

<b>Bid Evaluation Report</b>		
Provision of Courier Services		
1	Name of Procuring Agency	Sindh Bank Ltd.
2	Tender Reference No.	SNDB/COK/ADMIN/TD/1385/2024
3	Tender Description	Provision of Courier Services
4	Method of Procurement	Single Stage One Envelope Bidding Procedure
5	Tender Published & SPPRA S. No.	T00531-23-0019. Express Tribune (English) , Daily Express (Urdu), Jeejal (Sindhi) (05/06/2024)
6	Total Bid Documents Sold	02
7	Total Bids Received	02
8	Technical / Financial Bid Opening Date & Time	25/06/2024 at 1100 Hrs.
9	No. of bids qualified	02
10	Bid(s) Rejected / Disqualified	0

Details on the above as given below:

S. No	Name of Firm or Bidder	Qualified / Disqualified in Technical / Eligibility Inspection/ Mandatory	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost (Rs.4,987/-)	Reasons for acceptance/ rejection	Remarks
1	2	3	4	5	6	7	
1.	M/s. Leopards Courier Services (Pvt) Ltd	Qualified	Rs.1,096.10	1 <sup>st</sup> Lowest Bidder	Rs.3,890.90/- below the estimated cost	1 <sup>st</sup> Lowest as Most Advantageous Bid	Accepted-Award of Contract
2.	M/s. TCS (Pvt) Ltd	Qualified	Rs.2,632/-	2 <sup>th</sup> Lowest Bidder	Rs.2,355/- below the estimated cost	2 <sup>nd</sup> Lowest	----


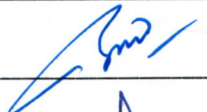
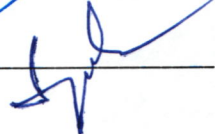
Accordingly, going by the Technical/Financial Evaluation criteria laid down in the tender document, **M/s. Leopards Courier Services (Pvt) Ltd** is the most advantageous bid i.e.Rs.1,096.10 and their bid is also below the estimated cost, hence recommended for providing courier services to countrywide branches and offices of Sindh Bank Ltd.

Members Signature- Procurement Committee

Dilshad Hussain Khan  
Chief Financial Officer

Arshad Abbas Soomro  
Head of Administration

Syed Muhammad Aqeel  
Chief Manager, IDBL Karachi

**COURIER SERVICES**  
**Evaluation Performa**

Serial No: 01

Bidder Name: Leopard Courier Service  
 (V+)

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	30	5 Banks and above	Award letters to be attached duly issued from each concerned Bank.	A
		15		3 Banks and above		
2	Number of Offices in cities including Capital Territory & Federal Administration Territories	20	20	200 and above	Company Profile with complete detail of offices along with their addresses & PTCL landline numbers	B Evidence Attached
		10		100 and above		
3	Web/Computer based Track and Trace facility of the shipments with 24/7 Call Center services	10	10	Yes	Attach complete Detail	C
4	Years in Business	20	20	5 Years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	D
		10		3 Years and above		
5	Average Yearly Turn Over in Last 3 Years	20	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		
<b>Total Marks</b>		<b>100</b>	<b>100</b>	<b>Qualified / Disqualified</b>		

Athar Iqbal  
 Administration Division

Fouzia Shamim  
 Operations Division

Hasan Raza  
 Finance Division

**Members Procurement Committee**

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

[Signature]

[Signature]

[Signature]

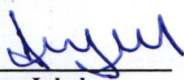


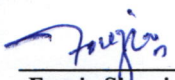
**COURIER SERVICES**  
**Evaluation Performa**

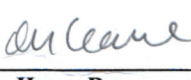
Serial No: 02

Bidder Name: TCS (Pvt) Ltd

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


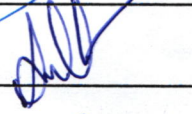
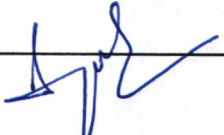
  
 Athar Iqbal  
 Administration Division

  
 Fouzia Shamim  
 Operations Division

  
 Hasan Raza  
 Finance Division

**Members Procurement Committee**

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

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
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SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member-IDBL. \_\_\_\_\_

