

**SMFB/ ADMIN/TD/02/2019**

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**Sindh Microfinance Bank Limited**

**Tender Document**

**PROVISION OF GROUP LIFE INSURANCE 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 SMFB.

**“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 all documents provided to the interested bidders to facilitate them in preparation of their 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 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 SMFB 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 SMFB under the contract;
- (iv) where an official of the SMFB 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 SMFB 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 for goods, works and services having the lowest evaluated cost among the substantially responsive bids

**“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 SMFB 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;

**“SMFB”** means the SINDH MICROFINANCE BANK Limited;

**“Services”** means any object of procurement other than goods or works, and includes consultancy services;

**“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 SMFB's requirements.

## **1 INVITATION FOR BIDS (IFB)**

SINDH MICROFINANCE BANK Limited (SMFB) invites proposal from SECP approved Insurance Companies having minimum 10 years' experience for providing GROUP LIFE INSURANCE SERVICES coverage to Bank Employees. More details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidders will be selected under procedure described in this tender document in accordance with the Sindh Public Procurement Rules 2010 (Amended 2019) and instructions to bidders ITB given under SPPRA bidding document for national competitive bidding Pakistan – procurement of goods, which can be found at [www.pprasindh.gov.pk/](http://www.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 at the below mentioned

address; Yours sincerely,

**The Company Secretary**

Sindh Microfinance Bank Limited,  
39-F, 2nd Floor, M.A.C.H Society,  
Karachi-75350  
Office Telephone (92-21) 34168125 Fax: (92-21)34168126



## **2 INSTRUCTION TO BIDDERS (ITB)**

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website [www.pprasindh.gov.pk](http://www.pprasindh.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:

#### **The Company Secretary**

Sindh Microfinance Bank Limited,  
39-F, 2nd Floor, M.A.C.H Society,  
Karachi-75350  
Office Telephone (92-21) 34168125 Fax: (92-21)34168126

### **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. SMFB 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. SMFB 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 **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [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 SMFB 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 SMFB 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 SMFB.

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 SMFB 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 SMFB 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 SMFB 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 SMFB; [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 **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** separately. [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 SMFB 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**

SMFB 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 SMFB 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 SMFB 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 SMFB 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 SMFB after the deadline for submission of bids prescribed by SMFB 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 SMFB 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. SMFB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SMFB 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. SMFB 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**

SMFB 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 SMFB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [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; [SPPRA Rule 31(4-b)] and
3. 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)]

SMFB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SMFB. [SPPRA Rule 31(5)]

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

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SMFB complaints' redressal committee may lodge **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 with complete address, NTN of the Company and CNIC of the complainant.**
- b) **Incriminating evidence in respect of complaint.**

#### **2.5.9 Review Committee**

A bidder not satisfied with decision of the procuring agency's complaints redressal committee may lodge an appeal to the Review Committee; 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; [SPPRA Rule 32 (5-b)].
- (c) Copy of the decision of Procuring Agency / Complaint Redressal Committee.

[SPPRA Rule 32 (5- c)].

On receipt of appeal, 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 procuring agency 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; [SPPRA Rule 32 (10)].

The decision of Review Committee shall be final and binding upon the procuring agency. 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 SMFB shall not be subject to the appeal or review:  
[SPPRA Rule 33]



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

## **2.6 Opening and Evaluation of Bids**

### **2.6.1 Opening of Bids by SMFB**

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, SMFB 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**

SMFB 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.

SMFB 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 SMFB.

If a bid is not substantially responsive, it will be rejected by SMFB 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)] SMFB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

## 2.6.5 Eligibility Criteria

SMFB shall evaluate the companies using the following eligibility criteria.

