



STATE BANK OF PAKISTAN  
SBP BANKING SERVICES CORPORATION (BANK)  
Islamabad

**TENDER NOTICE**

**Outsourcing of Janitorial Services at State Bank of Pakistan,  
SBP BSC (Bank), Sector G-5/2, Islamabad**

Sealed Bids are invited from registered firms/ contractors for the above mentioned Services. Firms/ Contractors with at least Five (05) years relevant experience and are engaged in providing similar services to five star hotels, large hospitals, well established public or private enterprises or multinational organizations and have successfully completed at least two similar jobs costing at least Rs. 200,000/- per month during last three years and meeting the minimum requirements as stipulated in the bidding documents shall be eligible to participate in bidding.

Details for submission & opening of the different lots of the works are as below;

S#	Description of Works	Tender Fee	Bids Submission Schedule	Technical Bids Opening Schedule	Earnest Money
1.	Outsourcing of Janitorial Services at State Bank of Pakistan BSC (Bank), Sector G-5/2, Islamabad.	Rs. 2,000/-	27.10.2014 till 11:00AM	27.10.2014 at 11:30AM	2% of Bid price

Complete set of Tender Documents for the said work can be obtained from the office of the undersigned at **1<sup>st</sup> Floor, Main Building, State Bank of Pakistan, SBP BSC (Bank) G-5/2, Islamabad**, against payment of prescribed Tender Fee in form of Pay Order (Non-Refundable) in favor of **Chief Manager, State Bank of Pakistan, Islamabad** for the above mentioned work. The contractors/ contracting firms are also required to furnish along with their application for issuance of Bidding Documents, the following information/ documentary evidence;

- Copy of valid registration certificate with Pakistan Engineering Council.
- Copy of Income Tax Registration Certificate.
- Copies of work orders or completion certificates for two completed similar jobs costing at least Rs. 200,000 per months during last three years.

(In case of Joint Venture (JV), above mentioned documents of only lead firm/principal bidder shall be accepted).

If any clarification is required, query may be sent to the undersigned through registered courier, e-mail or fax, at least 10 days prior to the date fixed for submission of bids. All replies to the queries or addendum etc. shall be considered part of the bidding documents and should be signed and submitted along with the Bid.

Bidding will be conducted under National Competitive Bidding Procedure specified in the Public Procurement Rules 2004 (PPRA-2004) as per Rule-36(b), under *Single Stage, and Two Envelopes* procedure. Technical and financial proposals for each lot should be sealed in two separate envelopes and be placed in 3<sup>rd</sup> sealed envelope separately for each lot. The name of the bidder and tender description (Name of the project and technical or financial proposal) shall be clearly marked on all envelopes for all lots.

Earnest Money for each lot payable in the form as specified in the bidding documents, in favor

of State Bank of Pakistan must be enclosed in the Financial Proposal envelope. Tenders along with requisite Earnest Money should be dropped in Quotation box kept opposite to the office of the PA to Chief Manager at 1st floor, Main Building, State Bank of Pakistan, SBP BSC (Bank) G-5/2, Islamabad, as per the above schedule. Technical Proposals shall be opened at office of the Chief Manager, 1st floor, Main Building, State Bank of Pakistan, SBP BSC (Bank) G-5/2, Islamabad, as per the above schedule in the presence of bidders or their representatives who may like to attend the session. No tender documents shall be sold on the date fixed for opening of the tenders. In case of any unforeseen reasons, public holiday, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place and time. Incomplete, conditional and bids without 2% of bid amount as earnest money shall not be considered responsive. These tenders are only invitation to offer and the Bank reserves the right to accept/reject any or all the Bid(s) as per PPRA rules. Further, personal canvassing, recommendation or unauthorized practices like pooling/collusion for getting the Contract, will also disqualify the bidders. Further details are provided in the Bidding Documents. The Tender Notice is also available at PPRA's & State Bank of Pakistan Websites [www.ppra.org.pk](http://www.ppra.org.pk) & [www.sbp.org.pk](http://www.sbp.org.pk).

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**Chief Manager**

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