



BIDDING DOCUMENTS

For

DISPOSAL OF OBSOLETE CASH HANDLING MACHINES AT SBP BSC RAWLAPINDI

March - 2024

General Services Unit, SBP Banking Services Corporation (SBP BSC)
2nd Floor, The Mall, Rawalpindi – Ph.: 051-9273610
Website: www.sbp.org.pk



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION
RAWALPINDI OFFICE**

Date: 26 March 2024

Disposal Notice For Obsolete Cash Handling Machines At SBP BSC Rawalpindi

1. State Bank of Pakistan, SBP BSC (Bank), Rawalpindi Office invites sealed offers from the Income Tax registered, interested parties for disposal of obsolete cash handling machines as per detail given in the documents.
2. The items are lying inside SBP BSC Rawalpindi Office's premises at The Mall Road, Rawalpindi and are being sold on "As is where is basis". Interested bidders can visit/inspect on any working days between **10:00 AM to 01:00 PM**.
3. Bidding Documents containing detailed terms and conditions can be downloaded from websites of Public Procurement Regulatory Authority i.e. www.ppra.org.pk and State Bank of Pakistan i.e. www.sbp.org.pk/tenders/index2.asp. Subject documents can also be obtained from the address given below on submission of a written request/application along with copy of CNIC upon payment of a non-refundable fee of **Rs.500/-** (Rupees five hundred only) through Bank Draft/Pay Order drawn in favor of SBP BSC (Bank).
4. Gate money of **Rs 10,000/-** (Rupees Ten Thousand only) in the form of Pay order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders along with Bid which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
5. The highest bidder will have to deposit **100%** of the total offered price (including tax amount) in form of pay order/Bank draft within Seven (**07**) Working days after the issuance of "letter of acceptance" failing which, their gate money may be forfeited and the bank reserves the right to award the work to the Next Highest Bidder.
6. 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.
7. 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.
8. Bids must be delivered to the address on or before **April 16, 2024 up to 12.00 PM**. Bids will be opened on the same day at **12:30 PM** at chamber of Chief Manager SBP BSC (Rawalpindi Office) The Mall Road, Rawalpindi-Pakistan.
9. This tender is only an invitation to offer and SBP BSC reserves the right to accept or reject all Bids at any time as per PPRA Rules in vogue.

**Chief Manager
1st Floor Old Office Block,
SBP Banking Services Corporation
The Mall, Rawalpindi
Telephone: 051-9273610 Email: GSU-Helpdesk-Rwp@sbp.org.pk**

Disposal of Obsolete Cash Handling Machines at SBP BSC Rawalpindi

DISPOSAL OF OBSOLETE CASH HANDLING MACHINES**STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION (BANK)**
RAWALPINDI OFFICE PREMISES AT THE MALL ROAD RAWALPINDI**INDEX**

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A. Instructions to Bidders & Terms and Conditions:

1. The successful bidder shall have to deposit 100% of the payable amount according to the actual quantities at the site.
2. Bid submission Schedule: **April 16, 2024 up to 12.00 PM**
3. Bids Opening Venue/Schedule: Chamber of Chief Manager, **1st Floor old building, SBP Banking Services Corporation, The Mall, Rawalpindi on April 16, 2024 @ 12:30 PM**
4. Gate money of **Rs 10,000/-** (Rupees Ten Thousand only) in the form of Payment order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders along with Bid which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
5. Disposal period not more than **07** working days from the receiving of Work Order.
6. Validity of Bids from the opening date: **90 Days**
7. Mode of Payment: Successful Bidder shall have to submit the payment as per the following schedule.
 - 100% of quoted amount (including tax amount) within 07 days after letter of acceptance.
 - Amount is payable as per the actual quantities before picking up and taking away the items from the Bank premises.
8. 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 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 **03** days prior to the date fixed for submission & opening of the Bids.
10. Bids 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.
11. 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.
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 auction 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.
13. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
14. A tax of 10% (ATL) of the quoted amount will be charged to the successful bidder over and above the quoted price for cash handling machines, and has to be submitted before lifting up items from the Office premises.

Disposal of Obsolete Cash Handling Machines at SBP BSC Rawalpindi

15. 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.
16. 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.
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. Successful bidder will be declared against highest total amount before advance tax on disposal.
19. 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.
20. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
21. 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
22. The contractor shall be responsible for collection of all the items at designated location and SBP BSC shall disclaim any liability after sale.

B.

Bill of Quantities

Sr. No.	Machine Name	Qty	Rate Rs.
1	Bundle Note Binding Machine	1	
2	Bundle Note Binding Machine	1	
3	Bundle Note Binding Machine	1	
4	Bundle Binding Machine	1	
5	Note Packet Counting Machine-BCASH BC-VC-870	1	
6	Bundle Binding (PAPER & PACKET BANDING heavy duty)	1	
7	Bundle Binding (PAPER & PACKET BANDING heavy duty)	1	
8	Note packet counting machine	1	
9	Note packet counting machine	1	
10	Note packet counting machine	1	
11	Banknote Counting Machine	1	
12	1-Note Cutting Machine (Triangular)Electrical	1	
13	Three Hole Punching Machine(Power Press)	1	
14	Three hole punching machine (with specific pin hole design)	1	
15	Three Hole Punching Machine (2)Nos	1	
16	UV detector Machines	1	
17	UV detector Machines	1	
18	UV detector Machines	1	
A	Total Amount before tax		
B	10% Advance tax (ATL)		
	Total Amount Inclusive of Tax (A+B)		

* The successful bidder will have to submit 10% advance tax in addition to the bid rate under Section 236-A and submit the receipt of tax submission before lifting the goods from the designated place.

Undertaking by the Bidder:

I ----- had visited the site and have fully understood the scope of work & specifications of disposal. 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. _____

Disposal of Obsolete Cash Handling Machines at SBP BSC Rawalpindi

C. Firm/Individual Details:

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