

Bid Evaluation Report	
Provision of Office & Support Staff	
Name of Procuring Agency	Sindh Insurance Ltd
Tender Ref no.	SIL/HO/ADMIN/PROVISION OF OFFICE & SUPPORT STAFF /2025
Method of Procurement	Single Stage Two Envelopes
Tender Description	PROVISION OF OFFICE & SUPPORT STAFF
Tender Published	E-PADS I.D S-241251207 Dated 30th December, 2024
Total Bid Document Sold	2
Total Bid Received	2
Technical Bid Opening Date	15th January, 2025, 1100Hrs
Financial Bid Opening Date	23rd January, 2025, 1600Hrs
No. of Bids Technically Qualified	2
Bids Accepted	-

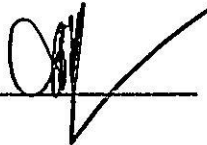
-23	Company Name	Qualified/Disqualified in Technical / Eligibility Inspection	Cost of Bid Offered	Ranking In terms of Cost	Comparison With Estimated Cost (Rs.2,000,000 /-)	Reason for Acceptance/Rejection	Remarks
	1	2	3	4	5	6	7
2	M/s Prime HR Services (Pvt) Ltd	Qualified	1,317,600	1	Rs. 622,400/- below the estimated cost	Accepted being the lowest bid	Accepted
3	M/s Al-Hussaini & Co (Pvt) Ltd	Qualified	1,593,000	2	Rs. 407,000/- below the estimated cost	Not accepted due to higher bid	-

Note:-M/s Prime HR Services (Pvt) Ltd is recommended for award of contract being qualified & lowest in cost amongst qualified bidders.


Procurement Committee Members

- 1 Mr. Nadeem Akhter
Sindh Insurance Ltd
CFO & Company Secretary
Head of Procurement Committee
- 2 Ms. Meher Dinshaw Khory
Sindh Insurance Ltd
Head-HR & Admin
Member
- 3 Muhammad Adnan Shakeel
Sindh Madraba
CFO & Company Secretary
Independent Member


Signature



Signature



Signature




 Approved By

IN MEMORY OF SHAHEED MOHTARMA BENAZIR BHUTTO

SINDH INSURANCE
POWER TO THE PEOPLE

**OPENING OF BIDS
FINANCIAL PROPOSALS**

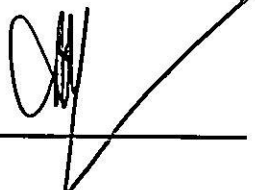
Provision of Office & Support Staff

Dated: 23/01/2025

S.no	Company Name	Total	Remarks
1	M/s Prime HR Services (Pvt) Ltd	1,317,600	Service charges@ 2.44 %
2	M/s Al-Hussaini & Co (Pvt) Ltd	1,593,000	Service charges@ 2.95 %
3			
4			
5			

Procurement Committee Memebers

- 1 Mr. Nadeem Akhter
Sindh Insurance Ltd
CFO & Company Secretary
Head Of Procurement Committee
- 2 Ms. Meher Dinshaw Khory
Sindh Insurance Ltd
Head HR & Admin
Member
- 3 Mr. Muhammad Adnan Shakeel
Sindh Mdaraba
CFO & Company Secretary
Independent Member



Meher Behrane



Primehr®



Date: 14th January 2025

To

Head HR & Admin
Sindh Insurance Ltd.
1st Floor Imperial Court Building,
Dr. Zia Uddin Ahmed Road Karachi.

Ref no: Provision of Office & Support Staff

Dear Sir,

We hereby submit supporting documents for the participation of the above-mentioned tender enclosed in the envelope,

1. Financial Documents

Regards

A handwritten signature in black ink, which appears to be 'Bismah Usman', is written over a circular stamp. The stamp contains the text 'Primehr Ltd & Co.' around the perimeter and 'Primehr' in the center.