**COMPARISON OF PROVISION OF COURIER SERVICES****SECTION "A"**

BANK TO BANK					
S. No.	Weight	*Rate (Bank to Bank)			
		Leopard Courier Services (Pvt.) Ltd.		TCS (Pvt.) Ltd.	
		Within City	City to City	Within City	City to City
1	Upto 0.5 kg	22.60	39.55	27.12	47.46
2	0.6 to 1.0 kg	16.95	50.85	27.12	67.80
3	Each additional kg	22.60	64.41	27.12	67.80
<b>Total</b>		<b>62.15</b>	<b>154.81</b>	<b>81.36</b>	<b>183.06</b>
<b>Sub Total</b>		<b>216.96</b>		<b>264.42</b>	

**SECTION "B"**

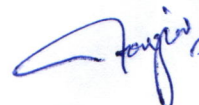
DETAINED SERVICE			
S. No.	Detained Weight	Leopard Courier Services (Pvt.) Ltd.	TCS (Pvt.) Ltd.
		Rate* (City to City)	Rate* (City to City)
1	Upto 3 kg	118.65	122.04
2	Each additional kg	39.55	40.68
<b>Sub Total</b>		<b>158.20</b>	<b>162.72</b>

**SECTION "C"**

BANK TO GENERAL					
S. No.	Weight	*Rate (Bank to Bank)			
		Leopard Courier Services (Pvt.) Ltd.		TCS (Pvt.) Ltd.	
		Within City	City to City	Within City	City to City
1	Upto 0.5 kg	22.60	39.55	27.12	47.46
2	0.6 to 1.0 kg	16.95	50.85	27.12	67.80
3	Each additional kg	22.60	64.41	27.12	67.80
<b>Total</b>		<b>62.15</b>	<b>154.81</b>	<b>81.36</b>	<b>183.06</b>
<b>Sub Total</b>		<b>216.96</b>		<b>264.42</b>	

**SECTION "D"**

CNIC, DEBIT & CREDIT CARD PIN						
S. No.	Description	Weight	*Rate (Bank to Bank)			
			Leopard Courier Services (Pvt.) Ltd.		TCS (Pvt.) Ltd.	
			Within City	City to City	Within City	City to City
1	CNIC / Debit Cards & Debit Cards Pin	Upto 0.5 kg	28.25	45.20	33.90	56.50
<b>Sub Total</b>			<b>73.45</b>		<b>90.40</b>	



**SIGNATURE MEMBERS PC-ADMIN**Head - Fin Div. Head - Admin Div. Member-IDBL. 

Date: \_\_\_\_\_

**SECTION "E"**

INTERNATIONAL DOCUMENTS			
S. No.	Description	Leopard Courier Services (Pvt.) Ltd.	TCS (Pvt.) Ltd.
		*Rate	*Rate
1	For UAE upto 0.5 kg	108.48	452.00
2	Rest of the world 0.5 kg	113.00	768.40
3	Each additional 0.5 kg	56.50	452.00
<b>Sub Total</b>		<b>277.98</b>	<b>1672.40</b>

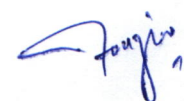
**SECTION "F"**

*OVERLAND EXPRESS SERVICE			
MENTION ZONE NAME & RESPECTIVE RATES			
S. No.	Zone Name(s)	Leopard Courier Services (Pvt.) Ltd.	TCS (Pvt.) Ltd.
		Per Kg Rates	Per Kg Rates
1	Zone - A	22.60	29.83
2	Zone - B	28.25	37.97
3	Zone - C	33.90	44.75
4	Zone - D	45.20	65.09
<b>Sub Total</b>		<b>129.95</b>	<b>177.64</b>

**SECTION "G"**

GPO SERVICE			
S. No.	Description	Leopard Courier Services (Pvt.) Ltd.	TCS (Pvt.) Ltd.
		Rates	Rates
1	GPO Service	22.60	NIL
<b>Sub Total</b>		<b>22.60</b>	<b>NIL</b>

