



STATE BANK OF PAKISTAN  
SBP BANKING SERVICES CORPORATION (BANK), RAWALPINDI

**Invitation for Bids (IFB)**

**PURCHASE OF STATIONERY ITEMS FOR STATE BANK  
OF PAKISTAN BSC (BANK), RAWALPINDI**

Date: **September**, 03 , 2014  
IFB No: GSU/ 2119 /Sty /2014-15

1. State Bank of Pakistan Banking Services Corporation SBP BSC (Bank) Rawalpindi intends to procure **Stationery items** of international standards to be supplied at General Services Unit (GSU), SBP BSC, and Rawalpindi.
2. General Services Unit, SBP BSC invites sealed bids from eligible bidders for supply of "Stationery & items" as per quantity and specifications given in the bidding documents.
3. Bidding will be conducted under National Competitive Bidding pursuant to 'Single stage - two envelope procedure' as per **Rule 36(b)** of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR 2004 those meet the following minimum eligibility/qualification criteria:
  - a. Bidder must be a manufacturer/partner of manufacturer/direct authorized agent/supplier on behalf of the manufacturer of required goods in Pakistan. Agent should be in possession of a consistently valid OEM's Authorization Certificate for two (02) years.
  - b. Bidder should have documented track of completing at least two (02) similar assignments, during last three (03) years, involving the supply and provision of technical support of a comparable scale
  - c. Annual Sales volume/Gross Turnover of the bidder firm should be at least 0.3 million rupees in each of the last two (02) years.
  - d. Bidder must have verifiable presence/support/branch office in **Rawalpindi/Islamabad** to provide support services at door step.
  - e. Registered with Income Tax and Sales Tax Departments (both).
4. Technical brochure containing detailed specifications of all the components should be provided with the bid. The bidder has to ensure that all the components used for the required supplies are genuine and original. Bids proposing substandard, low quality, refurbished or copy items will be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached.
5. Bidders can submit technical and financial bids for one or more items, evaluation of bids and contract award will be done individually.
6. The Bidders are requested to give their best and final prices (included GST) as no negotiations are expected. The rates quoted must remain valid for a period of **90 days** after opening of bids.

7. Interested eligible Bidders may obtain further information, if required, and purchase the bidding documents on submission of a written request on letter head, **not later than Friday, September 19<sup>th</sup>, 2014**, upon payment of nonrefundable fee of **PKR 300/-** only through Cash/Bank Draft/Pay Order drawn in favor of SBP BSC (Bank) Rawalpindi from the address given below from **9:00 am to 5:30 pm**. If the bidding documents are requested by post then non-refundable fee of **PKR 500/-** will be charged. IFB is also uploaded for display on the websites <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

8. Bid security of **2%** of total quoted amount must be accompanied with Financial Proposal in separately sealed envelopes. Late bids will be rejected. Bid submitted without signed Bid Form by authorized nominee of the bidder will be rejected. Bid with material deviation, exception, objection, conditionality, or reservation shall be rejected. Bid found without earnest/bid money will also be rejected instantly at the time of opening of financial proposals.

9. Bids must be delivered to the office of the PA to Chief Manager, SBP, BSC (BANK), RAWALPINDI on/or before **Monday, September 22<sup>nd</sup>, 2014 11:00 am**. Bids will be opened in the presence of bidders' representatives who choose to attend at **11:30 am** same day.

