



*Bidding Document*

***Disposal of Scrap/Unserviceable Items***  
***SBP Banking Services Corporation (Bank)***

*Islamabad*

***January, 2024***

*1<sup>st</sup> Floor, General Services Unit, State Bank of Pakistan, SBP BSC (Bank) Islamabad  
Sector G-5/2, Islamabad Phone: (92-51)-9078*





**SBP BANKING SERVICES CORPORATION  
(SBP BSC) Islamabad**

**Invitation For Bid (IFB)**

**FB No: IBD/GSU/000710/2024**

1. State Bank of Pakistan Banking Services Corporation Islamabad invites Sealed Tenders from Tax filer interested parties for disposal of Scrap / Unserviceable Items at State Bank of Pakistan SBP BSC (Bank), sector G-5, Islamabad as per quantity and specifications given in the bidding documents.
2. The items are being sold on **"As is Where is basis"**. Interested bidders can visit/inspect on working days between 11:00 AM to 04:00 PM.
3. Bidders can submit bids for one or more COMPLETE PACKAGE, evaluation/comparison of bids and contract award will be made on individual package basis.
4. Bidding Documents containing detailed Description of items may be obtained in soft copy free of cost upon submission of an email request at [ISB.GSU@sbp.org.pk](mailto:ISB.GSU@sbp.org.pk) along with a copy of NTN Registration Certificate or can be downloaded from SBP website at [www.sbp.org.pk](http://www.sbp.org.pk) & PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk). The hard copy of same may also be obtained by visiting SBP BSC Islamabad, Sector G-5/2 Islamabad. In case of any discrepancy/conflict, provisions of Bidding documents including any addenda posted on the procuring agency website, shall prevail.
5. Bid price (**package/s**) must be accompanied by **Financial Proposal** in sealed envelope. Bid security as detailed below in favor of **SBP BSC Islamabad** shall be enclosed **along with the Financial Proposal** in the shape of Pay Order/ Demand Draft /Call Deposit, which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process. **Bid submitted without Bid Price will be rejected.**

**Package wise detail of Bid price is furnished below:**

<b>Package 1</b>	<b>PKR. 2,200/-</b>
<b>Package 2</b>	<b>PKR. 1,050/-</b>
<b>In case of applying for all Packages</b>	<b>PKR.3,250/-</b>

6. The highest bidder **will have to deposit 100%** of the total offer price in form of pay orders/Bank draft within Seven (07) days after the issuance of "letter of acceptance" failing which, their gate money may be forfeited and the bank reserve the right to award the work to the Next Highest Bidder.
7. Delivery to be taken by successful bidder after full payment and will remove and load the items at his own Safety, Risk, Cost and labor from the premises of the Bank within one-week issuance of notification of award. Further, all items in the Lot shall be removed by the vendor, leaving nothing behind.
8. The Bank is held harmless from any/all claims and losses, acquiring from or resulting to any/all bidders, materials, labor, and any other person. In connection with the performance of this public auction, bidders must accept all responsibility for being aware of which items are currently available for bid.
9. Bids must be delivered to the address on or before **22 Jan, 2024 up to 3:00 PM**. Bids will be opened same day at **3:30 PM** in the Banking Hall, Ground Floor, State Bank of Pakistan SBP BSC (Bank) Islamabad.
10. This tender is only an invitation to offer and SBP BSC reserves the right to accept or reject all quotations at any time as per PPRA Rules in vogue.

**Chief Manager**

State Bank of Pakistan Banking Services Corporation  
1<sup>st</sup> Floor, Main Building G-5/2, Islamabad  
Telephone No: 92-51-9078311



**DISPOSAL OF SCRAP / UNSERVICABLE ITEMS AT**  
**STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION**  
**(BANK) ISLAMABAD OFFICE**

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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 the 2<sup>nd</sup> installment (if, any) of the payable amount according to the actual quantities counted/weighted at the site.
2. Tenders/quotations submission Schedule: **22 Jan, 2024 up to 3:00 PM**
3. Quotations Opening Venue/Schedule: Banking Hall, Ground Floor, State Bank of Pakistan SBP BSC (Bank) Islamabad
4. Bid price (**package/s**) must be accompanied by **Financial Proposal** in sealed envelope. Bid security as detailed below in favor of **SBP BSC Islamabad** shall be enclosed **along with the Financial Proposal** in the shape of Pay Order/ Demand Draft /Call Deposit, which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process. Bid submitted without Bid Price will be rejected.

