziauddin Ahmed Road, Karachi
-	-	
1	5303	ALLAMA SHABBIR AHMED USMANI ROAD (ISLAMIC)
-	-	Shop No.2,3, & 4, Shaheen Heights, Block-7,
-	-	KDA Scheme No.24, Gulshan-e-Iqbal,
-	-	Karachi.
-	-	
-	-	
2	0390	ABUL HASAN ISPHAHANI ROAD BRANCH
-	-	Plot No.A-1/10, Block No.4,
-	-	Gulshan-e-Iqbal, Karachi
-	-	
3	0397	SURJANI TOWN BRANCH, KARACHI
		Shops on Land Bearing No. SR-7,
		Sub-Block / Sub-Sector No.11, Sector No./Block No.4-A
		Situated at North Karachi Township, Surjani Town, Karachi
-	-	-
4	0329	BUFFERZONE NAGAN CHOWRANGI BRANCH
		Plot No. 32, Sector 11-H,
		North Karachi Township Scheme, Karachi
5	0360	BAHADURABAD BRANCH
		Plot No.111, Shop No.4, The City Towers,
		Bahadur Yar Jang Co-operative Housing Society

		Alamgir Road, Karachi
6	0364	BHAINS COLONY BRANCH
		Plot No. 217, Block-A, Cattle (Bhains) Colony
		Landhi, Karachi.
7	0396	SHAH LATIF TOWN BRANCH, KARACHI
-	-	Plot No. SC_40, Sector 17-B, Shah Latif Town,
-	-	Sector NO. 25-A, Opposite Shah Latif Police Station
-	-	Near NUST University, National Highway, Karachi
8	0375	BOHRAPIR BRANCH
		Shop No.3 & 4, Plot Survey No.88, RC.12
		Ranchore Line Quarter, Karachi
9	0391	BALDIA TOWN BRANCH
		Plot No.667, Anjam Colony,
		Baldia Town, Karachi.
10	0385	BAHRIA TOWN BRANCH
		Plot No.109-A, Precinct-A, Street Commercial Lane-05,
		Midway Commercial, Bahria Town,
		Karachi
11	0302	CLIFTON BRANCH
		Ground Floor, St-28, Block-5, Federation House,
		Clifton, Karachi.
12	0303	COURT ROAD BRANCH
		Ground floor, G-5-A, Court View Apartments,
		Opposite Sindh Assembly, Karachi
Assets & Liabilities of Bahadur Shah Zafar Market Branch (0341) has been merged to Court Road Branch effective 13.09.2022 and new branch opened under name of Surjani Town Karachi (0397) by utilizing license of Bahadur Shah Zafar Branch		
13	0395	AZIZABAD F.B AREA BRANCH
		Plot No: R-755, Azizabad No: 02
		F.B Area, Karachi.
		Cloth Market Branch (0318) merged to I.I.C Road, Karachi (0301) on 18-03-2022
		and new branch opened as named above utilizing license of Cloth Market Br:
-	-	-

14	0369	CIVIC CENTER BRANCH
-	-	Ground Floor, Civic Center,
-	-	Gulshan-e-Iqbal, Karachi.
-	-	-
15	0325	DHORAJEE BRANCH
		Plot # 35/243, Block 7&8,
		C.P. Berar Cooperative Housing Society,
		Dhorajee Colony, Karachi
-	-	-
16	0357	DHA PHASE-II BRANCH
		Plot No. 13-C, Commercial Area "A",
		DHA Phase-II, Karachi
17	0338	DHA Phase-IV
		Shop # 1,2,3, and 4, Plot No.III
		9 th Commercial Street, Phase-IV,
		DHA, Clifton Cantonment, Karachi
18	0304	DHA 26th STREET BRANCH
		Plot No.14-E, 26 th Street Phase 5 Ext. D.H.A,
		Karachi
19	0380	DHA PHASE-VIII BRANCH
		Ground Floor, Plot No.75-C,
		Al-Murtaza, Lane-3, DHA, Phase-VIII,
		Karachi
20	0372	DR. ZIAUDDIN AHMED ROAD
		Plot No.2/1, Sheet No. C 11-9,
		Imperial Court, Dr. Ziauddin Ahmed Road,
		Karachi

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

21	0349	GARDEN EAST BRANCH
		Plot No. GRE-491/2-B, Shop No.2 & 3,
		Seven Star Residency,
		Garden East Quarters, Karachi
22	0321	GOLE MARKET BRANCH
		Plot # 16, Row # 18, Sub-Block-F in Block-III,
		Gole Market, Karachi

23	0335	GULISTAN-E-JOHAR BRANCH
		Shop No. 3 & 4, Project Deenar Residency,
		Near Kamran Chowrangi, Plot No. SB-22,
		Block-10, KDA Scheme No. 36, Gulistan-e-Jauhar, Karachi
24	0343	GULSHAN-E-HADEED BRANCH
		Plot No.C-53, Phase-I,
		Gulshan-e-Hadeed,
		Karachi.
25	0305	GULSHAN-E-IQBAL BRANCH
		Fl : 1/13, block 5, KDA Scheme No.24,
		Main Rashid Minhas Road, Gulshan-e-Iqbal Karachi
26	0337	GULSHAN-E-MAYMAR BRANCH
		Plot No.SB-016, Sector-7, Sub-Sector IV,
		Gulshan-e-Maymar , Karachi
27	0311	GIZRI BRANCH
		Commercial Plot No.G-1/2 & 23
		Lower Gizri Bazar Area,
		Clifton Cantonment, Karachi
-		
28	0387	GADAP TOWN BRANCH
-		Plot No.345, Haji Zakaria Jokhio Goth,
-		Distt. Malir, Karachi
-		
29	0392	GULSHAN-E-IQBAL BLOCK 13D-2 BRANCH
-		Plot No.SB-04, Shop No.1 & 2,
-		Block 13D-2, Scheme 24, Gulshan-e-Iqbal, Karachi
-		
30	0377	GULZAR-E-HIJRI BRANCH
-		Shop No. 65 & 66, Block-9, Ground Floor,,
-		County Garden, Sub Plot 06/09, Sector 14-B,
-		KDA Scheme No.33, Gulzar-e-Hijri, Karachi
-		
31	0306	HYDERI BRANCH
		Plot No. SD-27, Block-G, Scheme No.2.
		Hyderi Market, North Nazimabad, Karachi
32	0301	I.I. CHUNDRIGAR ROAD BRANCH
		Ground Floor, P & O Plaza, Opposite
		I.I. Chundrigar Road, Karachi

33	0381	IBRAHIM HYDERI BRANCH
		Commercial Plot, Situated in Naiclass 25,
		Deh Ibrahim Hyderi,
		Karachi
34	0323	JAMSHED QUARTER BRANCH
		House # 13/B, Plot # 710/6,
		Survey Sheet # J.M. Quarters,
		Karachi
35	0398	PARADISE HOMES BRANCH, KARACHI
		Shop No. 1, Plot No. A-15,
		Paradise Homes, Near Paradise Bakery

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

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

Chundrigar Road, Branch Karachi

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

36	0332	KARACHI ADMINISTRATION SOCIETY BRANCH
		Plot # SA/90, Block-8, KAECHS Society,
		Opposite Shaheed-e-Millat Road,
		Karachi
37	0348	KHAYABAN-E-ITTEHAD BRANCH
		Plot No.128-N, Muslim Commercial Area,
		Khayaban-e-Ittehad, DHA, Phase-VI,
		Karachi
38	5301	KHAYABAN-E-ITTEHAD ISLAMIC BANKING BRANCH
		Ground Floor, Plot No. 13-C,
		Khayaban-e-Ittehad, Phase-II Ext. DHA. Karachi
39	0354	KHAYABAN-E-SHAHBAZ BRANCH
		Plot No.11-C, Shop No.1 & 2, Ground Floor,
		Shahbaz Lane-2, Phase-VI,
		Pakistan Defence Housing Authority, Karachi
40	0308	KORANGI INDUSTRIAL AREA BRANCH
		Plot No.27/28, Showroom No.5,
		Korangi Industrial Area, Sector-16, Karachi