Sr. No.	Descriptions	Total Marks	Marks Obtained	Remarks	Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded	Attach evidence as
1	Date of Incorporation of the Company	10		5 years and above	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business is required to be enclosed	Annexure "A"
2	Total No. of Branches in all provinces	10		50 and above	Give complete address along with PTCL landline numbers	Annexure "B"
		8		20 and above		
		5		10 and above		
3	Banks on Clientele List for providing the same service	10		5-10 and above	Letters to be attached duly issued from each concerned Bank	Annexure "C"
		8		3-5 and above		
		5		1-3 and above		
4	Renowned Companies other than Banks on Clientele List for providing the same service	10		30 and above	Letters to be attached duly issued from each concerned company	Annexure "D"
		8		20 and above		
		5		10 and above		
5	Number of persons on the payroll of the company	10		200 and above	Attach details of employees	Annexure "E"
		8		100 and above		
		5		50 and above		
6	Gross Premium in 2017	15		8.0 Billion and above	Attach Certificate	Annexure "F"
		10		5.0 Billion and above		
		5		2.0 Billion and above		
7	Total Gross premium during the last 3 last years. 2016, 2017 & 2019.	15		15.0 Billion and above	Audit Report to be attached	Annexure "G"
		10		10.0 Billion and above		
		5		5.0 Billion and above		
8	Total Assets as on 30/06/2019	10		15.0 Billion & Above	Audit Report to be attached	Annexure "H"
		8		10.0 Billion & Above		
		5		5.0 Billion & Above		
9	Rating	10		AA+	Certificate to be attached	Annexure "I"
		8		AA		
		5		AA-		
<b>TOTAL MARKS</b>		<b>100</b>		<b>QUALIFIED / DISQUALIFIED</b>		

### Eligibility Criteria Note

1. Attachment of relevant evidence in each above requisite is mandatory. In case of non-provision of evidence in any of the requisite, no marks will be awarded.
2. Acquiring of 70% marks of the total score will make the Bidder qualify for participating into ultimate phase of Financial Bid opening.

3. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on SINDH MICROFINANCE BANK Ltd & SPPRA websites regularly.
4. In case the lowest bid offered in same between two or more bidders the successful bidder will be the one who has obtained highest marks in eligibility criteria.

**MANDATORY**

1. Attachment of Affidavit (specimen attached as Annexure “H”) on stamp paper from the owner of the company.
2. 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.
3. The bidders are required to submit bids only in prescribed financial proforma given in Tender Document.
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.

**DISQUALIFICATION:**

1. The bidder will be considered disqualified during evaluation process if:-
  - a. Black listed by SPPRA & SINDH MICROFINANCE BANK Ltd.
  - b. Issued with two (2) warning letters/emails by the SINDH MICROFINANCE BANK Ltd in the past to the bidder for unsatisfactory performances.
  - c. GST/Income Tax Registered/Registration with Sindh Revenue Board are not attached.
  - d. Alternate bid is offered.
  - e. Non- Attachment of Annexure “A”, “B”, “D” and “H”.
  - f. The tender is deposited without Tender Fee.
  - g. The qualified bidder sublets the contract in any form/stage to any other agency.
  - h. During verification process of the bidder submitted false information (Refer SPPRA Rule 30).
  - i. In the past, if the company agreement has been prematurely been terminated after due qualification in any of the category of the tender.

### **2.6.6 Discussions Prior to Evaluation**

If required, prior to evaluation of the Technical Proposal and Financial Proposal, SMFB may, within 6-7 days of receipt of the Technical and Financial Proposals, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the Technical Proposal submitted by that Bidder.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], SMFB 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 SMFB's Right to Accept Any Bid and to reject any or all Bids**

SMFB 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, SMFB 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], SMFB 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 10 Days from the date of notification of award, the successful bidder shall furnish to SMFB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favor of such person.

The Contract shall be signed by the parties at Central Office SMFB, Karachi, within 10 Days of letter of acceptance date and furnishing the requisite performance security.

### **2.7.5 Performance Security**

Within 7 DAYS of receipt of the Letter of Acceptance from SMFB, the successful Bidder shall furnish to SMFB the Performance Security equals to 10 % 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 SMFB, 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 SMFB 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 SMFB 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 SMFB. *[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 SMFB. *[Specimen is attached in Annexure “F”]*

### 3 SCOPE OF WORK / TECHNICAL SPECIFICATION

SINDH MICROFINANCE BANK Limited (SMFB) requires PROVISION OF GROUP LIFE INSURANCE SERVICES of its employees as per the given detail: Insurance will be extended / renewed upto further 3 years on mutual understanding on same terms & conditions and rates.

