



**SBP Banking Services Corporation
Muzaffarabad
INVITATION TO BIDS**

Invitation No. MUZ/GSU/002336/ S&CCM-2023-24
Date: 12th January, 2024

1. This Invitation to Bids follows the Procurement Advertisement (PA) No. MUZ/GSU/002336/ S&CCM-2023-24 for the procurement of *Procurement of Stationery, Computer Consumable and Cash Consumable Items 2023-24 at SBP BSC Muzaffarabad.*
2. SBP Banking Services Corporation, Muzaffarabad invites sealed bids from eligible Suppliers to acquire papers and envelopes that meet the following eligibility criteria:
 - a. Bidder must be a Manufacturer/partner of Manufacturer/direct authorized agent/Trader or supplier of required goods in Pakistan.
 - b. Bidder must have supplied similar Equipment/Items at 02 (two) verifiable organizations in Pakistan during last 05 (five) years for each package;
 - c. Bidder must have Annual Sales volume/Gross Turnover of at least Rs. 1 million in any of the last 03 (three) Financial years;
 - d. Bidder should not be blacklisted / in litigation or in breach of performance with SBP / any Government / Semi Government Organization(s);
 - e. Bidder must be registered with Income Tax and Sales Tax Department and must appear on the Active Tax Payers List of FBR/AJK Council.
3. The bidding shall be conducted in line with the Single Stage One Envelope Procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Public Procurement Regulatory Authority (from time to time) and is open to all potential bidders.
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 package basis.
5. All bids must be accompanied by a Bid Security, in the shape of certified cheque, cashier's cheque, Pay Order / Demand Draft / Deposit at Call in favor of SBP - Banking Services Corporation. The package wise amount of bid security is specified in clause # 18 of bid data sheet.
6. This IFB and bidding documents containing detailed terms and conditions are available for interested bidders at SBP website (<http://www.sbp.org.pk>). In case any interested bidder faces issue in downloading bidding documents, may obtain the same free of cost by sending a request over email at nasir.iqbal@sbp.org.pk.
7. The bids, prepared in accordance with the instructions in the bidding documents, must reach at office of the undersigned on or before January 31, 2024, 03:00 PM. Bids will be opened on the same day at 03:30 PM, at Chief Manager's Office, SBP BSC (Bank), Muzaffarabad, AJK. In case of public holiday, the bids will be opened at 03:30 PM on the next working day.

Chief Manager

State Bank of Pakistan, BSC (Bank), Muzaffarabad, (AJK)
Upper Chattar Housing Scheme, Muzaffarabad
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