41	0359	JADE GARDEN CLIFTON KARACHI BRANCH
		Shop No. 8, 9, 10 & 11, Ground Floor, Sea Breeze Heights,
		Jade Garden, Plot No. FL-2, Block-2, Clifton, Karachi
42	0368	KARIMABAD BRANCH
		C-23, Al-Habib Blessing, Block-4,
		Federal B Area, Meena Bazar,
		Karimabad, Karachi
43	0373	KARACHI UNIVERSITY
		Main Campus,
		University of Karachi
		University Road, Karachi
aq	0378	KORANGI TOWNSHIP BRANCH
		Plot No.0-13, Sector 33-A,
		Korangi, Karachi
45	0382	KEAMARI BRANCH
		Plot No.18, Locality No.11,
		Jungle Shah Keamari, Karachi
46	0383	KHADDA MARKET BRANCH
		Ground Floor, Plot No.18/2, Survey Sheet No.LY-6
		Khadda Market, Lyari,
		Karachi
47	0345	LANDHI BRANCH
		Quarter No.14/10, Block-5 D,
		Landhi Township, Karachi.
48	0339	LEA MARKET BRANCH, KARACHI
		Plot Survey # 2, Lea Quarters,
		Lea Market, Karachi
49	0330	LIAQUATABAD BRANCH
		Plot # 2, Block-3, Machine Area
		Survey Sheet # 7/9, Liaquatabad, Karachi.
50	0322	M.A. JINNAH ROAD BRANCH, KARACHI
		Plot No.28/2, Shop No. 13, 14 & 15
		Amber Medical Centre, M.A. Jinnah Road, Karachi

51	0344	MALIR CANTT. BRANCH
		Plot No.11, Block-S, Cantt. Bazar Area,
		Malir Cantonment, Karachi
52	0352	MEHMOODABAD BRANCH
		Plot No.476 & 476A, MAC-II
		Mehmoodabad, Karachi
53	0316	MEMON GOTH BRANCH
		Plot No.232 Deh. Malh, Tapu Dersano Chano,
		Murad Memon Goth, Karachi
54	0347	METROVILLE BRANCH
		Plot No.F-5, Block-3, Category-B, KDA Scheme,
		Metroville No.1, S.I.T.E.,
		Karachi
55	0333	MOHAMMAD ALI SOCIETY BRANCH
		Plot No.39/F, Mohammad Ali Society,
		Karachi
56	0370	MALIR CITY BRANCH
		Plot No.46, Block-A,
		Malir Township, Near Atia Hospital,
		National Highway, Karachi
57	5302	MODEL COLONY (ISLAMIC)
		Plot No.9-1/2-A, Model Colony,
		Near National Saving Centre, Karachi
58	0328	NEW CHALLI BRANCH
		Property Bearing # 37, Survey Sheet # SR-7,
		Serai Quarters New Challi, Karachi
59	0317	NEW KARACHI BRANCH
		Plot # AS-24, Street # 3, Sector # 5-H,
		North Karachi Township
60	0319	NORTH KARACHI INDUSTRIAL AREA
		1/1, Sector 12-A,
		North Karachi Industrial Area, Karachi
61	0355	NORTH NAZIMABAD BRANCH
		Ground Floor, Plot No.SC-7

		Chayell Comfort, Block-N, KDA Scheme No.2, North Nazimabad, Karachi
62	0371	NISHTAR ROAD BRANCH Shop No.1A, Ground Floor, Building Bearing Survey No.61/II, Nishtar Road, Karachi
63	0376	NAZIMABAD BRANCH Shop No.S-1, Plot No.26 Row-01, Sub Block-A, Block-1, Nazimabad, Liaquatabad Town, Karachi
64	0384	ORANGI TOWNSHIP BRANCH Plot No.C.1-57, Sector No.11, Orangi Township, Karachi
65	0389	ORANGI TOWN BRANCH Plot No.L-1 & Plot No.L-245, Section 1/D, Orangi Town, Karachi.
66	0310	PAPER MARKET BRANCH Plot Survey No.20, Survey Sheet No. 373 Junction of Hassan Ali Effendi Road / Frere Road Serai Quarters, Paper Market, Karachi <u>Old Address (effective 13-12-2022 vide Ops Comm.46/22)</u> Plot No.22/2, Sheet No.SR.18, Serai Quarters, Saddar Town, Karachi.
67	0353	PECHS COMMERCIAL AREA BRANCH Plot No.187-3A, Shop No. 3 & 4, Ground Floor, Dawood Apartment, Block-2, PECHS, Karachi
68	0358	PIA EMPLOYEES CO-OPERATIVE HOUSING SOCIETY BRANCH Plot No.B-44, Block-9, KDA Scheme # 36, PIA Employees Co-Operative Housing Society, Gulistan-e-Jauhar, Karachi
69	0342	PIB COLONY BRANCH Shop No. 2, Plot No.340, Pir Illahi Bux Co-operative Housing Society Ltd., PIB Colony, Karachi.
70	0309	PREEDY STREET, SADDAR BRANCH

		Property bearing # 326/2, Artillery Maidan, Preedy Street, Saddar Karachi
71	0393	QUAIDABAD BRANCH
		Plot No.SV-09, Maria Center, Quaidabad, Landhi, Karachi
72	0367	RASHID MINHAS ROAD BRANCH
		Plot No. A-2, Shop No.S12 to S-15, Akbar Paradise, Block-A, National Cement Employees Cooperative Housing Society, Rashid Minhas Road, Karachi
73	0356	SAFOORA GOTH BRANCH
		Plot No.SB-23, Shop No.2, Euro Heights, Block-7, KDA Scheme # 36, Gulistan-e-Johar, Karachi
74	0326	SHAHEED-E-MILLAT ROAD BRANCH
		Show Room # G-01, Sagar Heights, Block-3, M.S.G.P. Cooperative Housing Society, Shaheed-d-Millat Road, Karachi
75	0314	SITE BRANCH
		B/9-B-2, SITE, Karachi
76	0312	SHAHRAH-E-FAISAL BRANCH
		Plot No.30-A, Ground Floor, Showroom No. 4, 5 & 6, Progressive Centre, Block-6, P.E.C.H.S, Shahrah-e-Faisal, Karachi.
77	0340	SHERSHAH BRANCH
		Shop No. A-1/A-2, Faisal Godown, Sher Shah Karachi.
78	3021	SIR SYED HOSPITAL – SUB BRANCH
		Plot No.887, Block-A, Korangi Road, Near KPT Interchange, Qayyumabad, Opposite DHA Phase-VII Ext. Karachi
79	3031	SINDH SECRETARIAT – SUB BRANCH
		C.S. No.409, Sheet No. AM-1, Artillery Maidan Quarter,

		Karachi.
80	0394	Sehar Commercial Branch
		Shop No. 1&2 Ground Floor and Hall No. 1
		Plot No. 24-C, Lane-9, Sehar Commercial
		Phase VII, DHA, Karachi.
		Sohrab Goth Branch (0334) merged to Abul Hasan Isphani Br: (0390) effective 10-03-2022
		New branch as named above opened utilizing license of Sohrab Goth Branch.
81	0336	STOCK EXCHANGE BRANCH, KARACHI
		Room No. 52C & 52D, First Floor
		Stock Exchange Building, Pakistan Stock Exchnage
		Karachi
		<u>Old Address: Shifted to new address as above w.e.f 22-12-2022</u>
		Property No. 142 & 143, Third Floor,
		Stock Exchange Building,
		Karachi
82	0362	SINDHI MUSLIM HOUSING SOCIETY BRANCH
		Plot No. 117 & 118, Shah Abdul Latif Education Trust
		Block-A, Sub-Block B,
		Sindh Muslim Cooperative Housing Society,
		Main Chowrangi, Karachi
83	0363	SHIREEN JINNAH COLONY BRANCH
		Plot No.46, Block-I, Category-B,
		Scheme No.05, Shireen Jinnah Colony,
		Clifton, Karachi
84	0374	SHAH FAISAL COLONY
		House No.CB-52, Ground Floor,
		Alfalah Co-operative Housing Society (Drigh Colony)
		Shah Faisal Colony, Karachi
85	0379	SINDH SOCIAL SECURITY INSTITUTION (SESSI) BRANCH
		Ground Floor, Sindh Employees Social Security Institute
		Head Office, ST/17, Block-06,
		Gulshan-e-Iqbal, Karachi
86	0386	SAADI TOWN BRANCH
		Plot No.C-33 (Commercial), Block-II, Saadi Town,
		Scheme-33, Gulzar-e-Hijri, Malir Cantt, Karachi