#### GRADE / CATEGORY-WISE STAFF STRENGTH:

A	B	C	D	TOTAL EMPLOYEES
PRESIDENT & CEO	SEVP, EVP, SVP, VP	AVP, OG-I	OG II, OG III	
01	05	2	187	195

#### PROPOSED CATEGORY-WISE SUM ASSURED:

Description of Benefits / Plan	A	B	C	D
Death Benefit	6,000,000	4,000,000	1,750,000	750,000
Additional Accidental Death Benefit	6,000,000	4,000,000	1,750,000	750,000
Accidental Disability Benefit (Permanent Total & Partial)	6,000,000	4,000,000	1,750,000	750,000
Temporary Total Disability Benefit	200,000 pm	100,000 pm	40,000 pm	20,000 pm
Natural Disability Benefit (Permanent)	6,000,000	4,000,000	1,750,000	750,000
Terminal Illness	6,000,000	4,000,000	1,750,000	750,000

#### Terms & Conditions:

- Employees are to be covered upto 65 years of age.
- No age limit restriction on the employees under Plan “A”
- FCL Rs.4, 000,000/= and no underwriting / medical requirement.

#### NOTE:

**Detail of deviation, if any, on the benefit limits, eligibility criteria and coverage be enclosed.**

**4 FINANCIAL PROPOSAL**

**PRICE SCHEDULE**

(Applicable for the year 2019-20)

Name of Bidder \_\_\_\_\_

S.No	Description	Premium Rate per thousand	Total Sum Assured	Amount of Premium
01	Death Benefit			
02	Additional Accidental Death Benefit			
03	Accidental Disability Benefit including permanent total and permanent partial disability			
04	Temporary Total Disability Benefit			
05	Permanent Natural Disability Benefit			
06	Terminal Illness Benefit			
	Total			
	Grand Total			

**Note**

1. **The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement.**
2. **Calculation of bid security.** 5% of the \*(Grand Total Amount) will be submitted with the tender document as bid security in shape of Pay Order / Bank Guarantee in favor of SINDH MICROFINANCE BANK Ltd.
3. 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.
4. All conditions in the contract agreement attached as Annexure G are part of this tender document.
5. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (3 days) on SPPRA website.
6. The tender will stand cancelled if any of the given condition of the tender is not met in strictly as per the requisite of the tender document.
7. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
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. Note. There can be subsequent modification or amendment to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on SINDH MICROFINANCE BANK Ltd. & SPPRA website regularly.

*Signature of Bidder* \_\_\_\_\_



## **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.

“Procuring Agency” or “PA” means SMFB 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.

#### **5.1.2 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.

### **5.1.3 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.

### **5.1.4 Authorized Representative**

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

### **5.1.5 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.

### **5.1.6 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.

### **5.1.7 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.

### **5.1.8 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.

### **5.1.9 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 SMFB**

The SMFB 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 SMFB 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 SMFB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SMFB has engaged in corrupt 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 SMFB, 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 SMFB, 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 SMFB 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 SMFB 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 SMFB 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 SMFB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SMFB 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 SMFB, and shall at all times support and safeguard the SMFB legitimate interests in any dealings with Sub-Suppliers or third Parties.

##### **5.1.14.1 Conflict of Interest**

The Supplier shall hold the SMFB'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 SMFB, 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 (10 %) 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 SMFB and the Supplier.

**5.2.3 Price**

Schedule of prices shall be as fixed in the Contract.

**Annexure “A”**

**6. BID FORM**

**FORM OF BID**

Tender Reference No.....

Dated: \_\_\_\_\_, 2019

To,

**The Company Secretary**

Sindh Microfinance Bank Limited,  
39-F, 2nd Floor, M.A.C.H Society,  
Karachi-75350  
Office Telephone (92-21) 34168125 Fax: (92-21)34168126

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 understand that all the Annexures attached hereto form part of this Bid.

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/Pay order in a sum equivalent to five percent (5%) of the Contract Price for the due performance of the Contract, in the form prescribed by SMFB.

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 Bidder in Block Capital**

\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_

*[Signature]*

*[In the Capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Witness;**

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

**Signature;** \_\_\_\_\_

**Name:** \_\_\_\_\_

Address:-----  
-

-----

Occupation: -----



**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 GROUP LIFE INSURANCE 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 SINDH MICROFINANCE BANK (hereinafter called “the Purchaser”) in the sum of Rupees \_\_\_\_\_ 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 \_\_\_\_\_ 2019.

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 SINDH MICROFINANCE BANK 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,

**The Company Secretary**

Sindh Microfinance Bank Limited,  
39-F, 2nd Floor, M.A.C.H Society,  
Karachi-75350  
Office Telephone (92-21) 34168125 Fax: (92-21)34168126

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. \_\_\_\_\_[reference number of the contract] dated\_2019 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\_\_\_\_\_2019.