Bismah Usman
Head of Business Support
Prime Human Resource Services Private Limited

Mehs Behras

FINANCIAL PROPOSAL

PRICE SCHEDULE

(Applicable for the year 2024)

Name of Bidder: Prime Human Resource Services Private Limited

S. No.	Break up of payment	% Age
1	Services Charges (per staff)	2.44%
2	SESSI Contribution (per staff)	06%
3	EOBI Contribution (per staff)	05%
4	Sindh Sales Tax (per staff)	15%
5	Any other tax (admissible under the law) – Stamp Duty on the Annual Contract Value	0.35%
Total		28.79%

The lowest %age of service charges per staff shall be considered as lowest cost bid.

NOTE:

1. Expected induction of 75 employees on third party arrangement
2. Average salary per employee Rs. 60,000/-
3. Calculation of bid security @ 2% of service charges shall be calculated as per below formulae:

Expected Salary X No. of Employees X 12 (months) X Service Charges % X 2% bid security.

4. The bid security is to be submitted with tender document in the shape of pay order favoring Sindh Insurance Limited.
5. In case of overwriting/cutting/use of Blanco is found in the Financial Bid document, the bid will be taken as null & void however if the figures are readable and are also duly signed only then, bid will be accepted.
6. The cost must include all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, material & labor charges.

Meha Behrang



7. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
8. The tender will be considered cancelled if the contract agreement/performance security after due signature are not submitted with Admin Office after 5 days of completion of bid evaluation report hoisting period (7 days) on SPPRA website.
9. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
10. If the obligation of are not met or delayed, the supply etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment/supplies will also be borne by the supplier.
11. 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.
12. All terms & conditions of the Contract agreement (Annexure "G") are part of tender document.
13. 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.
14. No additional charges will be paid for repair/maintenance of all supplied items.
15. A fine of Rs. 500/- per day will be charged if expiry of 10-day notice, the requisite services are not provided till the requisite is completed.
16. The successful bidder will be required to provide two pairs of neat and clean uniform along with black shoes/socks per year at Head Office including one woolen jersey to support staff.
17. Invoices will be submitted as per the Provincial applicable taxes.
18. The Janitorial staff while reporting to the branch should be in possession of original CNIC along with Nadra Verification or the staff will not be accepted.
19. Also the staff while reporting to branch should be in possession of Police verification or he will not be accepted in Branch.

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



Bisimah Usman
Head of Business Support
Prime Human Resource Services Private Limited



Company Seal
Dated: 14th January 2025

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Al-Hussaini & Company (Pvt.) Ltd.

Testing Recruitment & Human Resources Services Provider
ISO CERTIFIED : 9001 - 2015 NO. Q-14054 / 18C

Ref. AAC/786/25

Date 15/01/2025

Head HR & Admin
SINDH INSURANCE LIMITED
HEAD OFFICE
1st Floor, Imperial Court,
Dr. Ziauddin Ahmed, Karachi
Phone No.35640715-17

Subject; Financial Proposal for the Provision of Office & Support Staff at Sindh Insurance Limited Karachi

Dear Sir

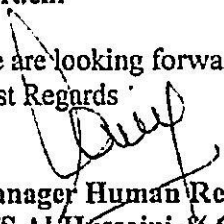
M/s Al-Hussaini & Company (Pvt) Ltd is a full featured multi-disciplinary designing, construction and material supply firm having an experience of more than 19 years providing services in major domains of Third Party Human Resources Service Provider / Manpower Skilled - unskilled Management & Housekeeping Service / Loading Unloading Services, Architecture, Civil Engineering and Material Supply.

We are in the business of undertaking quality Third Party Human Resources Management & construction works, material supply and office janitorial/cleaning & collection of Garbage's And Conservancy service as we possess knowledge and expertise can ensure guaranteed performance, on competitive pricing. We also provide to all our customers with high quality customer focused services, designs materials with complete dedicated support as we are manned by team of professionals, highly-qualified and professionally experienced in their respective technical and business areas

Submission for the Provision of Office & Support Staff at Sindh Insurance Limited Karachi

We are looking forward to hear to you.

Best Regards


Manager Human Resources
M/S Al-Hussaini & Company (Pvt) Ltd

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Al-Hussaini & Company (Pvt.) Ltd.