87	0388	SAMANABAD / GULBERG BRANCH
		Plot No.R-323, Block-18, Scheme No.16,
		F.B. Area, Samanabad, Gulberg, Karachi
88	0361	SACHAL GOTH BRANCH
		Hamza Tower, Ground Floor,
		Plot No.B-137 (Old No.B-101) Sachal Goth,
		KDA Scheme No.33, Suparco Road, Karachi
89	0313	TARIQ ROAD BRANCH
		Plot No.55-C, 56-C, Central Commercial Area,
		Block-2, PECHS, Karachi
90	0315	TIMBER MARKET BRANCH
		Plot Survey # 22 (Old Survey # E-5/3-14),
		Lawrence Quarter, Siddique Wahab Road,
		Timber Market, Karachi
91	0331	UNIVERSITY ROAD BRANCH, GULSHAN-E-IQBAL
		Shop # 2 & 3 Bearing Plot # SB-13,
		Ground Floor, Gulshan Centre, Block-13-C,
		Scheme-24, Gulshan-e-Iqbal, Karachi.
92	0320	WATER PUMP BRANCH
		Plot # 9, Block-16, Scheme # 16,
		Federal "B" Area, Karachi
93	0346	WEST WHARF BRANCH
		Plot No. 20, Warehouse Area,
		West Wharf Road, Karachi

INTERIOR SINDH BRANCHS

1	0149	AHMED PUR BRANCH
-	-	Jiryan No.309, Survey No.625, Ahmed Pur,
-	-	Taluka Kingri, District Khairpur
-	-	-
2	0401	AUTOBHAN ROAD BRANCH, HYDERABAD
		Wali Arcade, Plot No.M-577,
		Autobhan Road, Latifabad, Hyderabad
-	-	-
3	0144	ANAJ MANDI LARKANA BRANCH
-	-	Survey No.3830/1831 & 1981/1, Ward-A,
-	-	Mohallah Shewa Mandi, Main Road Larkana

-	-	-
4	0124	BADAH BRANCH
		Juryan No.87, Main Badah Road, Badah,
		Tehsil Dokri, District Larkana
-	-	-
5	0409	BADIN BRANCH
		Plot / Survey No.157, Main Bus Stop,
		Hyderabad Badin Road, Badin
-	-	-
6	4091	BAWANI SUGAR MILLS – SUB-BRANCH
		Ahmed Nagar, Talhar Distt.
		Badin
-	-	-
7	0423	BHAN SAEEDABAD BRANCH
		Jaryan No.698, Main Bhan Saeedabad Road,
		District Jamshoro
-	-	-
8	0435	BERANI BRANCH
		Survey No.45(1-2-3) & 46, Deh Berani,
		Taluka Jam Nawaz Ali
		District Sanghar
-	-	-
9	0441	BANDHI DISTT. SHAHEED BENAZIRABAD BRANCH
		Plot No.13 & 14 Farooque Town Bandhi,
		Deh 64, Nasrat Bandhi, Taluka Daur,
		Distt. Shaheed Benazirabad
-	-	-
10	0148	BUXAPUR, DISTRICT KASHMORE BRANCH
		Jiryan No.06, Buxapur Town, Main Buxapur Market
		District Kashmore
-	-	-
11	0445	BULARI SHAH KARIM BRANCH
		Revenue Survey No.55, Main Bulari Shah Market Road,
		Deh & Tappo Bulari, Taluka Bulari Shah Karim,
		District Tando Muhammad Khan
-	-	-
12	0427	CITIZEN COLONY, HYDERABAD BRANCH
		Shop No.3-7, Royal City Project,
		Citizen Colony, Jamshoro Road, Hyderabad
-	-	-
13	0439	CHACHRO DISTT. THARPARKAR
		Plot No.2, Jaryan No. 294,
		Deh Chachro, Taluke Chachro, District Tharparkar

14	0146	CHUNDKO DISTRICT KHAIRPUR BRANCH
		Jiryan No.40, Main Road Chundko,
		Taluka Nara, District Khairpur
15	0106	DADU BRANCH
		Plot No.54, RS No.987, Opposite Degree College,
		Dadu City, District Dadu
16	1061	DADU SUGAR MILLS – SUB BRANCH
		Pyaro Goth, Distt. Dadu
17	0115	DAHARKI BRANCH
		Survey No.446, Main Daharki Road,
		Taluka Daharki, District Ghotki
18	0428	DIGRI BRANCH
		Plot No. 118, Deh, 178,
		Mirwah Road,
		Digri
19	0137	DOKERI, DISTT. LARKANA BRANCH
		Shop No.3&4 Dokro
		Moen-Jo-Daro Road, Dokeri
20	0121	GAMBAT BRANCH
		Plot No.2153-A, Near Sui Gas Office, Main Gambat Road,
		District Khairpur
21	0429	GHARO BRANCH
		Jaryan No.197, Main National Highway Road,
		Taluka Gharo, District Thatta
22	0110	GHOTKI BRANCH
		Plot/City Survey No.890, Ward-B,
		Main Deviri Sahib Road, Ghotki
23	0128	GHOUSPUR BRANCH
		Shop No.1 & 2, Shahi Bazar,
		Near Shah Hussain Masjid Ghouspur,
		Taluka Kandhkot, District Kashmore-Kandhkot
24	0432	CIVIC CENTRE BRANCH, HYDERABAD

		Civic Centre, Block-CCI
		Survey Nos. 221/B-I, 221/C-2 & 221-I
		Thandi Sarak, Hyderabad
25	0142	GARHI YASIN, DISTRICT SHIKARPUR
		City Survey No.430, Main Bazar
		Garhi Yasin , District Shikarpur
26	0145	GHARI KHAIRO DISTT. JAOBABAD BRANCH
		Shop No.13, VF-II, Jiryan No.13,
		Main Road Town Ghari Khairo, District Jacobabad
27	0443	GOLARCHI DISTRICT BADIN BRANCH
		Plot No.A-1, Jiryan No.618, Main Golarchi Road,
		Deh Bharo Dari, Tappo Golarchi, District Badin
28	0402	HALA BRANCH
		Survey No. 1397/88, Ward B, Gulshan Fahim Colony,
		Hala, District Matiari
29	0430	ISLAMKOT BRANCH
		Plot No.17, 18 & 20, Near Jamia Masjid
		Taluka Islamkot, District Tharparkar
30	0119	JACOBABAD BRANCH
		Property No.232, Ward-6,
		Main Quetta Road, Jacobabad.
31	0431	JAMSHORO BRANCH
		Plot No.A-133, Sindh University Employees Co-operative
		Housing Society, Phase-I, Taluka Kotri, District Jamshoro
32	0433	JOURNALIST SOCIETY BRANCH
		Plot No.9, Journalist Co-operative Housing Society,
		Near Center Jail, Hyderabad
33	0440	JATI DISTT. SUJAWAL BRANCH
		Revenue No.789/766,
		Memon Shopping Mall Jati District Sujawal
34	0442	JHUDDO DISTT. MIRPURKHAS
		City Survey No.444, Usman Complex-II
		Ward No.8, Main Jhuddo Tando Bago Road,
		Jhuddo, District Mirpurkhas

35	0136	KHANPUR MAHAR, DISTT. GHOTKI BRANCH
		Plot No.115-II, Khanpur Mahar,
		Taluka Khan Gharh, District Ghotki
36	0104	KANDHKOT BRANCH
		S.No.167, opposite Shams petroleum Services
		Deh Akhero Kandhkot
		District Kashmore Kandhkot

