



STATE BANK OF PAKISTAN  
SBP Banking Services Corporation  
**LAHORE**

**Administration Division**

No. Admn.(SMU)./ 716 /-2015

19<sup>th</sup> August 2015

**TENDER / QUOTATION**

**OUTSOURCING OF DRIVERS AND MEDICAL ASSISTANTS (DISPENSERS)  
AT STATE BANK OF PAKISTAN  
SBP BANKING SERVICES CORPORATION, LAHORE**

State Bank of Pakistan, SBP Banking Services Corporation, Lahore invites quotations for hiring services of qualified and experienced Drivers and Medical Assistants (Dispensers) from outsourcing labor Contractors / Firms.

The Contractors / Firms with experience of such trade and interested to participate are requested to obtain Tender documents from the office of undersigned during business hours latest by **03-Sep-2015**.

Quotations duly completed and addressed to the Chief Manager, State Bank of Pakistan, SBP Banking Services Corporation, Lahore should be submitted in a sealed cover, duly marked with the subject, either personally or through courier, so as to reach this office on or before **04-Sep-2015 at 11.00 am**.

The Quotations shall be opened at **11.30 am** on the same day in the presence of contractors/ their authorized representatives, who may like to be present.

No documents will be issued on the date fixed for opening of tenders.

Tel: # 042-99213541  
Fax: # 042-99210440  
E-mail: [afzal.sani@sbp.org.pk](mailto:afzal.sani@sbp.org.pk)

**(MUHAMMAD AFZAL SANI)**  
**Deputy Chief Manager**

**Terms & Conditions:**

1. The bidders must be registered with Tax Authorities.
2. Government Minimum Wages Rule should be followed.
3. The successful bidder shall execute Agreement with the Bank on the prescribed format before award of work.
4. Complete CV of the concerned staff is required to be submitted along with quotation.
5. Contractor will be responsible for obtaining Police or other authorized agencies clearance /verification for all the employees providing the services.
6. Payment would be made on monthly basis after deduction of applicable taxes.
7. Rates should be valid for 90-days and should include all applicable taxes.
8. Incomplete and conditional quotations shall be rejected.
9. Earnest Money @ 2% (in the shape of Payment Order/ Bank Draft) of quoted amount should be attached with the quotation.
10. The quoted rates should be inclusive of all salaries, applicable taxes, and contractor's overheads & profit etc.