

**STATE BANK OF PAKISTAN
SBP BSC (BANK)
ADMINISTRATION DIVISION
STATIONERY DESK
MULTAN**

TENDER NOTICE

**PROCUREMENT OF COMPUTER CONSUMABLE PAPER FOR
STATE BANK OF PAKISTAN, SBPBSC (BANK), MULTAN**

Sealed tenders are invited from the well reputed contractors/ contracting firms or companies that have sufficient experience of the captioned job with their complete profile containing details of similar job presently being done and those carried out during the last five years with the cost supported by documentary evidence at the time of issuance of tender documents (Photostat copies to be attached) and undertaking to the effect that the firm has not been black listed by any organization. Bidders can obtain tender documents from the Office of the undersigned latest by **January 1, 2016** for procurement of computer consumable paper for State Bank of Pakistan, SBPBSC (Bank), Multan by following the undernoted terms and conditions in true letter and spirit, failing which their tenders are liable to be rejected:-

1. A set of tender documents, duly signed on each page and official seal stamped on each page including annexure(s), if any, and supplementary information will be submitted by the bidders.
2. The bidders should submit quotations with Earnest Money not less than 02% of the total cost of bid in the form of Bank Draft / Payment Order drawn in the favour of State Bank of Pakistan, SBPBSC (Bank), Multan. Tenders/quotations submitted without Earnest Money will not be entertained.
3. Quotations/Tenders not submitted on Bank's prescribed format/BOQ (Bill of Quantity/Description of work) will be rejected.
4. Tenders/Quotations submitted incomplete, conditional, rates quoted with options shall be rejected.
5. Tenders must be filled in English and all enclosed documents should also be in English.
6. Tenders are to be irrevocable and valid for acceptance for a period of one hundred and twenty (120) calendar days from the Tender opening date.
7. The Tenderers offer must conform in all respects with the tender documents.
8. Documents submitted by Tenderers in connection with the tender for above named works will be treated as confidential and will not be returned.

9. Tenderers will not be reimbursed for any expense of any kind whatsoever incurred in connection with preparation and submission of their tenders.
10. Unit rates should be mentioned both in words and figures in Pak Rupees.
11. Computer paper will be of fine Quality.
12. The rates should be inclusive of all taxes (including GST, overheads transportation, labour charges for handling and testing at the site etc.
13. If the tender/bid does not meet specification and other requirement the same will be rejected even in case of lowest bidder.
14. The bidders should visit the site before submitting their tenders to determine the exact nature and quantum of work and site condition.

Tenders should be dropped in the sealed Tender Box kept in the Office of Deputy Chief Manager (Admn.) at 4th Floor, State Bank of Pakistan, SBP BSC (Bank), Multan by 11.00 A.M., on January 4, 2016. Tenders/quotations will be opened on the same day at 11:30 A.M., in the presence of Tenderers who may like to be present.

Any attempt to influence or receipt of recommendations from any outsider shall disqualify such bidder. This notice is only an invitation to offer quotations and the **Bank reserves the right to accept or reject any or all quotations at any time as per PPRA rules.**

Yours Truly,

-sd/-

(ABDULLAH KHAN)
ASSISTANT CHIEF MANAGER

Dated: 14 -12-2015

Tel: 061-9200631/ 061-9200581/329

Fax: 061-9200591