**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”**

**10. SCHEDULE OF OPENING AND SUBMISSION OF BID**

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

**Annexure “F”**

**11. FORM OF CONTRACT (Non-Disclosure Agreement)**

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between SINDH MICROFINANCE 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 \_\_\_\_\_ 2019.
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:
  - a. Trade secrets;
  - b. Financial information, including pricing;
  - c. Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
  - d. Business information, including operations, planning, marketing interests, and products;
  - e. The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
  - f. Information acquired during any facilities tours.
  - g. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
    - h. If it is clearly and conspicuously marked as “confidential” or with a similar designation;
    - i. If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
    - j. 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.

- k. 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:
  - l. Any use of Confidential Information in violation of this agreement; and/or
  - m. 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.
  - n. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
    - o. 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
    - p. Make copies of documents containing Confidential Information.
  - q. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
    - r. Was known to the Recipient before receipt from the Discloser;
    - s. Is or becomes publicly available through no fault of the Recipient;
    - t. Is independently developed by the Recipient without a breach of this Agreement;
    - u. Is disclosed by the Recipient with the Discloser's prior written approval; or
    - v. 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.

- w. 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”.
- x. 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.
- y. 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.
- z. 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.
- aa. 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.
- bb. 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.
- cc. 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 MICROFINANCEBANK Limited**

**Company Name:**

**Registered Address:**

**Registered Address:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_



**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**ANNEXURE “G”**

**12. List of Bank Employees**

**SINDH MICROFINANCE BANK  
LIMITED**

**HEAD OFFICE  
KARACHI**

S.NO	EMP.NO	Gender	GRADE	DATE OF BIRTH	Plan	DATE OF APPOINTMENT
1	001	MALE	P & CEO	10-Oct-66	A	2-Mar-15
2	002	MALE	AVP-II	12-Mar-65	C	20-Apr-15
3	005	MALE	AVP-II	17-Jul-84	C	2-Nov-15
4	006	MALE	OG-II	01-Jan-79	D	25-Nov-15
5	007	MALE	SVP	08-Sep-78	B	1-Dec-15
6	008	MALE	VP	27-Aug-80	B	3-Dec-15
7	015	FEMALE	OG-III	20-Feb-80	D	1-Feb-16
8	016	FEMALE	OG-II	19-Jan-81	D	21-Mar-16
9	017	MALE	OG-III	05-Jan-90	D	1-Apr-16
10	018	MALE	OG-III	07-May-87	D	20-Apr-16
11	023	MALE	OG-III	01-May-88	D	23-May-16
12	030	MALE	OG-III	01-Mar-92	D	1-Jun-16
13	032	MALE	OG-II	05-Aug-82	D	13-Jun-16
14	034	MALE	OG-III	25-Dec-91	D	22-Jun-16
15	035	MALE	OG-III	25-Jan-94	D	22-Jun-16
16	036	MALE	OG-III	20-Jul-89	D	22-Jun-16
17	039	MALE	OG-III	05-Apr-92	D	11-Jul-16
18	042	MALE	OG-III	05-Mar-86	D	19-Jul-16
19	043	MALE	OG-III	28-Nov-88	D	22-Aug-16
20	044	MALE	OG-III	01-Feb-87	D	22-Aug-16
21	046	MALE	OG-III	04-May-90	D	21-Aug-16
22	048	MALE	OG-III	09-Sep-92	D	22-Aug-16
23	052	MALE	OG-II	04-Apr-88	D	1-Sep-16
24	053	MALE	OG-III	06-May-84	D	5-Sep-16
25	054	MALE	OG-II	02-Mar-87	D	19-Sep-16
26	057	MALE	OG-III	12-Aug-92	D	19-Sep-16
27	058	MALE	OG-III	08-Feb-95	D	20-Sep-16
28	060	MALE	OG-III	26-Jan-91	D	1-Oct-16
29	063	MALE	OG-III	08-Feb-92	D	4-Oct-16

