



## **BIDDING DOCUMENTS**

**For**

**“DISPOSAL OF MISCELLANEOUS SCRAP ITEMS”**

**February – 2024**

**State Bank of Pakistan,  
Banking Services Corporation, Lahore Office  
5th Floor, Main Building, Mall Road, Lahore  
Phone: (92-42)–9902- 2503 / 2282**



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

**GSU-LHR)/19535/ Disposal /2024**

**DISPOSAL NOTICE FOR SCRAP /UNSERVICEABLE ITEMS**

1. State Bank of Pakistan, SBP BSC (Bank), LAHORE OFFICE invites sealed offers from the interested parties for disposal of Scrap / Unserviceable Items that are tax filers as per detail given in the documents.
2. The items are lying inside SBP BSC Lahore Office's premises at **Mall Road, Lahore** and are being sold on "**As is Where is basis**". Interested bidders can visit/inspect on working days between 11:00 AM to 03:00 PM.
3. Documents containing detailed terms and conditions are available for the interested bidders at 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/Bid Security in the form of Pay order/demand draft (**cash not acceptable**) shall have to be deposited by the prospective bidders for participation as per the details below:

<b>Package</b>	<b>Gate Money/Bid Security</b>
Lot I – Steel Strips	Rs. 20,000/-
Lot II – Wooden Boxes	Rs. 10,000/-
Lot III – Lead Seals	Rs. 50,000/-
Lot IV – Used Wrapping Paper	Rs. 2,500/-

5. The gate money shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
6. The highest bidder **will have to deposit 100%** of the total offer price and uplift the lift within ten (10) days of issuance of Notification of Award (NoA) failing which, their gate money may be forfeited and the bank reserve the right to award the work to the Next Highest Bidder.
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 **19 March, 2024 up to 11.00 AM**. Bids will be opened same day at **11:30 AM**, in the Chamber of Sr. DCM-IMD, SBP BSC (Lahore Office), 5<sup>th</sup> Floor, Main Building, Mall Road, Lahore–Pakistan.
9. 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 (Lahore Office)  
12<sup>th</sup> Floor, Main Building, Mall Road,  
Lahore - Pakistan  
Phone: (92-42)–9902- 2282 / 2503

**DISPOSAL OF SCRAP / UNSERVICABLE ITEMS LYING AT  
STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION (BANK)  
LAHORE OFFICE PREMISES AT MALL ROAD, LAHORE**

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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 full amount of disposal according to the actual quantities counted/weighted at the site.
2. Tenders/quotations submission Schedule: **19 March, 2024 up to 11.00 AM**
3. Quotations Opening Venue/Schedule: Chamber of Sr. DCM – IMD, 3<sup>rd</sup> Floor, Main Building, SBP BSC (Bank), Mall Road, Lahore. **19-03-2024 @ 11:30AM.**
4. Gate Money/Bid Security in the form of Pay order/demand draft (**cash not acceptable**) shall have to be deposited by the prospective bidders for participation as per the details below:

<b>Package</b>	<b>Gate Money/Bid Security</b>
Lot I – Steel Strips	Rs. 20,000/-
Lot II – Wooden Boxes	Rs. 10,000/-
Lot III – Lead Seals	Rs. 50,000/-
Lot IV – Used Wrapping Paper	Rs. 2,500/-

5. The gate money shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
6. Only those bidders can participate in the bidding process whose names are appearing in the active tax payer list of FBR.
7. Disposal period not more than 10 working days from the receiving of Work Order.
8. Validity of Quotations from the opening date: **120 Days**
9. Mode of Payment: Successful Bidder shall have to submit the payment as per the following schedule.
  - a) **100%** of quoted amount within ten (10) 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.
10. 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
16. **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 promises.**
17. 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.
18. 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.
19. 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.
20. **Successful bidder will be declared for each category/Lot separately.**

21. 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.
22. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
23. 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
24. 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), LAHORE OFFICE PREMISES AT MALL ROAD, LAHORE**

**Lot – I Steel Strips**

<b>Item Description</b>	<b>Unit</b>	<b>Quoted Bid Amount Per Kg. (Rs.)</b>
Steel Strips	Per Kg.	
<b>Total in Words = Rupees _____ only*</b>		

**\* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.**

**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, 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. \_\_\_\_\_**

**Lot – II Wooden Box**

<b>Item Description</b>	<b>Unit</b>	<b>Quoted Bid Amount Per Box (Rs.)</b>
Wooden Box	Per Box	
<b>Total in Words = Rupees _____ only*</b>		

**\* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.**

**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, 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. \_\_\_\_\_**



**Lot – III Lead Seals**

Item Description	Unit	Quoted Bid Amount Per Kg. (Rs.)
Lead Seals	Per Kg.	
<b>Total in Words = Rupees</b> _____ <b>only*</b>		

**\* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.**

**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, 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.** \_\_\_\_\_

**Lot – IV Used Wrapping Paper**

<b>Item Description</b>	<b>Unit</b>	<b>Quoted Bid Amount Per Kg. (Rs.)</b>
Used Wrapping Paper	Per kg.	
<b>Total in Words = Rupees</b> _____ <b>only*</b>		

**\* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.**

**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, 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;**

<i>Name &amp; CNIC No.</i>	
<i>Company Name</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>Email</i>	
<i>Business Address</i>	