



Invitation for Bids (IFB)

Date: January , 01 , 2015

IFB No: GSD. (Proc)/ 24 /Stationery /2014-15

1. State Bank of Pakistan Banking Services Corporation (SBP BSC) intends to procure **Stationery Items “A”, “C” and “E” Categories**, of international standards to be supplied at Stationery Management Unit Head office Karachi.
2. General Services department (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. Agent should be in possession of a consistently valid OEM’s Authorization Certificate for two (02) years.*
 - b. *Bidder should have documented record of completing at least five (05) similar assignments, during last two (02) years, involving the supply and provision of technical support of a comparable scale.*
 - 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 Department.*
 - f. *Registered with Sales Tax Department.*
4. Technical brochure containing detailed specifications of all the items should be provided with the bid. 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 bids for one item / all items / all PACKAGES, evaluation/comparison of bids and contract award will be made on individual item basis.
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 **90 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. 10,000/-for packages – 1 and 2 each and Rs. 3000/- for Package 3 , must be accompanied with Financial Proposal in separately sealed envelopes of each package. Late bids will be rejected. Bid 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/bid money will also be rejected instantly at the time of opening of financial proposals.
9. Bids must be delivered to office of the undersigned on/or before **Monday, January 19, 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

Joint Director

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