



Invitation for Bids (IFB)

Date: November , 2015

IFB No: GSD. (Proc)/ 5404 /Stationery /2015-16

1. State Bank of Pakistan Banking Services Corporation (SBP BSC) intends to procure “A”, “C” and “E” **Categories Stationery Items for the year 2016** of international standards to be supplied at Stationery Management Unit Head office Karachi.

2. Procurement Division - III, GSD, SBP BSC invites sealed bids from eligible bidders for supply of “**Stationery Items**” as per quantity and specifications given in the bidding documents.

3. Bidding will be conducted under National Competitive Bidding pursuant to ‘Single stage - two envelope procedure’ as per **Rule 36 (b)** of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR 2004 for those meet the following minimum eligibility/qualification criteria:

- a. Bidder must be a manufacturer/partner of manufacturer/direct authorized agent/supplier on behalf of the manufacturer of required goods in Pakistan.
- b. Bidder should have documented track of completing at least five (05) similar assignments, during last two (02) years, involving the supply of stationary items of comparable size.
- c. Annual Sales volume/Gross Turnover of the bidder firm should be at least five (05) million rupees in each of the last two (02) years
- d. Bidder must have verifiable presence/support/branch office in Karachi to provide support services at door step.
- e. Registered with Income Tax and Sales Tax Departments (both).

4. The bidder has to ensure that all the items used for the required supplies are genuine and original. Bids proposing substandard, low quality, refurbished or copy items will be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached.

5. Bidders can submit technical and financial bids for one or more COMPLETE PACKAGE, evaluation/comparison of bids and contract award will be made on the basis of individual items.

6. 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 **120 days** after opening of bids.

7. Interested eligible Bidders may obtain further information, if required and purchase the bidding documents on submission of a written application, upon payment of nonrefundable fee of **PKR 500/-** only through Bank Draft/Pay Order drawn in favor of SBP BSC (Bank) from the address given below from **9:00 am to 5:30 pm** after the publication of IFB till closing thereof. If the bidding documents are requested by post then non-refundable fee of **PKR 700/-** will be charged. IFB is also uploaded for display on the websites <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

8. **Bid security of Rs. 2 % of the total bid amount (Package/s)** , must be accompanied with Financial Proposal in separately sealed envelope. Late bids will not be accepted. Bid submitted without Bid Money and signed Bid Form by authorized nominee of the bidder will be rejected. **Bid with material deviation, exception, objection, conditionality, or multiple articles and quotes shall be rejected.**

9. Bids must be delivered to office of the undersigned on/or before Wednesday, **Tuesday 29thth December, 2015 at 11:00 am**. Bids will be opened in the presence of 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 –Pakistan

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