**Package wise detail of Bid price is furnished below:**

<b>Package 1</b>	<b>PKR. 2,200/-</b>
<b>Package 2</b>	<b>PKR. 1,050/-</b>
<b><i>In case of Applying for all Packages</i></b>	<b>PKR.3,250/-</b>

5. Only those bidders can participate in the bidding process whose names are appearing the active tax payer list of FBR.
6. Disposal period not more than 07 working days from the receiving of Work Order.
7. Validity of Quotations from the opening date:**90 Days**
8. Mode of Payment: Successful Bidder shall have to submit the payment as per the following schedule.
  - a) **100%** of quoted amount within 07 days after approval of the quotations.
  - b) **Amount payable as per the actual quantities/weights**, before picking up and taking away, the items from the Bank premises.
9. The bidders are strongly encouraged to visit the site to get first-hand information regarding the condition, make etc. of the items and their quantum before submitting the quotations.
10. 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.
11. Quotations shall 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.



12. Bids will be checked by the Bank for any arithmetic errors. Where there will be a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the figure, unit rate or total, resulting in higher total amount will govern. The amount stated in the Bid will be adjusted by the Bank accordingly.
13. 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. to the persons responsible or engaged in procurement process or to other prospective bidders; or the Bank will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract within its jurisdiction if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.
14. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
15. **A tax of 10% of the quoted amount will be charged to the successful bidder over and above the quoted price, and has to be submitted before lifting up items from the Office premises.**
16. If any dispute arises between the parties (Successful bidder & the Bank), the matter shall be referred to the Director General Services Department (GSD) who will examine the matter in detail and give the decision which will be final & binding upon the parties.
17. The Bank reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property, data, or persons of the Employer due to the Successful bidder or his workers negligence.
18. 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.
19. Successful bidder will be declared for each Package separately.
20. The successful bidder shall be responsible for any loss or damage to the Bank property, data, or persons etc. during or due to the operations carried out by the successful bidder under this contract.
21. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.



22. 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
23. The contractor shall be responsible for collection of all the items at designated location.



**B. DISPOSAL OF SCRAP / UNSERVICABLE ITEMS AT STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION (BANK), ISLAMABAD**

**Bill of Quantities - Financial Bid**

<b>Package I</b>			
<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>
1	Revolving chair	Nos	38
2	Wooden chair	Nos	5
3	Wooden tables	Nos	13
4	Wooden tables of SVD	Nos	3
5	Iron Almirah	Nos	6
6	Shutter gate	Nos	1
7	Single sofa	Nos	1
8	Three seater sofa	Nos	1
9	Dining Table	Nos	1
10	Monitor Screens	Nos	12
11	Small iron box	Nos	1
12	Water cooler	Nos	2
13	Stoves	Nos	7

\*Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate.

**Undertaking by the Bidder:**

I..... had visited the site and have fully understood the scope of work & specifications. The above rates are inclusive of all labor charges, Tool & Plants, applicable taxes/ duties, overheads, safety equipments/PPEs/measures etc. I/ we have sufficient resources to carry out above works. All the above Terms & Conditions are acceptable to us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government / Semi Organization.

**Date:**

**Signatures of the Bidder**

**CNIC No.** \_\_\_\_\_



**Bill of Quantities - Financial Bid**

<b>Package II</b>			
<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity</b>
1	Steel cabinets	Nos	3
2	Single seater Sofa	Nos	8
3	Stoves	Nos	3
4	Three seater sofa	Nos	4
5	Steel Almira	Nos	17

\*Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate.

**Undertaking by the Bidder:**

I.....had visited the site and have fully understood the scope of work & specifications. The above rates are inclusive of all labor charges, Tool & Plants, applicable taxes/ duties, overheads, safety equipments/PPEs/measures etc. I/ we have sufficient resources to carry out above works. All the above Terms & Conditions are acceptable to us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government / Semi Organization.

**Date:**

**Signatures of the Bidder**

**CNIC No.** \_\_\_\_\_





**C. Firm Details;**

Name & CNIC No.	
Company Name	
Phone	
Fax	
Email	
Business Address	