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

38	0118	KASHMORE BRANCH
		Jaryan No.874, Main Kashmore Kandhkot Road,
		Kashmore District Kandhkot.
39	0102	KHAIRPUR BRANCH
		Ground Floor, Syed Ramzan Ali Shah
		Trade Centre, Khairpurmirs
40	0126	KHAIRPUR NATHAN SHAH BRANCH
		Shop No.C/407-A,
		Taluka Khairpur Nathan Shah, District Dadu
41	4092	KHOSKI SUGAR MILLS – SUB BRANCH
		Khoski Sugar Mills Ltd. Khoski,
		District Badin
42	0403	KOTRI BRANCH
		City Survey No.290, Ward-A,
		Shop No.8-10, Plot No.1, River Point Kotri, District Jamshoro
43	0417	KUNRI BRANCH
		Plot No. 10, Survey No.263/4,
		Block-6 Deh Garaho, Main Station Road,
		Kunri, District Umerkot.
44	0434	KHIPRO BRANCH
		Plot No.Z-437, Khipro Town, Main Sanghar Khipro Road,
		Taluka Khipro,
		District Sanghar

45	0138	KOT BANGLOW DISTT. KHAIRPUR
		City Survey No.300, Deh Tando Shah,
		Tapo Kotdiji Distt Khairpur
46	0107	LARKANA BRANCH
		Ground Floor, City Survey No. 799,
		Raza Shah Mohalla, VIP Road, Larkana
47	0418	LATIFABAD HYDERABAD BRANCH
		Plot No. 06, Block-D, Unit No. VII,
		Latifabad, Hyderabad
48	0426	MARKET AREA, HYDERABAD BRANCH
		Shop No.A/1194, Ward-A,
		Market Road, Hyderabad
49	0415	MATIARI BRANCH
		Plot # 125, Situated Ward-A Town
		Opposite NADRA Office,
		Matari
50	0122	MEHAR BRANCH
		Shop No.1086, Ward-A, Mehar,
		District Dadu
51	0127	MILITARY ROAD SUKKUR BRANCH
		Survey No.717,
		Main Military Road, Sukkur
52	0116	MIRPUR MATHELO BRANCH
		Plot No.24(2-01) Deh, Tapo Mirpur,
		Main Mirpur Mathelo Road, District Ghotki
53	0404	MIRPURKHAS BRANCH
		Plot No. RCN-18, Survey No.864/6,
		Main Umerkot Road, Mirpurkhas
54	0410	MITHI BRANCH
		Plot/Jaryan No.50, Opposite Hyderi Hotel,
		Mithi
55	0421	MORO BRANCH
		Plot No.14, Main Road Moro,

		District Noshero Feroze
56	0132	MEHRABPUR BRANCH
		PTD No.III-A-43, Ward-16,
		Thari Road, Mehrabpur,
		Taluka Mehrabpur, District Naushahrofroze
57	0437	MATLI DISTRICT BADIN
		Plot No.381/1, Unit-II, Category II,
		Noor Hamd Nodakari Colony,
		Taluka Matli, District Badin
58	0438	MIRPUR BATHORO
		Survey No.381/A, Ward-A,
		Main Road Sujawal to Mirpur Bathoro,
		Taluka Mirpur Bathoro, District Sujawal
59	0140	MUHALLA LUQMAN, KHAIRPUR
		Plot No.7,8,9,10,33,34,35 & 36 CS Nos.169,170 & 171
		Arisha Colony Opp. Mill Colony
		Ciivil Hospital Road, Distt. Khairpur.
60	0141	MIROKHAN, DISTT. QAMBER SHAHDADKOT
		Jiryan No.105, Deh Shah Ali Tunia,
		Tappo & Taluka Mero Khan,
		District Qamber Shahdadkot
61	0147	MADEJI, DISTRICT SHIKARPUR BRANCH
		City Survey No.22, Deh Hafeez Dero, Madeji
		Taluka Ghari Yaseen, District Shikarpur
62	0444	MIRPUR SAKRO BRANCH
		Jiryan No.500/499, Main Road Mirpur Sakro
		Deh Mirpur Sakro, Tappo & Taluka Mirpur Sakro,
		District Thatta
63	0101	NAUDERO BRANCH
		Naudero Sugar Mills,Main Larkana Road,
		District Larkana
64	0105	NAUSHAHRO FEROZ BRANCH
		Property Jaryan No. 185/28-5-2005,
		Deh Survey No.137, Main Naushahro Feroz Road
		Opposite National Savings Centre Taluka

		Naushahro Feroz
65	0134	NASIRABAD BRANCH
		Shop No.1-8, Madina Shopping Center,
		Mohallah Kathia Bazar, Badah Road,
		Nasirabad, District Kambar Shahdadkot
66	0103	PANO AQIL BRANCH
		Property Survey No.436, Main Pano Aqil Sukkur Road,
		Taluka Pano Aqil, District Sukkur.
67	0125	PIR JO GOTH BRANCH
		Shop No.2180, Anaj Mandi,
		Pir Jo Goth, Taluka Kingri, District Khairpur
68	0123	QAMBAR BRANCH
		City Survey No.121 & 122, Ward-B,
		Near Shahi Bazar Station Road,
		Qambar, Shahdadkot
69	0405	QASIMABAD, HYDERABAD BRANCH
		Plot No.11, Rs No.274/1, Faraz Villas,
		Qasimabad, Hyderabad
70	0130	QAZI AHMED BRANCH
		Survey No.313, Main Qazi Ahmed Road,
		Taluka Qazi Ahmed, District Shaheed Benazirabad
71	0111	RATODERO BRANCH
		City Survey No.795/5, Ward B,
		Ratodero Bus Stand, Ratodero
		Larkana
72	0120	ROHRI BRANCH
		City Survey No.2181/9, Ward-B,
		Mohallah Kot Janullah Shah,
		G.T. Road, Rohri, District Sukkur
73	0425	SAEEDABAD BRANCH
		Shop No.53/2-36, Main Saeedabad Road,
		Taluka Saeedabad, District Matiari
74	0424	SAKRAND BRANCH

		Shop No.355/1-4, 356, 357, 367, Main Sakrand Road, Taluka Sakrand, District Shaheed Benazirabad
75	<u>0413</u>	SANGHAR BRANCH
		Plot No.A-B, City Survey No.124/A-B
		Cooperative Housing Society, Sanghar
76	<u>0422</u>	SAJAWAL BRANCH
		Plot No.CS-239/2 & 239/3, Mohalla Ward, Near UBL,
		Sajawal, District Thatta
		Address after 15.02.2022: Property vide Survey No. 05, R.S.No.83
		Adjacent to Zahid Petroleum Services, Thatta Sujawal Road
		Sujawal, District Sujawal.
77	<u>0109</u>	SEHWAN BRANCH
		Plot No./Survey No.20/49/1951,
		Alam Channa Mohalla, Sehwan, District Jamshoro
78	<u>0113</u>	SHAH DADKOT BRANCH
		Building Survey No.652, Ward C,
		Main Kotoo Motoo Chowk, Shahdadkot
79	<u>0114</u>	SHIKARPUR BRANCH
		Survey No.34/3, Ward No.23, Station Road,
		opposite Library, Shikarpur
80	<u>0108</u>	SUKKUR BRANCH
		Plot No. C-550/17, Shalimar, Minara Road,
		Sukkur
81	<u>0416</u>	SHAH DADPUR BRANCH
		City Survey No.543, 548 Muhaga Land
		Station Road, Shahdadpur
		District Sanghar
82	<u>0411</u>	SHAHEED BENAZIRABAD BRANCH
		Plot No.2481/13, VIP Road, near Doctor's Colony,
		Nawabshah, District Shaheed Benazirabad
83	<u>1141</u>	SHIKARPUR RICE MILLS – SUB BRANCH
		Shikarpur Rice Mills, Main Jacobabad Road,
		Village Lodhra, District Shikarpur