Testing Recruitment & Human Resources Services Provider
ISO CERTIFIED : 9001 - 2015 NO. Q-14054 / 18C

Ref. MVC/286/25

Date 15/01/2025

Tender Document- Provision of Office & Support Staff

FINANCIAL PROPOSAL
PRICE SCHEDULE
(Applicable for the year 2024)

Name of Bidder M/S Al-Hussain & Company (Pvt) Ltd

S#	Break up of payment	% age
01	Services Charges (per staff)	2.95%
02	SESSI Contribution (per staff)	6%
03	EOBI Contribution (per staff)	5%
04	Sindh Sales Tax (per staff)	13%
05	Any other tax (admissible under the law)	
Total of Services Charges		2.95%

The lowest %age of service charges per staff shall be considered as lowest cost bid.

NOTE:

Expected induction of 75 employees on third party arrangement

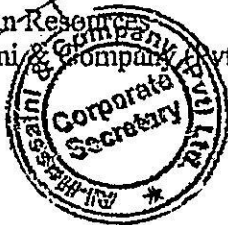
2. Average salary per employee Rs. 60,000/-
3. Calculation of bid security @ 2% of service charges shall be calculated as per below formulae: Expected Salary X No. of Employees X 12 (months) X Service Charges % X 2% bid security.
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We, hereby accept all the terms and conditions as given above.

Manager Human Resources
M/S Al-Hussaini & Company (Pvt) Ltd



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Sindh Insurance Limited

ATTENDANCE SHEET

BID OPENING

Date:- 23-Jan-25

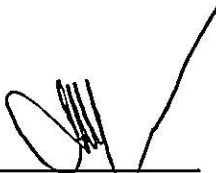
Provision of Office & Support Staff

S No.	Company Name	Name of Company Representative	Contact No.	Signature
1	Al Hussaini and Co (Pvt) Ltd	Damish chowra	03212374 426	
2	Primco	Samoo Sheikh.	0316-1612922	
3				
4				
5				

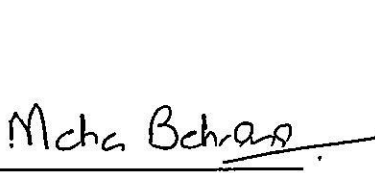
Bidders Qualification Report-Provision of Office & Support Staff

S. No.	Requisite	Total Marks	M/s Prime HR	M/s Al-Hussaini & Company	Remarks	Attachment of relevant evidence in each case is mandatory.	Evidence attached as
1	Years in Business in relevant field	20	20	20	5 years and above	NTN Certificate / Letter of Incorporation / Company Registration Letter required to be enclosed	Annexure "A"
		15			3 years and above		
2	Average Yearly Turn Over in Last 3 Years	20	20	20	On an average of 10 M and above per year	Audit Report / Tax Return of last 3 years	Annexure "B"
		15			Less than 10 M per year		
3	Companies presently on Clientele List	35	35		20 and above	Award letters to be Attached duly issued.	Annexure "C"
		20		20	Less than 20 companies		
4	Number of Offices	25	25	25	2 and above	Attach Company Profile with mention of complete addresses and PTCL landline numbers of the Countrywide offices. No mobile numbers will be accepted	Annexure "D"
		15			01		
Total		100	100	85	QUALIFIED/DISQUALIFIED		


Both the bidders are qualified in Technical Evaluation.



Mr. Nadeem Akhter
CFO & Company Secretary
Sindh Insurance Ltd.



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



Mr. Muhammad Adnan Shakeel
CFO & Company Secretary
Sindh Modaraba

Sindh Insurance Limited

ATTENDANCE SHEET

BID OPENING

Date:- 15-Jan-25

Provision of Officer & Support Staff

S NO.	Company Name	Name of Company Representative	Contact No.	Signature
1	Sama Primate	Sama d Syem	0316-1612922	Sama
2	AL-Hizra Minvdeo	N. Saad	0301838019	N. Saad
3				
4				
5				
6				
7				