



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION**

BIDDING DOCUMENTS

For

**“DISPOSAL OF UNSERVICEABLE IT
EQUIPMENT AND EXPENSE ASSETS
PLACED AT SBP BSC HYDERABAD”**

May, 2023

General Services Unit, 1st Floor, SBP-BSC Hyderabad. Shahrah-e-Fatimah Jinnah Road, Thandi Sarak,
Hyderabad Tel: 022-9200607 Website: www.sbp.org.pk



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION**

**DISPOSAL OF UNSERVICEABLE IT EQUIPMENT AND EXPENSE ASSETS PLACED AT SBP BSC
HYDERABAD**

State Bank of Pakistan, SBP BSC (Bank), Hyderabad invites sealed offers from the interested parties for the disposal of below mentioned items:

Item	Quantity
PC'	108
LCD's	45
Monitors	80
Printers	46
Stabilizers	12
Keyboard	50
Scrap Computer Cables	01

1. The items are lying in premises of State Bank of Pakistan Banking Services Corporation, Hyderabad Office on a **"As is where is basis"**. Interested firm/company may visit the unusable scrap IT equipment during office hours.
2. The firm offered highest bid will be declared as **"SUCCESSFUL"**, and have to deposit 100% of the total offer price in form of pay orders/Bank draft within Seven (07) working days after the receiving of **"Work Order"**, failing which, the above mentioned security amount will be forfeited and the bank reserves the rights to award the work to the Next Higher Bidder.
3. Gate Money amounting to Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Pay order/demand Draft shall have to be deposited by the prospective firm/company for participation. Otherwise, Cheque or cash will not be acceptable. The aforementioned gate money will be returned to the unsuccessful firm/company through written request and authority letter on company letterhead after lifting of disposal by the successful bidder.
4. Lifting to be undertaken by successful firm/company after full payment and the firm will remove and lift the items at their own safety, risk, cost and labour from SBP premises within 07 working days.
5. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least **07 days** prior to the date fixed for submission/opening of the quotations.

6. Offers must be received on or before **Monday 12th June, 2023 sharp 11:00 AM (Monday)**. Offers will be opened on same day at **11:30 AM**, in the Chamber of Chairman Disposal Committee on 1st Floor at SBP-BSC Hyderabad.

7. This Disposal Notice is only an invitation to offer and SBP BSC Bank reserves the right to accept or reject all offers at any time.

Assistant Chief Manager

General Services Unit

1st Floor, State bank of Pakistan, Banking Services Corporation

SBP BSC Hyderabad,

Shahrah-e-Fatimah Jinnah Road,

Thandi Sarak, Hyderabad.

Tel: 022-9200607

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**DISPOSAL OF UNSERVICEABLE IT EQUIPMENT AND EXPENSE ASSETS PLACED AT SBP BSC
HYDERABAD**

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A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; the successful bidder shall have to deposit amount according to the quantities available at site.
2. Bids/quotations submission Schedule on **June 12th, 2023 sharp 11.00 AM (Monday)**.
3. Bids Opening Venue/Schedule: Chamber of Chairman (disposal Committee) 1st Floor, at SBP-BSC Hyderabad, Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad on **June 12th, 2023 sharp 11.30 AM (Monday)**.
4. Gate Money amounting to Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Pay order/Demand Draft shall have to be deposited by the prospective firm/company for participation in favor of SBP BSC-Hyderabad. Cheque or cash will not be acceptable. The gate money will be returned to the unsuccessful firm/company through written request after lifting of disposal by the successful bidder.
5. Disposal period not more than 7 working days from the date of receiving Work Order otherwise security amount will be forfeited.
6. Bid validity: **120-days**.
7. **Schedule of Payment:**
Successful Bidder shall have to submit the payment as per the following schedule.
 - a) **100%** of actual amount before lifting of disposed items but not later than 07 working days after issuance of work order.
 - b) Total amount will be calculated as per the actual quantities, before picking up and taking away, the items from the Bank premises.

8. The bidders are encouraged to visit the site during working hours Monday-Friday to get firsthand information regarding the condition of the items and their quantum before submitting the bids.
9. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least **07 days** prior to the date fixed for submission/opening of the quotations.