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30	068	MALE	OG-III	02-Jan-95	D	10-Oct-16
31	071	MALE	OG-III	16-May-85	D	17-Oct-16
32	072	MALE	OG-III	05-Aug-85	D	17-Oct-16
33	074	MALE	OG-III	07-Dec-96	D	17-Oct-16
34	078	MALE	OG-II	01-Feb-88	D	20-Sep-16
35	083	MALE	OG-III	01-Oct-86	D	1-Nov-16
36	098	MALE	OG-III	03-Apr-91	D	1-Dec-16
37	103	MALE	OG-III	17-Mar-91	D	8-Dec-16
38	104	MALE	OG-III	06-Feb-95	D	8-Dec-16
39	111	MALE	OG-III	11-Jan-93	D	23-Dec-16
40	116	MALE	OG-III	02-Apr-90	D	9-Jan-17
41	117	MALE	OG-II	01-Jan-83	D	9-Jan-17
42	118	MALE	OG-III	02-Jan-95	D	13-Jan-17
43	123	MALE	OG-III	20-Aug-93	D	19-Jan-17
44	129	MALE	OG-III	01-Jan-92	D	9-Feb-17
45	136	MALE	OG-III	25-Jul-91	D	27-Mar-17
46	147	MALE	OG-III	03-Jan-94	D	2-Jun-17
47	153	MALE	OG-III	05-May-94	D	14-Jun-17
48	170	MALE	OG-III	15-Mar-92	D	28-Jul-17
49	172	MALE	OG-III	02-Apr-93	D	7-Aug-17
50	173	MALE	OG-III	01-Feb-94	D	7-Aug-17
51	174	MALE	OG-III	23-Feb-93	D	8-Aug-17
52	180	MALE	OG-III	03-Oct-95	D	9-Aug-17
53	184	MALE	OG-III	15-May-94	D	9-Aug-17
54	195	MALE	OG-III	05-Jan-93	D	24-Aug-17
55	200	MALE	OG-III	05-Jun-86	D	5-Sep-17
56	202	MALE	OG-III	06-Feb-96	D	7-Sep-17
57	203	MALE	OG-III	28-Jun-93	D	8-Sep-17
58	211	MALE	OG-III	04-Feb-94	D	20-Sep-17
59	219	MALE	OG-III	08-Feb-92	D	27-Sep-17
60	224	MALE	OG-III	11-Jan-92	D	16-Oct-17
61	235	MALE	OG-III	03-Jul-85	D	23-Oct-17
62	240	MALE	OG-III	03-Jan-91	D	1-Nov-17
63	241	MALE	OG-III	02-Feb-82	D	14-Nov-17
64	242	MALE	OG-III	01-Dec-92	D	2-Nov-17
65	246	MALE	OG-III	13-Jul-89	D	6-Nov-17
66	253	MALE	OG-III	31-Dec-92	D	8-Nov-17
67	259	MALE	OG-III	21-Jul-94	D	20-Nov-17
68	263	MALE	OG-III	18-Jan-93	D	28-Nov-17
69	301	MALE	OG-III	10-Jan-73	D	5-Mar-18
70	303	MALE	OG-III	18-Feb-93	D	5-Mar-18
71	307	MALE	OG-III	04-Nov-93	D	6-Mar-18
72	314	MALE	OG-III	01-Jan-94	D	2-Feb-18
73	315	MALE	OG-III	27-Sep-90	D	6-Mar-18
74	318	FEMALE	OG-III	05-Feb-92	D	17-Apr-18