84	436	SULTANABAD BRANCH
		Sabzi Mandi, Sultanabad,
		Deh Salki Tapo Kamaro,
		Taluka & District Tando Allahyar
85	0135	STATION ROAD LARKANA BRANCH
		Plot No.03, Near Al-Abbas Chowk,
		Station Road, Larkana
86	0143	SALEHPAT DISTT. SUKKUR BRANCH
		Shop No.1,2,3 & 4 Plot No.135 to 156
		Deh Chak No.5, Salehpat, Distt. Sukkur
87	<u>0406</u>	TANDO ADAM BRANCH
		Shop No.1,2,3, Prime Tower, Hogani Colony,
		Hyderabad Road, Tando Adam, District Sanghar
88	<u>0407</u>	TANDO ALLAHYAR BRANCH
		Plot No.4-4A & 5, Survey No.272/1, Al Habib Plaza,
		Main Tando Allahyar Hyderabad Road, Tando Allahyar
89	<u>0408</u>	Tando Muhammad Khan
		Plot. Survey No.34, Jaryan No.13/10-7-08,
		Tando Muhammad Khan
90	<u>0412</u>	THATTA BRANCH
		Survey No.115, near Badshahi Masjid,
		Thatta Sijawal Road, Thatta

91	<u>0117</u>	THUL BRANCH
		Property No.484, Kandhkot Road,
		Thul, District Jacobabad
92	<u>4121</u>	THATTA CEMENT – SUB-BRANCH
		Thatta Cement Company Limited,
		Makli Ghulamullah Road, Thatta
93	<u>4071</u>	TANDO ALLAHYAR SUGAR MILLS – SUB BRANCH
		Tando Allahyar Sugar Mills, Deh Kanidar,
		UC Sanjar Chang, Taluke Chamber,
		District Tando Allahyar.

94	0139	THARI MIRWAH, DISTT. KHAIRPUR
		Near Police Station Thari Mirwah,
		Taluka Mirwah Distt. Khairpur.
95	0446	TANDO JAM BRANCH
		Jiryan No.399, Mir Mohallah
		Main Road Tando Jam, Taluka & Distt. Hyderabad
96	0419	UMERKOT BRANCH
		Plot No.52, Survey No.111, Umerkot Nagori Society,
		Tehsil & District Umerkot
97	0131	UBARO BRANCH
		Survey No.714 & 722, Main Ubaro Road,
		Taluka Ubaro, District Ghotki
<u>CENTRAL REGION BRANCHES</u>		
-	-	<u>GROUP BUSINESS HEAD – CENTRAL REGION</u>
-	-	Plot No.159, Sector Y, Commercial Area,
-	-	Defence Housing Authority, Lahore Cantt
-	-	-
1	0658	ALI PUR CHATHA BRANCH
		Khewat No.979, Khatooni No.1414, Khasra No.3620/1683,
		Gujranwala Road, Ali Pur Chatha,
		Tehsil Wazirabad, District Gujrawanwala
-	-	-
2	0613	State Life Employees Coop. Housing Society Branch, Lahore
		Plot No. 1022, Sector - F
		State Life Employees Cooperative Housing Society Limited
		Lahore.
3	0610	ASHRAFABAD BRANCH, DISTRICT BAHAWALPUR
		Ashrafabad Sugar Mill, Village Ashrafabad,
		Disrtict Bahawalpur
4	0668	ALI WALA BRANCH
		Khewat No.403, 414, 507, Village Ali Wala,
		Tehsil & District Muzaffargarh
5	0697	ADDA UTTARY MOUZA GITH BARABAR BRANCH
		Khewat No.105/105, Khatoni No.137 to 140, 165 to 167,
		Adda Uttary Mouza Gith Barabar, Tehsil & District Multan

6	<u>0605</u>	BAHRIA TOWN LAHORE BRANCH
		Plot No. 204-B, Commercial Sector C, Bahria Town, Lahore
7	<u>0601</u>	BLUE AREA ISLAMABAD BRANCH
		Shop No. 1-E (South), F-6 / G-6, Jinnah Avenue, Blue Area, Islamabad
8	<u>0602</u>	BANK ROAD RAWALPINDI BRANCH
		Kichlew Building, Bank Road, Saddar, Rawalpindi
9	<u>0623</u>	BURKI BRANCH
		Khasra # 1523, Khewat # 50, Khatoni # 82, Village Burki, Lahore
10	<u>0682</u>	BANK SQUARE MODEL TOWN LAHORE
		Shop No. 34-A, Bank Square Market Model Town, Lahore.
11	<u>0686</u>	BAND ROAD LAHORE
		Khewat No.15, Khatooni # 84, Khasra # 546/115/16, Mohallah Sanda, Bhatianwala, Bund Road Gulshan-e-Ravi, Lahore
12	<u>0694</u>	BHALWAL, DISTT. SARGODHA BRANCH
		Khewat # 579, Khatoni # 589, Khasra # 890/2, Mandi Bhalwal, Block # 3, Post Office Road, Tehsil Bhalwal, District Sargodha
13	<u>0695</u>	BAHAWALNAGAR BRANCH
		Khata No.2222, Khatoni No.2310, Al-Fazal Market, Oasbia Minchanabad Road, Tehsil & District Bahawalnagar
14	<u>0607</u>	CHAK GHANIAN, DISTRICT GUJRAT
		Village & PO Chak Ghanian, Tehsil Sarai Alamgir, District Gujrat
15	<u>0650</u>	CHICHAWATNI BRANCH
		Plot No.376, Main Bazar Chichawatni, District Sahiwal

16	<u>0657</u>	CHINIOT BRANCH
		Khewat No.3133/3117, Khasra No.13557/9602,
		Chah Karian Wala, Faisalabad Road, Chiniot
17	<u>0621</u>	CIRCULAR ROAD BRANCH, LAHORE
		Shop No.1, SE-38-R-55/D,
		Opposite Akbari Mandi
		Circular Road, Lahore
18	<u>0611</u>	DALWAL, CHAKWAL BRANCH
		Village & Post Office Dalwal, Tehsil Choa Saidan
		Shah, District Chakwal
19	<u>0663</u>	EGERTON ROAD BRANCH, LAHORE
		Al-Deen Chambers, Plot Vide No.SE-27-R-3,
		Venus Plaza, Egerton Road, Lahore
20	<u>0631</u>	DERA GHAZI KHAN BRANCH
		Opposite Medical Collge,
		Jampur Road, Dera Ghazi Khan
21	<u>0603</u>	DHA Y BLOCK BRANCH, LAHORE
		Plot No.159, Sector Y, Commercial Area,
		Defence Housing Authority, Lahore Cantt
22	<u>0684</u>	DHA PHASE-IV LAHORE
		145 CCA, Sector DD,
		Phase-IV, DHA, Lahore Cantt.
23	<u>0652</u>	DHA PHASE-V, LAHORE BRANCH
		Plot No.CCA-39, Phase 5-C,
		Defence Housing Authority, Lahore
24	<u>0648</u>	DHA PHASE-VI LAHORE
		15-C, Main Boulevard
		DHA Phase-VI, Lahore
25	<u>0673</u>	DEPALPUR, DISTRICT OKARA
		Khewat No.35-36, Grains Market,
		Main Bazar Depalpur,
		District Okara
26	<u>0680</u>	DAROGHAWALA, LAHORE

		Khasr No.449/289, Khewat No.289, Khtoni No.639,
		Main G.T. Road, Hadbast Masoodpura
		Daroghawala, Lahore
27	0617	E-11 BRANCH, ISLAMABAD
		Plot No.1, Sector E-11/3,
		M.P.C.H.S, Islamabad
28	5607	EIDGAH ROAD, BAHAWALPUR (ISLAMIC BR)
		Khata No.62/119, Moza Bahawalpur,
		Milad Chowk, Eidgah Road, Bahawalpur
29	0636	FAISALABAD BRANCH
		7-D, Commercial Area,
		People Colony No.1, Faisalabad
30	<u>0654</u>	FEROZEPUR ROAD BRANCH
		Plot # S-86-R-79, 79/2, Main Ferozepur Road,
		Ichra
		Lahore
31	0671	FAISAL TOWN BRANCH
		Plot No.25, Block A,
		Near Faisal Hospital, Faisal Town,
		Lahore
32	0675	FATEH JANG, DISTT. ATTOCK
		Shop No.1-5, Ward No.6,
		Moza Fateh Jang, District Attock
33	0674	F-11 MARKAZ, ISLAMABAD BRANCH
		Plot No.39, Shops No.3, 4, 5, 18, & 19,
		Near Rahat Bakery, F-11, Markaz,
		Islamabad
34	0604	G.T. ROAD GUJRANWALA BRANCH
		Property No. B-XII-7S-60/A, Bhatia Nagar.
		G.T.Road, Gujranwala
35	0660	GAGGO MANDI BRANCH
		Khewat No.58, Chak No.187/E.B.
		Opposite Police Station, Main Multan Road,
		Gaggo Mandi, Tehsil Burewala, District Vehari

