



Invitation for Bids

IFB No.GSD (Proc) / 143 /Office-General Services/2015

January 8, 2015

General Services Department, State Bank of Pakistan, SBP BSC invites sealed bids for **“Engagement of a firm for providing Services of Office & General Support Staff”** as per details provided in the Bidding documents initially for a period of two years & further extendable for one year on the same rates, terms & conditions subject to satisfactory services and mutual consent of both parties. No. of requisite staff/services is 67 which may increase up to maximum of 120 during currency of the contract.

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 and is open to all eligible Bidders as defined in PPR 2004 that meet the following minimum eligibility criteria:

1. The bidding firm should be registered with Tax authorities and incorporated under Companies Ordinance 1984
2. The bidding firm should have minimum of 5 years experience for providing services of at least 15 Nos. of similar staff in any one instance to at least 5 financial sector / large Govt. / private organizations.
3. The bidding firm should be in possession of valid Group, Life and Disability coverage for Health Facilities for employees from reputable Insurance Company and also covered under EOBI/SESSI or equivalent authority.
4. The bidding firm must be compliant to all prevailing laws /statutes of the Country viz Labor Laws, Wage Board, Industrial Relations Act 2012 etc.
5. The bidding firm should have verifiable presence / Liaison Office in Karachi.
6. The bidding firm should have never been blacklisted or debarred by any organization.

The rates quoted must remain valid for a period of One hundred twenty (120) days after opening of bids. Bid Security of not less than 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 /insufficient bid security will also be rejected instantly at the time of opening of financial proposals.

Interested eligible Bidders may obtain further information 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 publication of Invitation for Bids till closing thereof. A non-refundable fee of Rs.1,500/- (Rupees fifteen hundred only) will be charged if the bidding documents are requested by post. This IFB is also uploaded for display on the websites: <http://www.ppra.org.pk> and <http://www.sbp.org.pk>.

A Pre-Bid meeting will be held on January 21, 2015 at 11:00 am at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi

Bids must be delivered to the address below on or before **February 2, 2015**. Bids will be opened in presence of the bidders’ representatives who choose to attend at **11:30 am** the same day at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi.

Joint Director

Procurement Division-II

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