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75	325	MALE	OG-III	29-Aug-93	D	16-Apr-18
76	327	MALE	OG-III	26-Jan-95	D	17-Apr-18
77	328	MALE	OG-III	05-Mar-95	D	17-Apr-18
78	340	MALE	OG-III	05-Feb-98	D	19-Apr-18
79	341	MALE	OG-III	08-Feb-96	D	20-Apr-18
80	350	MALE	SVP	30-Jan-83	B	29-Aug-18
81	351	MALE	EVP	04-Jan-78	B	31-Aug-18
82	353	MALE	OG-III	08-Jan-98	D	2-Oct-18
83	354	MALE	OG-III	26-Jan-93	D	2-Oct-18
84	355	MALE	OG-III	01-Mar-91	D	2-Oct-18
85	356	MALE	OG-III	24-Mar-91	D	2-Oct-18
86	357	MALE	OG-III	01-Jan-91	D	2-Oct-18
87	360	MALE	OG-III	12-Mar-91	D	2-Oct-18
88	362	MALE	OG-III	25-Jan-94	D	2-Oct-18
89	363	MALE	OG-III	23-Mar-94	D	3-Oct-18
90	364	MALE	OG-III	07-Mar-93	D	3-Oct-18
91	365	MALE	OG-III	08-Jan-94	D	3-Oct-18
92	366	MALE	OG-III	15-Aug-96	D	3-Oct-18
93	367	MALE	OG-III	07-Jul-93	D	3-Oct-18
94	368	MALE	OG-III	06-Aug-94	D	9-Oct-18
95	373	MALE	OG-III	01-Jan-93	D	9-Oct-18
96	374	MALE	OG-III	23-Feb-96	D	9-Oct-18
97	375	MALE	OG-III	25-Dec-94	D	9-Oct-18
98	378	MALE	OG-III	17-Jul-93	D	15-Oct-18
99	379	MALE	OG-III	12-Jan-95	D	15-Oct-18
100	381	MALE	OG-III	02-Jan-92	D	17-Oct-18
101	384	MALE	OG-III	02-May-95	D	23-Oct-18
102	385	MALE	OG-III	02-Feb-95	D	23-Oct-18
103	388	MALE	OG-III	05-Mar-92	D	23-Oct-18
104	390	MALE	OG-III	05-Feb-94	D	24-Oct-18
105	395	MALE	OG-III	22-Jan-92	D	13-Nov-18
106	397	MALE	OG-III	12-Aug-93	D	13-Nov-18
107	398	MALE	OG-III	12-Jan-97	D	13-Nov-18
108	400	MALE	OG-III	01-Feb-94	D	13-Nov-18
109	403	MALE	OG-III	30-Dec-92	D	14-Nov-18
110	410	MALE	OG-III	24-Feb-95	D	15-Nov-18
111	411	MALE	OG-III	16-Dec-94	D	15-Nov-18
112	412	MALE	OG-III	26-Sep-89	D	22-Nov-18
113	413	MALE	OG-III	20-Aug-93	D	29-Nov-18
114	415	MALE	OG-III	05-Apr-94	D	29-Nov-18
115	417	MALE	OG-III	03-Jan-96	D	15-Jan-19
116	418	MALE	OG-III	02-Jul-94	D	15-Jan-19
117	419	MALE	OG-III	28-Dec-92	D	15-Jan-19
118	420	MALE	OG-III	05-Apr-92	D	15-Jan-19
119	423	MALE	OG-III	01-Mar-95	D	16-Jan-19

120	424	MALE	OG-III	01-Mar-94	D	17-Jan-19
121	426	MALE	OG-III	01-Jan-94	D	06-Feb-19
122	429	MALE	OG-III	12-Oct-92	D	06-Feb-19
123	430	MALE	OG-III	05-Jan-96	D	06-Feb-19
124	432	MALE	OG-III	15-Dec-96	D	06-Feb-19
125	435	MALE	OG-III	15-Apr-96	D	06-Feb-19
126	436	MALE	OG-III	08-Feb-93	D	06-Feb-19
127	437	MALE	OG-III	16-Dec-91	D	06-Feb-19
128	438	MALE	OG-III	10-Mar-97	D	06-Feb-19
129	440	MALE	OG-III	15-Sep-95	D	06-Feb-19
130	441	MALE	OG-III	09-Aug-94	D	06-Feb-19
131	446	MALE	OG-III	13-Jul-96	D	19-Feb-19
132	447	MALE	OG-III	11-Jan-94	D	20-Feb-19
133	448	FEMALE	OG-III	23-Nov-96	D	13-Mar-19
134	449	MALE	OG-III	03-Jan-92	D	19-Mar-19
135	450	MALE	OG-III	16-Aug-92	D	19-Mar-19
136	451	MALE	OG-III	19-Aug-94	D	19-Mar-19
137	454	MALE	OG-III	10-Apr-91	D	19-Mar-19
138	455	MALE	OG-III	02-Mar-93	D	20-Mar-19
139	456	MALE	OG-III	15-Jan-95	D	20-Mar-19
140	457	MALE	OG-III	08-Feb-93	D	20-Mar-19
141	458	MALE	OG-III	07-May-96	D	20-Mar-19
142	459	MALE	OG-III	21-Jan-93	D	20-Mar-19
143	460	MALE	OG-III	17-Jan-90	D	20-Mar-19
144	463	MALE	OG-III	15-May-94	D	22-Mar-19
145	464	MALE	OG-III	03-Jan-96	D	22-Mar-19
146	465	MALE	OG-III	17-Oct-95	D	22-Mar-19
147	466	MALE	OG-III	08-Aug-90	D	25-Mar-19
148	467	MALE	OG-III	12-Feb-95	D	25-Mar-19
149	470	MALE	OG-III	01-Apr-95	D	18-Apr-19
150	471	MALE	OG-III	23-Feb-91	D	24-Apr-19
151	473	MALE	OG-III	9-Mar-93	D	24-Apr-19
152	474	MALE	OG-III	15-Jan-95	D	24-Apr-19
153	475	MALE	OG-III	10-Mar-95	D	24-Apr-19
154	477	MALE	OG-III	16-Mar-94	D	25-Apr-19
155	478	MALE	OG-III	10-Apr-96	D	25-Apr-19
156	479	MALE	OG-III	8-Oct-96	D	26-Apr-19
157	481	MALE	OG-III	4-Apr-93	D	27-Apr-19
158	482	MALE	OG-III	10-Feb-92	D	29-Apr-19
159	483	MALE	VP	15-Mar-77	B	6-May-19
160	484	MALE	OG-III	24-Nov-90	D	8-May-19
161	485	MALE	OG-III	10-Jan-96	D	9-May-19
162	486	MALE	OG-III	17-Sep-96	D	9-May-19
163	487	MALE	OG-III	15-May-69	D	1-May-19

