



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

TENDER NOTICE

“ENGAGEMENT OF COURIER SERVICES FOR LOCAL DISPATCH ACTIVITY”

IFB No: ENGG /99/CS-15

January 19th, 2015

1. State Bank of Pakistan, Banking Services Corporation intends to engage a reputed firm for dependable and seamless functioning of the courier operations for SBP BSC Rawalpindi that underpins all its routine and strategic operations for a period of 01 year extendable to further 02 years on same terms and conditions subject to satisfactory performance of services, to be reviewed by the end of each year.
2. **Bidding will be conducted under National Competitive Bidding** pursuant to ‘Single stage single envelope procedures’ as per Rule 36(a) of Public Procurement Rules 2004 (PPR 2004). The bids should comprise one single envelope containing, separately, financial proposal and technical proposal and is open to all eligible Bidders as defined in the PPR 2004 that meet the following minimum qualification criteria:
 - a. National tax registered firm and providing services similar to those specified herein continuously for a period of not less than five (05) years to organizations of comparable stature and size. They should have at least 10 large accounts with organizations of comparable scale either in public or private sector.
 - b. Should produce documented evidence of providing courier services for last 05 years through surface transportation means for inland delivery to organization of similar scale and handling time sensitive courier assignments. Proven track record of the bidder for successful nationwide cargo delivery mainly comprising of documents shall be considered as an edge.
 - c. Must have a nationwide distribution and collection network (branches and service centers), fully equipped with sufficient experienced staff, modern facilities and diversified fleets.
 - d. Should be backed with a fool proof customer friendly tracking system for confirmation of delivery, or other mail management solutions.
 - e. 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 90 days after opening of bids.
3. Interested eligible Bidders may obtain further information and purchase the bidding documents from Engineering Unit, Room#35, 2nd Floor, at SBP BSC (Bank), The Mall, Rawalpindi **during office hours on working days not later than 04.02.2015** on payment of non-refundable tender fee of PKR. 300/- (Three Hundred Rupees) with written request/application on company letter head.
4. 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.

5. Bids should be dropped in the Tenders Drop Box kept in the office of the PA to Chief Manager, SBP, BSC (BANK), RAWALPINDI, by or before **05.02.2015 till 11:00AM**. Bid shall be opened on the same day at **11:30AM** in the presence of the Bidders or their authorized representatives who may like to attend the session.
6. The amount of Earnest Money/ Bid Security for the above tender is 2% of the total bid amount payable in the form as specified in the Bidding Documents in favor of State Bank of Pakistan, SBP, BSC (Bank), Rawalpindi.
7. Bids not meeting the minimum requirements as per the stipulations of Bidding Documents shall be declared non-responsive and rejected and such bidders shall be declared disqualified. Financial and technical proposals of non-responsive/disqualified bidders shall be returned.
8. In case of any unforeseen reasons, 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.
9. The Bids shall remain valid for a minimum period of 90 days from the date fixed for submission of the Bids.
10. No bidding document shall be sold on the date fixed for opening of the bids.
11. Incomplete, conditional and bids without appropriate earnest money shall not be considered.
12. These tenders are only invitation to offer and Bank does not bind itself to accept the lowest or any bid as per PPRA rules.
13. Further, personal canvassing, recommendation or unauthorized practices for getting the Contract, will also disqualify the bidders.
14. In case of any contradiction or discrepancy between this advertisement and the contents of Bidding Documents, the contents of the Bidding Documents shall be considered correct.
15. The Tender Notice is also available at PPRA's & State Bank of Pakistan Websites www.ppra.org.pk & www.sbp.org.pk.

Yours sincerely

-Sd/-

(Dy. Chief Manager).
Ph# 051-9272521
Fax # (051) 9270758