



Invitation for Bids (IFB)

IFB No: IBD/GSU / 2482 / 2017-18

Date: July 11, 2017

State Bank of Pakistan Banking Services Corporation (SBP BSC), Islamabad invites Sealed Tenders from reputable Sales Tax / Income Tax Registered eligible supplier / distributors for “**the supply of stationery articles for year 2017-18**” at State Bank of Pakistan SBP BSC (Bank), sector G-5, Islamabad as per quantity and specifications given in the bidding documents.

1. 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 that 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 three (03) years, involving the supply of stationary items of comparable size.
 - c) Annual Sales volume/Gross Turnover of the bidder firm should be at least one (01) million rupees in each of the last three (03) years
 - d) Bidder must have verifiable presence/support/branch office in Islamabad to provide support services at door step.
 - e) Registered with Income Tax and Sales Tax Departments (both).
2. 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.
3. The Bidders are requested to give their best and final prices inclusive of all Govt. taxes as no negotiations are expected. The rates quoted must remain **valid for period of (120) days** after opening of bids.
4. Bidders can submit technical and financial bids for one or more COMPLETE PACKAGE, evaluation/comparison of bids and contract award will be made on individual item basis.
5. Bidder must be willing to supply certain items (with less life) on staggered basis. Details of required delivery schedule is given in bidding documents.
6. Interested eligible Bidders may obtain the bidding documents on submission of a written application to the address below and upon payment of a nonrefundable fee of **PKR. 500** or **PKR. 1000** (If the bidding documents are requested by post) only through bank draft/pay order, from the address given below during Office hours, after publication of IFB till one day before closing thereof.
7. Bid security of not less than 2% of the bid price (**package/s**) must be accompanied by **Financial Proposal** in separately sealed envelope payable in the form of bank draft/pay order, drawn in favor of SBP Banking Services Corporation. Conditional, incomplete, late tender shall 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.
8. Bids must be delivered to the address below on or before **July 27, 2017 at 11:00 AM**. Bids will be opened in the presence of bidders’ representatives who choose to attend at 11:30 AM same day in the General Services Unit, 1st Floor, State Bank of Pakistan SBP BSC (Bank) Islamabad.

Chief Manager

SBP BSC (Bank) Islamabad

1st Floor, Main Building G-5/2, Islamabad

Telephone No: 92-51-9078311