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164	488	MALE	OG-III	27-Nov-92	D	21-May-19
165	489	MALE	OG-III	7-Feb-95	D	21-May-19
166	490	MALE	OG-III	29-Sep-91	D	21-May-19
167	491	MALE	OG-III	18-Jun-95	D	21-May-19
168	493	MALE	OG-III	8-Jan-95	D	28-May-19
169	494	MALE	OG-III	13-Feb-95	D	28-May-19
170	495	MALE	OG-III	1-Sep-94	D	28-May-19
171	496	FEMALE	OG-II	18-Nov-89	D	31-May-19
172	497	MALE	OG-III	25-Mar-95	D	3-Jun-19
173	498	MALE	OG-III	7-Nov-92	D	25-Jun-19
174	499	MALE	OG-III	2-Mar-89	D	26-Jun-19
175	500	MALE	OG-III	16-Sep-94	D	25-Jun-19
176	501	MALE	OG-III	6-Mar-93	D	25-Jun-19
177	502	MALE	OG-III	3-Feb-97	D	25-Jun-19
178	503	MALE	OG-III	25-Aug-90	D	25-Jun-19
179	504	MALE	OG-III	5-Feb-90	D	25-Jun-19
180	505	MALE	OG-III	5-Mar-96	D	25-Jun-19
181	506	MALE	OG-III	4-Jan-96	D	25-Jun-19
182	507	MALE	OG-III	5-Oct-95	D	25-Jun-19
183	508	MALE	OG-III	18-Aug-94	D	25-Jun-19
184	509	MALE	OG-III	1-Jan-96	D	25-Jun-19
185	510	MALE	OG-III	1-Sep-92	D	25-Jun-19
186	511	MALE	OG-III	21-Feb-99	D	25-Jun-19
187	512	MALE	OG-III	10-Mar-93	D	25-Jun-19
188	513	MALE	OG-III	4-Jul-94	D	25-Jun-19
189	514	MALE	OG-III	14-Jul-91	D	25-Jun-19
190	515	MALE	OG-III	11-Aug-92	D	25-Jun-19
191	516	MALE	OG-III	10-Jan-95	D	25-Jun-19
192	517	MALE	OG-III	10-Aug-93	D	25-Jun-19
193	518	MALE	OG-III	3-Oct-95	D	25-Jun-19
194	519	MALE	OG-III	16-Jan-97	D	25-Jun-19
195	520	MALE	OG-III	5-Dec-94	D	25-Jun-19

**15. UNDERTAKING/AFFIDAVIT**

To be typed on Rs.50/- Stamp Paper

**ANNEXURE “H”**

**AFFIDAVIT /DECLARATION**

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH BPRD  
CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, \_\_\_\_\_ S/o \_\_\_\_\_,

Proprietor/Authorized Representative/Partner/Director of M/s \_\_\_\_\_

\_\_\_\_\_, having NTN #

\_\_\_\_\_, holding CNIC # \_\_\_\_\_, do hereby state on solemn

affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: \_\_\_\_\_

Dated. \_\_\_\_\_

**DEPONENT**

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above named deponent, personally, before me, on this \_day of \_\_\_\_\_ 201 , who has been identified as per his CNIC.

**COMMISSIONER FOR TAKING AFFIDAVIT**