36	0606	GHURKI BRANCH, LAHORE
		Khewat No. 8, Khatooni No.576/568, Khata No.
		156/702, Ghurki Union Council, District Lahore
37	0662	GARHI SHAHU BRANCH
		Property No.SE-6R-107/B, Ground Floor,
		Allama Iqbal Road, Ghari Shahu, Lahore
38	5602	GHORI TOWN PHASE IV – RAWALPINDI ISLAMIC BANKING
		Plot No.MC-16, Ghorī Town
		Phase 4-A, Rawalpindi
39	5606	GHALLA MANDI, SHEIKHUPURA (ISLAMIC)
		Shop No.V-4, S112, Ghalla Mandi,
		Sheikhupura
40	0634	HARAPPA BRANCH
		Main G.T. Road,
		Near Harappa Railway Station,
		Harappa, District Sahiwal
41	0672	HAROONABAD DISTRICT BAHAWALNAGAR
		Plot No.1/7, Bangla Road, Opposite Grain Market,
		Haroonabad, District Bahawalnagar.
42	0679	HAVELI LAKHA, DISTRICT OKARA BRANCH
		Khewat No.410/410, Khatoni No.526 to 542,
		Khasra No.35, Pakpatan Road,
		Haverli Lakha, Tehsil Depalpur, District Okara
43	0692	HEIR VILLAGE BRANCH BEDIAN ROAD
		Khewat # 236, Khatooni # 360-366, Khasra # 2940,
		Mouza Heir, Tehsil Cantt, Lahore
44	0693	HAFIZABAD BRANCH
		Khewat # 504, Khatoni # 1465, Khasra # 2,
		Gujranwala Road, Near Nadra Office, Tehsil & District Hafizabad
45	0635	JEHLUM BRANCH
		Property No. 17, Kohinoor Plaza,
		Old G.T. Road, Jhelum
46	0632	JANDIALA DHABWALA BRANCH

		Khewat No.216, Khatoni No.512-514,
		G.T. Road, Jandiala Dhabwala,
		Near Motorway Police Office, District Gujranwala

47	<u>0614</u>	JOHAR TOWN BRANCH, LAHORE
		Plot No. 7, Block-B, Near Allah Hoo Chowk
		Johar Town, Lahore
48	<u>0678</u>	ADDA JANPUR, DISTT. RAHIM YAR KHAN
		KLP Road, Adda Janpur,
		Tehsil Liaqatpur, Distt. Rahim Yar Khan
49	<u>0639</u>	KALRA KHASA BRANCH
		Khewat No.285, Khatoni No.307,
		Near Allied School, Mohammadan Campus,
		Kalra Khasa, Tehsil & District Gujrat
50	<u>0640</u>	KUNJAH BRANCH
		Plot No. 5-A/15, Ward No.3, Kunjah,
		Tehsil & District Gujrat.
51	<u>0665</u>	KASUR BRANCH
		B-2/13, R-1/D, Haji Farid Road,
		Kasur
52	<u>0664</u>	KHANEWAL BRANCH
		Plot No.1743, Ground Floor,
		Sir Syed Road, Khanewal
53	<u>5605</u>	KACHEHRI ROAD, GUJRAT (ISLAMIC)
		Khewat No.562-565, Khatooni No.651-654,
		Khasra No.2199/490, 2205/492, 2201/490,
		Nanwan Shah Pur, Kacheheri Road, Gujrat
54	<u>0688</u>	KHUDDIAN BRANCH KASUR
		Khewat # 3218, Khasra # 6671,
		Khuddian, District Kasur
55	<u>0616</u>	LALAMUSA BRANCH
		Plot No.1/123 Tehsil Kharian,
		Lalamusa, District Gujrat
56	<u>0622</u>	LIDHAR BRANCH
		Village Lidhar, Wagha Town,

		Lahore
57	<u>0608</u>	LILA BRANCH, DISTRICT JEHLUM
		Post Office Lilla Town, Tehsil Pind Daden Khan,
		District Jehlum
58	<u>5603</u>	LIAQUAT ROAD SAHIWAL – ISLAMIC BANKING BR
		Khewat No.142, Khatoni No.161,
		Liaquat Road, Sahiwal
59	<u>0638</u>	MULTAN BRANCH
		Plot No. C-02, Block A
		Multan Model Town Housing Scheme
		Multan
60	<u>0643</u>	MANAWALA BRANCH DISTRICT SHEIKHUPURA
		Main Bazar Village Manawala,
		Sheikhupura
61	<u>0647</u>	MIAN CHANNU BRANCH
		Khewat No.635, Khatooni No.647,
		Khasra No.1671 & 1672, Lakar Mandi,
		Mian Channu, District Khanewal
62	<u>0669</u>	MAIN BOULEVARD DHA LAHORE BRANCH
		Shop No. 4, Mujtaba Plaza,
		Main Boulevard, DHA, Lahore Cantt.
63	<u>0620</u>	CHAKLALA SCHEME III RAWALPINDI
		Nazim Plaza, Khasra No. 50, 113
		Main Bostan Khan Road,
		Chaklala Scheme III, Rawalpindi
64	<u>0612</u>	GULBERG BRANCH, LAHORE
		61-Main Boulevard, Gulberg
		Lahore
65	<u>0645</u>	MOHLANWAL BRANCH
		Khewat No.126, Khatoni No.524 to 527,
		Main Defence Road, Village Mohlanwal, Lahore
66	<u>0642</u>	MORR AIMANABAD BRANCH
		Khasra No.1215/1 & 2, Khewat No.968, Khatoni No.1126
		Main G.T. Road, Morr Aminabad, District Gujranwala

67	<u>0653</u>	MUGHAL PURA BRANCH
		Plot No.13, Street No.17,
		Near Lalpul, Mughal Pura, Lahore
68	5601	MALL ROAD LAHORE – ISLAMIC BANKING BRANCH
		Plot No.S.19-R-30, Shop # 30, 30/A,
		1 st and 2 nd Floor, Commercial Building
		Shahrah-e-Quaid-e-Azam, Mall Road,
		Lahore.
69	0666	MOUZA GOJRA BRANCH
		Khasra No.237, Khewat No.64/65, Khatoni No.435 to 452,
		Mouza Gojra, Tehsil Malakwal,
		District Mandi Bahauddin
70	0677	VILLAGE MINHALLA LAHORE
		Village Minhalla, Main Road,
		Near Govt. Higher Secondary School,
		Tehsil Shalamar, District Lahore
71	0687	MUSTAFAABAD (LALYANI) BRANCH
		Khewat No.39 & 40, Khatooni # 44 & 45,
		Transfer # 6753, Khasra # 1177/3, Main Ferozepur Road
		Lalyani (Mustafaabad) Kasur
72	0696	MURREE BRANCH
		Property No.161-A/1, Rich Villah, Cart Road, Murree,
		Tehsil Murree, District Rawalpindi
73	<u>0649</u>	NANKANA SAHIB BRANCH
		Khewat No.309, Khatoni No.521
		Khasra No.1503 & 1504, Ghala Mandi,
		Tehsil & District Nankana Sahib
74	<u>0644</u>	OKARA BRANCH
		Khasra # 52/12/1, Khewat # 428, Khatoni No.1085,
		Mian Colony, M.A. Jinnah Road,
		Okara
75	<u>0641</u>	PECO ROAD BRANCH LAHORE
		Plot No.1-C/P-II, Phase-III,
		Main Peco Road, Lahore

