



**STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION (BANK).**

TENDER NOTICE

**Outsourcing of Janitorial Services at
State Bank of Pakistan, SBPBSC, Trust Plaza, Gujranwala**

1. Sealed Bids are invited from registered firms/ contractors for the above mentioned Services. Firms/ Contractors having at least Five (05) years of janitorial cleaning services 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. 50,000 /- per month during last three years and meet the minimum requirements as stipulated in the bidding documents shall be eligible to participate in bidding.
2. Bidders are required to furnish details of contracts for services of similar nature presently in hand and executed during the last five years with cost, duly supported by documentary evidences with phone numbers/ addresses of contact persons to verify the satisfactory performance.
3. The amount of Earnest Money/ Bid Security for the above tender is 2% of the total bid amount (2% of total bid amount for 12 months) payable in the form as specified in the Bidding Documents in favor of State Bank of Pakistan, SBPBSC Gujranwala.
4. Tender Documents can be obtained from the office of the undersigned at SBP BSC (Bank), Trust Plaza, Gujranwala, during office hours on any working day not later than **10.04.2015** on payment of non-refundable tender fee of PKR 300/-(Three hundred Rupees) with written request/application on company letter head.
5. If any clarification is required, query may be sent to the undersigned through registered post/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.
6. Bidding will be conducted under the provision of Public Procurement Rules-36(b) *single stage-two envelopes* procedure of PPRA-2004. Bids should be sealed in one outer envelope containing the Technical & Financial Proposals in separate sealed inner envelopes, name of Bidder & Tender Description as per the details given in bidding

documents shall have to be marked on each envelope. Bids should be dropped in the Tenders Drop Box kept in the office, on or before **13.04.2015 till 11:00AM**. Technical Proposals 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.

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 Proposals of such non-responsive/ disqualified bidders shall be returned un-opened.
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 thereof.
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.

SD/-

Dy. Chief Manager
(ADMN.)
Ph. 055-9201016