



State Bank of Pakistan
Invitation for Bids (IFB)

Procurement of Services of Outsourcing Firm for providing Office Support Staff on Indefinite Delivery and Indefinite quantity (IDIQ) Contract Basis

IFB Number: BSSD (Proc.) 590 / S-1(OSS-HRD) /2009

Date: Thursday, December 10, 2009

1. The State Bank of Pakistan intends to procure services of an outsourcing firm for providing **complete start to end services of** Office Support Staff **on need basis.**
2. Bidding will be conducted using the National Competitive Bidding procedures specified in the Public Procurement Rules 2004 (PPR 2004) and is open to all that meet the following minimum qualification criteria:
 - i. Should produce documented evidence of providing similar outsourced services for last five years of comparable scale.
 - ii. Must have a sufficient standby arrangement of staff as backup for instant replacement/ deployment.
 - iii. Prospective staff must be holder of Pakistani CNIC with age limit between 25 to 40 years.
 - iv. Deployed staff must be a literate person (preferably middle class passed) who can read/write English / Urdu languages
 - v. Should be in possession of valid Group, Life and Disability coverage for Health Facilities for employees and dependants along with Theft Insurance Coverage from reputable Insurance Company and also covered /coverage under EOBI / SESSI.
 - vi. Must be compliant of all prevailing laws/statutes of the Country viz; Labor Laws, Wage Board, Industrial Relations Act – 2008 etc.
3. The Business Support Services Department serves as the implementing agency now invites sealed bids from eligible Bidders for ***“Engagement of Services for Office Support Staff On Indefinite Delivery and Indefinite Quantity Contract Basis ”*** as details provided in the Bidding Document.
4. The bidders are requested to give their best and final prices as no negotiations are expected. The rates quoted must remain valid for a period of ninety days after opening of bids.
5. All bids must be accompanied by a bid security of Rs 300,000.
6. Late bids will be rejected. Bids submitted without signed bid form will be rejected. Bids without bid security will be rejected. Other basis of rejections are provided in detail in bidding document
7. Interested eligible Bidders may obtain further information, by purchasing bidding document upon submission of a written application along with payment of a nonrefundable fee of Pak Rs 500 only through bank draft/call deposit from the address given below from 9am to 5pm after publication of FB till closing thereof. If the bidding documents are requested by post courier then non-refundable fee of Pak Rs. 700 will be charged. IFB is also uploaded for display on the websites <http://www.ppra.org.pk>; and <http://www.sbp.org.pk>
8. Bids must be delivered to the address below on or before 05th January, 2010 at 11.00 hours. Bids will be opened in the presence of bidders' representatives who choose to attend at 1130 Hours same day at the Conference Room of Learning Resource Centre, 2nd Floor State Bank of Pakistan, Karachi.

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