76	<u>0646</u>	PESHAWAR ROAD RAWLPINDI
		Plot No.1211, Chur Harpal,
		Near Govt. College for Women,
		Peshawar Road, Rawalpindi
77	<u>0609</u>	PINDI BAHAUDDIN BRANCH
		Village Pindi Bahauddin, Rasool Road,
		Tehsil & District Mandi Bahauddin
78	<u>0627</u>	PWD HOUSING SOCIETY ISLAMABAD
		3-Civic Center, Block-A
		PWD Employees Cooperative Housing Society
		Islamabad
79	<u>0698</u>	PEER FATEH DARYA BRANCH
		Khewat No.368/355, Khatoni No.160, Kela No.16,
		Mouza Pir Fateh Darya, Jamaldin Wali Road,
		Tehsil Sadiqabad, District Rahim Yar Khan
80	<u>0630</u>	RAHIM YAR KHAN BRANCH
		24 Model Town
		Rahim Yar Khan

81	<u>0655</u>	RAIWIND ROAD BRANCH LAHORE
		1 Dogar Market, 1KM Raiwind Road
		Thokar Niaz Baig, Lahore.

82	<u>0661</u>	ABDUL HAKEEM, DISTRICT KHANEWAL BRANCH
		Abdul Hakeem City, Near Zarai Taraqiyati Bank
		Tehsil Kabirwala, District Khanewal.
83	<u>0615</u>	SARGODHA BRANCH
		Prince Cinema Market,
		Railway Road, Sargodha
84	<u>0633</u>	SATGARAH DISTRICT OKARA
		Adda Chow, Sat Garah,
		Tehsil and District Okara
85	<u>0637</u>	SIALKOT BRANCH
		Khasra No.834/2, Khatooni # 39, Khewat No.29,
		Shahab Pura Road, Near Masjid Tajdar-e-Madina
		Sialkot

86	0628	SHAHRAH-E-FATIMA JINNAH BRANCH
		G-4, G-12 & 13, Queens Center,
		33-Shahrah-e-Fatima Jinnah (Queens Road), Lahore
87	5604	SAMANABAD, LAHORE (ISLAMIC BRANCH)
		Plot No.91, Main Road Samanabad,
		Lahore
88	0681	SHAHDARA LAHORE
		Shop No. 1 & 2, Malik Market,
		Bus Stop Yousaf Park, Sheikhpura Road,
		Shahdara Lahore.
89	0685	SABZAZAR SCHEME BRANCH LAHORE
		Plot No. 308, Block-B,
		Sabzazar Scheme, Lahore
90	0689	SHEIKHUPURA ROAD GUJRANWALA
		Sr. No.11273, Khata # 122 \$ 128, 754/183,
		Had # 76, Tehsil Khiali,
		Shahpur Town, Gujranwala
91	0625	TARAMARI BRANCH ISLAMABAD
		Khewat No.18, Khatoni No.19, Khasra No.197/139,
		Taramari, Tehsil & District Islamabad

92	0659	TOBA TEK SINGH BRANCH
		Khewat No.7/7, Khatoni No.7,
		Allama Iqbal Road, Mohalla Janj Ghar,
		Toba Tek Singh
93	0676	TALAGANG ROAD, CHAKWAL
		Khasra No.6150/2284, Khewat No.68,
		Khatooni No.143, Talagang Road, Chakwal
94	0691	TARA GARH BRANCH DISTT. KASUR
		Khewat # 155, Khatooni No.499 & 505,
		tara Garh Chowk, Tara Garh
		District Kasur
95	0629	VILLAGE KAHNA BRANCH
		Hakim Ghulam Hussain Colony,
		Mozoa Gajomata, Kahna
		Distt. Lahore

96	0683	VILLAGE HUIRA SHAH MUQEEM BRANCH
		Khasra No.362/354, Khewat No.859,
		Hujra Road, Near Gillani Marriage Hall,
		Hujra Shah Mugeem, Tehsil Depalpur, District Okara
97	0626	VILLAGE MANGA MANDI
		Near Javed High School,
		Multan Road, Manga Mandi, Tehsil & District Lahore.
98	0690	VILLAGE QILA DEEDAR SINGH
		Khewat No.459, Khatooni # 539, Khasra # 4311/2716/2437,
		Hafizabad Road, (South) Mouza Qila Deedar Singh,
		District Gujranwala
99	0651	WAH CANTT RAWALPINDI BRANCH
		82-A, Minar Road,
		Lala Rukh, Wah Cantt.

100	0624	WALTON ROAD LAHORE
		House No.E/48, Khasra No.2328/280, Kheot No.1,
		Khatoni No.537, Super Town, Walton Road, Lahore
101	0670	WAPDA TOWN LAHORE BRANCH
		Plaza No.12, Block-A-1, PECHS,
		Valencia (Commercial Area),
		Wapda Town, Lahore

NORTH REGION BRANCHES

-	-	<u>GROUP BUSINESS HEAD – NORTHERN REGION</u>
-	-	Noor Plaza, Main Ring Road,
-	-	Peshawar
-	-	-
1	0804	ABBOTTABAD BRANCH
		Opposite Radio Pakistan, Mansehra Road,
		Abbottabad
2	5801	ASHRAF ROAD PESHAWAR – ISLAMIC BANKING BR
		Haji Darwesh Plaza,
		New Rampura Gate,
		Ashraf Road, Peshawar

3	0814	BATKHELA, DISTRICT MALAKAND BRANCH
		Shops No.1 to 4, Bahadur Khan Plaza,
		Main Bazar, Batkhela, Tehsil Batkhela, District Malakand
4	5901	DADYAL, AJK BRANCH (ISLAMIC BR)
		Commercial Plots No.108 & 109, Dadyal Hamlet,
		District Mirpur Azad Kashmir.
5	0813	DERA ISMAIL KHAN BRANCH
		Shop No.1 & 2, Sharjah Market, North Circular Road,
		Dera Ismail Khan Tehsil & District Dera Ismail Khan
6	0815	DARRA-E-ADAM KHAIL BRANCH
		Shop No.1 to 7, Nawab Shah Plaza, Darra Bazar
		Muhammad Khel, Gargan Khel, Darra Adam Khel,
		Tehsil Darra Adam Khel, Distt. F.R. Kohat
7	0905	DANYORE, GILGIT BRANCH
		Khasra No.959, Village Shanot, Tehsil Danyore,
		District Gilgit
8	0802	G.T. ROAD PESHAWAR BRANCH
		Shop No.1 & 2 Jibran Adeel Plaza
		Bilal Town, G.T. Road,
		Peshawar
9	0903	GILGIT BRANCH
		Khasra No.104/5093-5339, Khewat No.185/185,
		Z.S. Plasa, Main Shahrah-e-Quaid-Azam, Gilgit
10	0806	HAYATABAD, PESHAWAR BRANCH
		Unit No.13, Sector D-1, Phase-1,
		Bilal Commercial Market, Hayatabad, Peshawar
11	0805	KARKHANO MARKET BRANCH, PESHAWAR
		C-Block, Palace Plaza,
		Karkhano Market, Regi Lalma,
		Peshawar
12	0808	KOHAT BRANCH
		Shop No.889 to 896, Syed Saadullah Shah Building
		Kacher Chowk, Bank Square,
		Hangu Road, Kohat