-sd-

**(M. Saqib Jamal Qureshi)**

**Dy. Chief Manager**

Phone: 9270761-70 Ext-303

Email: saqib@sbp.org.pk

**Fax No: 051-9270758**

## Form-II - Price Schedule in Pak. Rupees

**(All the quotes must be provided as per format specified below)**

| Sr. No. | Particular /Descriptions                                | Quantity Required | Brand & Make | Unit Cost (PKR) | Applicable Tax if any (PKR) | Total Cost (PKR) |
|---------|---|-------------------|--------------|-----------------|-----------------------------|------------------|
| 1       | Ball Point Blue (piano 0.8 or equivalent)               | 1500              |              |                 |                             |                  |
| 2       | Ball Point Black (piano 0.8 or equivalent)              | 100               |              |                 |                             |                  |
| 3       | Ball Point Black (piano 0.8 or equivalent)              | 2000              |              |                 |                             |                  |
| 4       | Staple pin small 24/6 (Dollar or equivalent)            | 200 (PKTS)        |              |                 |                             |                  |
| 5       | Paper pins 50gm   | 100 (PKTS)        |              |                 |                             |                  |
| 6       | Staple pin heavy duty 23/17 H-13 (whashin)              | 600 (PKTS)        |              |                 |                             |                  |
| 7       | Indelible pad ink black                                 | 250               |              |                 |                             |                  |
| 8       | Stamp pad ink black (Crystale)                          | 100               |              |                 |                             |                  |
| 9       | Sealing wax red packets                                 | 700 (PKTS)        |              |                 |                             |                  |
| 10      | Stapling Machines                                       | 30                |              |                 |                             |                  |
| 11      | Stamp Pad large   | 150               |              |                 |                             |                  |
| 12      | File Folder   | 2000              |              |                 |                             |                  |
| 13      | File Flat   | 3500              |              |                 |                             |                  |
| 14      | Lead pencil   | 150               |              |                 |                             |                  |
| 15      | Gem Clip 36mm   | 50                |              |                 |                             |                  |
| 16      | Punching Machine (KW-9012)                              | 20                |              |                 |                             |                  |
| 17      | Staple pin remover                                      | 30                |              |                 |                             |                  |
| 18      | UHU Gum stick   | 20                |              |                 |                             |                  |
| 19      | Highlighter yellow                                      | 24                |              |                 |                             |                  |
| 20      | Correcting Fluid white                                  | 24                |              |                 |                             |                  |
| 21      | Jute Thread (twine) 3 ply                               | 100               |              |                 |                             |                  |
| 22      | Foot Scale (steel)                                      | 30                |              |                 |                             |                  |
| 23      | Packet & bundle binding paper roll width 40mm           | 300               |              |                 |                             |                  |
| 24      | Shrink film 14+14 MIC CF (shrink wrapping plastic roll) | 5                 |              |                 |                             |                  |
| 25      | Bundle Binding white strap (HIRYUKI) 9mm*4000m          | 24                |              |                 |                             |                  |
| 26      | Tri Color ink Roller (Dry)                              | 12                |              |                 |                             |                  |
| 27      | Tri Color ink Roller (Wet)                              | 7                 |              |                 |                             |                  |

**Total Bid Price in PKR for Package I:**

**Amount in words:**

**Seal & Signature of Bidder:**

**Note:**

- i. In case of discrepancy between unit price and total, the unit price shall prevail.
- ii. The prices should include the price of incidental services. No separate payment shall be made for the incidental services.
- iii. Prices should be inclusive of all applicable taxes and duties.

## Section V. Schedule of Supplies

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

| ITEMS | Description   | Required Delivery Schedule from the Date of Notification of Award | Location   |
|-------|---|---|--|
| 1     | Ball Point Blue (piano 0.8 or equivalent)               | 02-03 weeks   | State Bank of Pakistan and SBP BSC (Bank), RAWALPIN DI |
| 2     | Ball Point Black (piano 0.8 or equivalent)              |   |  |
| 3     | Ball Point Black (piano 0.8 or equivalent)              |   |  |
| 4     | Stample pin small 24/6 (Dollar or equivalent)           |   |  |
| 5     | Paper pins 50gm   |   |  |
| 6     | Stample pin heavy duty 23/17 H-13 (whashin)             |   |  |
| 7     | Indelible pad ink black                                 |   |  |
| 8     | Stamp pad ink black (Crystale)                          |   |  |
| 9     | Sealing wax red packets                                 |   |  |
| 10    | Stapling Machines                                       |   |  |
| 11    | Stamp Pad large   |   |  |
| 12    | File Folder   |   |  |
| 13    | File Flat   |   |  |
| 14    | Lead pencil   |   |  |
| 15    | Gem Clip 36mm   |   |  |
| 16    | Punching Machine (KW-9012)                              |   |  |
| 17    | Sampler pin remover                                     |   |  |
| 18    | UHU Gum stick   |   |  |
| 19    | Highlighter yellow                                      |   |  |
| 20    | Correcting Fluid white                                  |   |  |
| 21    | Jute Thread (twine) 3 ply                               |   |  |
| 22    | Foot Scale (steel)                                      |   |  |
| 23    | Packet & bundle binding paper roll width 40mm           |   |  |
| 24    | Shrink film 14+14 MIC CF (shrink wrapping plastic roll) |   |  |
| 25    | Bundle Binding white strap (HIRYUKI) 9mm*4000m          |   |  |
| 26    | Tri Color ink Roller (Dry)                              |   |  |
| 27    | Tri Color ink Roller (Wet)                              |   |  |
|       |   |   |  |

**Seal & Signature of Bidder:** \_\_\_\_\_