Evaluation Method:

10. Bids will be opened on the date, time and venue as mentioned above in the presence of bidders or their authorized representatives who may like to be present.
11. The Bank for any arithmetic errors will check bids; any discrepancy between the unit rate and total resulting from multiplying the unit rate by the quantity, the higher total amount will govern. The Bank will adjust the amount stated in the Bid accordingly.
12. The Bank will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question like pooling, or giving bribery / prizes or any sum of money etc. the Bank will declare a firm ineligible indefinitely or for a stated period.
13. Bidder or Firm who has violated the law of land of any country and recorded in any sanction list will not be eligible to participate in the bidding/procurement process.
14. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
15. **The bidders are required to bid in lump sum amount as well as individual rates.** If more than one bidder has quoted same amount then contract will be awarded on the basis of open auction between/among those bidders.
16. The Bank reserves the right to recover any amount from the Successful bidder against any losses or damages incurred to the property, data, or persons of the Bank due to the Successful bidder or his workers negligence.
17. In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensations, claims, taxes, duties etc. in whatsoever form from any labor organization, government department, regulatory authority, court of law, or any other authority at any time during the execution of the Contract or after the execution of the contract.

18. The successful bidder shall keep strictly confidential and not make use of any confidential information supplied by the Bank other than to perform this Contract, and shall impose the same obligations on its employees
19. The bidder's contractor shall be responsible for collection of all the items at designated location.

Bill of Quantities-Financial Details

IFB No: GSU/HYD/025095/DISPOSAL/2023
Title: "DISPOSAL OF UNSERVICEABLE IT EQUIPMENT AND EXPENSE
ASSETS PLACED AT SBP BSC HYDERABAD"
Bidder: _____

PC's:

Sr. No	Model	Quantity	Bid Price Per Unit	Total Bid Price
1	HP (Mix Models)	93		
2	ACER (6900)	15		

Total (In Numeric)	
Total (In Words)	

Monitors:

Sr. No	Model	Quantity	Bid Price Per Unit	Total Bid Price
1	LCD Monitor (HP)	30		
2	LCD Monitor (ACER)	15		
3	Tube Monitors Mix Brands	80		

Total (In Numeric)	
Total (In Words)	

Printers (Fixed Assets):

Sr. No	Model	Quantity	Bid Price Per Unit	Total Bid Price
1	OKI Dot matrix Printer	06		
2	Epson Dot Matrix LQ-2180	10		
3	HP LaserJet Old Models	19		

Total (In Numeric)	
Total (In Words)	

Printers (Expense Assets):

Sr. No	Model	Quantity	Bid Price Per Unit	Total Bid Price
1	Epson Dot Matrix LX300/LQ-300	10		
3	HP LaserJet 2015	01		

Total (In Numeric)	
Total (In Words)	

Stabilizers:

Sr. No	Items	Quantity	Bid Price Per Unit	Total Bid Price
1	Stabilizers Old Models	12		

Total (In Numeric)	
Total (In Words)	

Keyboards:

Sr. No	Items	Quantity	Bid Price Per Unit	Total Bid Price
1	Keyboards	50		

Total (In Numeric)	
Total (In Words)	

Cables:

Sr. No	Items	Quantity	Bid Price Per Unit	Total Bid Price
1	Mix Computer Cables	01		

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

<u>Aggregate Total (In Numeric)</u>	
<u>Aggregate Total (In Words)</u>	

Note:

- i. Prices should be inclusive of all applicable taxes and duties.*
- ii. Before filling this form kindly read Instructions to Bidders at Section I.*
- iii. The prices should include the price of incidental services. No separate payment shall be made for the incidental Services.*

Seal & Signature of Bidder:	_____
Date:	_____

Undertaking by the Bidder

I ----- had visited the site and have fully understood the scope of work & specifications of disposal items under consideration. The above rates are inclusive of all labor & transportation charges, Tool & machinery, applicable taxes/duties, overheads, safety equipment/PPEs/measures etc. to lift/move disposable vehicle from the premises of the Bank. All the above Terms & Conditions are acceptable to me/our firm. We also undertake that the SBP / SBP BSC or any other Government / Semi Organization has not blacklisted me/ our firm.

Signature: _____

Date: _____

B. Firm Details;

Name No.	
CNIC	
Company Name	
Cell/Phone no	
Email	
Business Address	