SUM OF TOTAL OF SECTIONS (A+B+C+D+E+F+G)			
S. No.	Description	Leopard Courier Services (Pvt.) Ltd.	TCS (Pvt.) Ltd.
1	A	216.96	264.42
2	B	158.20	162.72
3	C	216.96	264.42
4	D	73.45	90.40
5	E	226.00	1672.40
6	F	277.98	177.64
7	G	22.60	NIL
<b>Sub Total</b>		<b>1096.10</b>	<b>2632.00</b>



SIGNATURE MEMBERS PC-ADMIN

4 FINANCIAL PROPOSAL

Head - Fin Div. \_\_\_\_\_

**PRICE SCHEDULE**  
(Applicable for the year 2024-25)

Head - Admin Div. \_\_\_\_\_

Name of Bidder Leopards Courier Service

Member-IDBL. \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION "A"**

BANK TO BANK			
S. No.	Weight	*Rate (Bank to Bank)	
		Within City	City to City
1	Upto 0.5 kg	22.60	39.55
2	0.6 to 1.0 kg	16.95	50.85
3	Each additional kg	22.60	64.41
<b>Sub Total</b>		62.15	154.81
<b>Total</b>		216.96	

**SECTION "B"**

DETAINED SERVICE		
S. No.	Detained Weight	Rate* (City to City)
1	Upto 3 kg	118.65
2	Each additional kg	39.55
<b>Total</b>		158.20

**SECTION "C"**

BANK TO GENERAL			
S. No.	Weight	*Rate (Bank to General)	
		Within City	City to City
1	Upto 0.5 kg	22.60	39.55
2	0.6 to 1.0 kg	16.95	50.85
3	Each additional kg	22.60	64.41
<b>Sub Total</b>		62.15	154.81
<b>Total</b>		216.96	

**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	28.25	45.20
<b>Sub Total</b>			28.25	45.20
<b>Total</b>			73.45	

**SECTION "E"**

INTERNATIONAL DOCUMENTS		
S. No.	Description	*Rate
1	For UAE upto 0.5 kg	108.48
2	Rest of the world 0.5 kg	113.00
3	Each additional 0.5 kg	56.50
<b>Total</b>		277.98





**SECTION "F"**

<b>*OVERLAND EXPRESS SERVICE</b>		
<b>MENTION ZONE NAME &amp; RESPECTIVE RATES</b>		
<b>S. No.</b>	<b>Zone Name(s)</b>	<b>Per Kg Rates</b>
1	Zone "A"	22.60
2	Zone "B"	28.25
3	Zone "C"	33.90
4	Zone "D"	45.20
5		
6		
7		
8		
<b>Total</b>		129.95

SIGNATURE MEMBERS PC-A  
Head - Fin Div. \_\_\_\_\_  
Head - Admin Div. \_\_\_\_\_  
Member-IDBL. \_\_\_\_\_  
Date: \_\_\_\_\_

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 22.60

**\*Grand Total (Sum of Total of Sections A+B+C+D+E+F+G)**  
**Rs 1096.10**

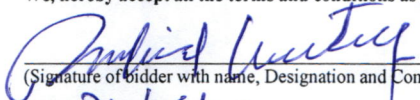
**\*Grand Total:**

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**

1. 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.
2. 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.**
3. 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.
4. Bidder will upload respective provincial sales tax on portals of provincial revenue authorities with in stipulated time.
5. Tax Challan of Sales and Income Tax with Centralized Payment Receipt details will be provided by bank with centralized payment.
6. Bank will ensure the centralized payment within 20 working days after submission of nationwide centralized invoice.
7. **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.
8. 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.
9. 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.
10. Qualified company will also be bound to sign a bond/undertaking that in case of any observation arising in respect of quality of the equipment within the warranty period, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment.
11. All conditions in the contract agreement attached as Annexure G are part of this tender document.
12. 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.
13. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the eligibility criteria evaluation.
14. The site inspection phase will be checked as per the performa attached as Annexure N.
15. 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: 24/06/24.





Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member-IDBL. \_\_\_\_\_

Date: \_\_\_\_\_

**4 FINANCIAL PROPOSAL**

**PRICE SCHEDULE**  
(Applicable for the year 2024-25)

Name of Bidder TCS PVT LTD

**SECTION "A"**

BANK TO BANK			
S. No.	Weight	*Rate (Bank to Bank)	
		Within City	City to City
1	Upto 0.5 kg	27.12	47.46
2	0.6 to 1.0 kg	27.12	67.80
3	Each additional kg	27.12	67.80
<b>Sub Total</b>		81.36	183.06
<b>Total</b>		264.42	

**SECTION "B"**

DETAINED SERVICE		
S. No.	Detained Weight	Rate* (City to City)
1	Upto 3 kg	122.04
2	Each additional kg	40.68
<b>Total</b>		162.72

**SECTION "C"**

BANK TO GENERAL			
S. No.	Weight	*Rate (Bank to General)	
		Within City	City to City
1	Upto 0.5 kg	27.12	47.46
2	0.6 to 1.0 kg	27.12	67.80
3	Each additional kg	27.12	67.80
<b>Sub Total</b>		81.36	183.06
<b>Total</b>		264.42	

**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	33.90	56.50
<b>Sub Total</b>				
<b>Total</b>			90.40	

**SECTION "E"**

INTERNATIONAL DOCUMENTS		
S. No.	Description	*Rate
1	For UAE upto 0.5 kg	452.00
2	Rest of the world 0.5 kg	768.40
3	Each additional 0.5 kg	452.00
<b>Total</b>		1672.40





**SECTION “F”**

*OVERLAND EXPRESS SERVICE		
MENTION ZONE NAME & RESPECTIVE RATES		
S. No.	Zone Name(s)	Per Kg Rates
1	A	29.83
2	B	37.97
3	C	44.75
4	D	65.09
<b>Total</b>		<b>177.64</b>
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 NIL

**\*Grand Total (Sum of Total of Sections A+B+C+D+E+F+G)**  
Rs 2,632.00

**\*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.

Syed Mustaza Ali  
(Signature of bidder with name, Designation and Company Seal/Stamp)  
Dated: 25/06/2024

**SYED MURTAZA**  
Key Accounts Manager  
TCS (Private) Limited

**SIGNATURE MEMBERS DC-ADMIN**



**SIGNATURE MEMBERS PC-ADMIN**

Head - Fin Div. \_\_\_\_\_


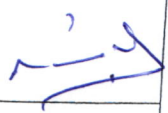
Head - Admin Div. \_\_\_\_\_



ATTENDANCE SHEET  
 BID OPENING -

FOR SELECTION OF Provision of Courier Service

Date: 25-06-2024

S.No	Company Name	Name of Company Representative	Contact No.	Company Address	Signature
1	TCS Pvt Ltd	Syed Muraza Ali	0302-2222999	T.C.S Civil Aviation Sbrk Code old Hbj lca	
2	leopards	M. Asim Khan	0320 2182359	LEopard 19-F Block C	

Signature –Procurement Committee Members

Head of Administration

Chief Financial Officer

Chief Manager (IDBL)





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

TYPE OF PROCUREMENT

ADMIN / IT / CONSULTANT / MEDIA

TENDER NAME

Provision of Courier Service

TYPE OF TENDER

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

OPENING DATE

25-06-2024

OPENING TIME

1100 Hours

ATTENDANCE (MEMBER PC)

MEMBER

MEMBER

MEMBER

MEMBER

ATTENDANCE (REPS. OF BIDDERS)

NAME

FIRM

BID OFFERED

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① TCS (CV+JAP)  
 ② Leopards

K 2632/-  
 K 1,096.10

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TOTAL BIDS ACCEPTED FOR EVALUATION

#02

TOTAL BIDS REJECTED

MARKS

SIGNATURE MEMBERS PC-ADMIN

Head - Fin Div. \_\_\_\_\_

Head - Admin Div. \_\_\_\_\_

Member - I/OPL \_\_\_\_\_

Date: \_\_\_\_\_