13	<u>0901</u>	MIRPUR AZAD KASHMIR BRANCH
		Ground Floor, Portion No.2, Younus Plaza,
		Allama Iqbal Road, Mirpur, Azad Jammu & Kashmir
14	<u>0902</u>	MUZAFFARABAD BRANCH
		Khasra No.1845/1314,
		Bank Road, Muzaffarabad
15	<u>0807</u>	MERAN BRANCH
		Village Mehran Tehsil Parva (Tandianwala Sugar Mills Ltd)
		Dera Ismail Khan
16	<u>5802</u>	MARDAN BRANCH (ISLAMIC BR)
		Shop No. C-959/C, Survey No.127/4,
		Bank Road, Mardan Cantt.
17	<u>0810</u>	MINGORA DISTRICT SWAT
		Khata # 1495, Khatooni # 1688, Khasra # 809,
		Shahdra, Watkey, Opposite Sabzi Mandi,
		Mingora, Tehsil Babuzai, District Swat.
18	<u>0811</u>	PABBI DISTT. NOWSHEHRA
		Sr. No.9015, Khasra # 1244 & 1245,
		Main G.T. Road, Pabbi,
		District Nowshehra
19	<u>0801</u>	PESHAWAR BRANCH
		Shop No. 4, Ground floor, Jasmine Arcade,
		1-Bashir lane, Fakhar-e-Alam Road, Peshawar
20	<u>0904</u>	RAWALAKOT, AJK BRANCH
		Plot No.D-20, Housing Scheme,
		Rawalakot, AJK.
21	<u>0809</u>	RING ROAD PESHAWAR BRANCH
		Shop No.1-7, Block-C, Noor Decoration Plaza,
		Main Ring Road, Near Namkeen Restaurant,
		Mouza Achesni Yaban, Had Bast # 228, Distt. Peshawar
22	<u>0812</u>	SHAHKAS BRANCH, KHYBER AGENCY
		Muqaddas Market, Wazir Dhand,
		Shahkas, Khyber Agency

23	0803	UNIVERSITY ROAD PESHAWAR BRANCH
		Khata No.179/661 & 662 New Khata
		Jamabandi No.193/738, University Road,
		Peshawar
<u>BALUCHISTAN</u>		
1	5701	AIRPORT ROAD QUETTA (ISLAMIC)
-	-	Khasra No.1246/140, Ground Floor,
-	-	Pak Red Crescent Baluchistan Almo Chowk,
-	-	Airport Road, Quetta
-	-	
2	0703	CHAMAN BRANCH
		Khasra No.1311 & 1312,
		Dularam Road, Chaman
-	-	
3	0705	DERA MURAD JAMALI BRANCH
		Khatoni # 3014, Block # 84,
		National Highway Main Bazar,
		Dera Murad Jamali, District Naseerabad
4	0714	DERA ALLAHYAR BRANCH
		Shop No.36 & 37, Near Sohbat Pur Chowk,
		Quetta Road, Dera Allah Yar, Baluchistan
5	0706	GAWADAR BRANCH
		The Coast Medical Building
		Airport Road, Moza Thani Ward, Gawadar.
6	0707	HUB BRANCH
		Shop No.1 & 2,
		International Shopping Mall 7 Hotel Mouza Baroot,
		Tehsil Hub, District Lasbella
7	0701	JINNAH ROAD QUETTA BRANCH
		Shop# 20-21, Ward # 18, Main M.A. Jinnah Road,
		Quetta
8	0711	KHUZDAR BRANCH
		Shop No.B-39, to B-42, Agha Abdul Zahir Market
		Rabia Khudari Road,
		Khuzdar, Baluchistan

9	0715	KASI ROAD QUETTA BRANCH
		Intiqal No.433, Kitta No.2,
		Kashi Road, Quetta.
10	0702	LIAQUAT BAZAR QUEETA
		Plot Vide Khasra No: 975/695/108, situated at Mukam Street,
		Ward No.4, Sitara Hotel Building, Quetta.
11	0710	LORALAI BRANCH
		Shop No.1011-995, Bhagi Bazar
		Loralai, Balochistan
12	0708	SIRKI ROAD QUETTA BRANCH
		Commercial Plot # C-48-A,
		Small Industrial Estate, Sirki Road, Quetta
13	0713	SIBI BRANCH
		shop No.3-1/1, 3-1/2 & 3-1/2-1, Jinnah Road,
		Saqi Chowk, Sibi, Balochistan
14	0712	SARANAN BRANCH
		shop No.3/3, Qita-2, Sikni Bazar, Battay Zai,
		Shabo Kanal, Tehsil Saranan, Distt. Pishin, Balochistan
15	0709	USTA MUHAMMAD BRANCH
		Shop No.494/14-3-1 & Shop No.494/14-4,
		Jinnah Road, Usta Muhammad, Balochistan
16	0704	ZHOB BRANCH
		House # H/176-A, Shop # H/148,
		Tehsil Road, Zhob

ANNEXURE “K”

Mandatory Performa

(To be filled by Procurement Committee of the Bank)

S.No: _____

Bidder: _____

S.No	Description	Remarks -Complied with or not
1	Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the bank will not be responsible if the documents are not received by the Procurement Committee at the time of opening of bids.	
2	The bidders are required to submit bids only in prescribed financial proforma given in Tender Document	
3	Attachment of Annexure "A" Financial Proposal & Annexure "B", if Bank Guarantee is going to be submitted as Bid Security.	
4	The representative present at the time of opening of tender shall be in possession of authority letter on the company's letter head, duly signed by the CEO of the company	
5	Offices all over Pakistan	
COMPLIED WITH/NOT COMPLIED WITH		

Members - Procurement Committee

Signature

1 **HEAD OF ADMIN**

2 **CHIEF FINANCIAL OFFICER**

3 **CHIEF MANAGER, IDBL**

ANNEXURE "L"

Disqualification Performa

(To be filled by Procurement Committee of the Bank)

S.No: _____

Bidder: _____

S.No	Description	Remarks/Evidence attached	Qualified	Disqualified
01	History of Blacklisted by SPPRA & Sindh Bank Ltd in the past.			
02	Issued with two (2) warning letters/emails by the Sindh Bank Ltd in past to the bidder for unsatisfactory performance.			
03	The company is registered with GST/Income Tax/Sindh Revenue Board.			
04	Alternate Bid is offered.			
08	History of Premature cancellation of tender in the past with Sindh Bank Ltd.			
OVERALL ASSESSED : QUALIFIED / DISQUALIFIED				

Members - Procurement Committee

Signature

1 HEAD OF ADMIN

2 CHIEF FINANCIAL OFFICER

3 CHIEF MANAGER, IDBL

ANNEXURE “N”

VISIT REPORT

1	Date of Visit	
2	Name of Visiting Official from the Bank	
3		
4	Designation	
5	Department	
6	Name of Business /Shop	
8	Owner's Name & Designation	

9	Name of CEO	
10	Nature of Business	
11	Business Inception Date	
12	Business / Shop Address	<div></div> <div></div> <div></div> <div></div>
13	Phone PTCL	

14	Email address	
15	Details of Business	
16	Number of Employees in country wide region.	Head Office+
		City-1
		City-2

		City-3
17	Details of Business	
18	Addresses of Offices in countrywide region.	Office.1.
		Address:
		Email:
		Telephone No:
		Office.2.
		Address:

	Email:
	Telephone No:
	Office 3:
	Address:
	Email:
	Telephone No:
	Office.4.

	Address:
	Email:
	Telephone No:
	Office.5.
Address:	
Email:	
Telephone No:	

19	Detail of Machinery / Equipment installed	1
		2
		3
		4
		5
20	Name / Designation of the Representative with whom the meeting was held.	
	(Visiting Card Attached)	
21	Assessment of visiting officer	

22	<p style="text-align: center;">It is confirmed that I have personally met with the person named above at the above mentioned business running address.</p>		
23	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 10px; vertical-align: top;"> <p style="text-align: center;"><u>Signature of Bank's visiting officials</u></p> <p>Date: _____ Stamp: _____</p> </td> <td style="width: 50%; padding: 10px; vertical-align: top;"> <p style="text-align: center;"><u>Signature of vendor / representative of</u></p> <p>Date: _____ Stamp: _____</p> </td> </tr> </table>	<p style="text-align: center;"><u>Signature of Bank's visiting officials</u></p> <p>Date: _____ Stamp: _____</p>	<p style="text-align: center;"><u>Signature of vendor / representative of</u></p> <p>Date: _____ Stamp: _____</p>
<p style="text-align: center;"><u>Signature of Bank's visiting officials</u></p> <p>Date: _____ Stamp: _____</p>	<p style="text-align: center;"><u>Signature of vendor / representative of</u></p> <p>Date: _____ Stamp: _____</p>		