



Invitation for Bids (IFB)

IFB NO.GSD (Proc.)/ 546/Office Equipment/2015

January 30, 2015

State Bank of Pakistan, Banking Services Corporation, Head Office Karachi intends to acquire maintenance and technical support services for Fax and Photocopier machines installed in SBP & SBP BSC.

2. Procurement Division, General Services Department invites sealed bids for ***“Procurement of Services of Firms / Companies for maintenance & support services of Fax & Photocopier machines installed at different departments / locations of State Bank of Pakistan & SBP Banking Services Corporation, Head Office, Karachi”*** as per details provided in the Bidding documents for a period of 3 years as per PPR-2004. Bidding will be conducted under National Competitive Bidding pursuant to “Single stage two envelopes procedure as per Rule-36(b) of Public Procurement Rules 2004 and is open to all eligible Firms / companies who meet the minimum eligibility qualification / criteria as follows:-

Package	Description	Minimum Qualification
Package-1	Fax machines of different brands: Brother, Panasonic, Digital, Sharp, Ricoh, HP etc.	i. The bidders must be registered with tax authorities. ii. The bidders should have at least two (2) years' experience of providing maintenance and Support Service for Fax and Photocopier machines to organizations of comparable scale and stature. iii. The bidders should have adequate number of trained staff/ technicians capable to carry out repairs, maintenance and service of all types of Fax & Photocopier machines.
Package-2	Photocopier machines of different brands: Konica Minolta, Cannon Xerox, Sharp, Kyocera Taskalpha, Ricoh etc.	iv. The bidders must have verifiable presence / Service Support office at Karachi. v. The bidders should not have history of any termination and /or blacklisting on account of service related issues.

3. The rates quoted must remain valid for a period of One hundred twenty (120) days after opening of bids. Bid security of 2% of the bid price must be accompanied by **Financial Proposal** in sealed envelope. Late bids will be rejected. Bids 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 money will also be rejected instantly at the time of opening of financial proposals.

4. Eligible and qualified bidders can submit bids for BOTH or for INDIVIDUAL Package of Equipment. Separate contracts will be signed for each Package. Bidder will have to comply with COMPLETE REQUIREMENTS for quoted Package(s).

5. Interested eligible Bidders may obtain further information, inspect the installed machines if required and purchase the bidding documents on submission of a written application, upon payment of a nonrefundable fee of Rs.1,000/- (Rupees one thousand only) through Pay Order /Bank Draft drawn in favor of **SBP BSC** from the address given below from 9:00 am to 5:30 pm after the publication of IFB till closing thereof. A non-refundable fee of Rs.1,500/- (Rupees fifteen hundred only) will be charged if the bidding document is requested by post. This IFB is uploaded for display on both the websites: <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

6. Bids must be delivered to the address below on or before **February 17, 2014 at 11:00 am**. Bids will be opened in presence of the bidders' representatives who choose to attend at **11:30 am** same day at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

Joint Director
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