



BIDDING DOCUMENTS

For

**“Disposal of Unserviceable IT Equipment at SBP BSC
HOK”**

May - 2024

**State Bank of Pakistan,
Banking Services Corporation, Head Office Karachi
GSD, 4th Floor, BSC House, SBP Complex
Phone: 021-32455484**



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION
Head Office Karachi**

GSD-HoK/01/Disposal/2024

DISPOSAL NOTICE FOR UNSERVICABLE IT EQUIPMENT

1. State Bank of Pakistan, SBP BSC (Bank), invites sealed offers from interested parties for the disposal of unserviceable IT equipment that are tax filers as per details given in the disposal documents.
2. The scrap items are lying at **SBP Bolton Market Building, M.A Jinnah Road, Karachi** to be sold on **"As is Where is basis"**. Interested bidders can visit/inspect the subject items during week days between 10:00 AM and 04:00 PM.
3. Interested bidders may access disposal documents containing detailed terms & conditions on websites of SBP and PPRA.
4. Participating bidder will submit gate money of **Rs. 100,000/- (Rupees One Hundred Thousand Only)** in the form of pay order/demand draft (**cash not acceptable**), refundable to the unsuccessful bidders after scrutiny of the bids and conclusion of the bidding process.
5. The highest bidder **will have to deposit 100%** of the total offer price in the form of pay order/bank draft within Seven (07) days after the issuance of "Letter of Acceptance" failing which, the aforementioned gate money may be forfeited and the Bank reserves the right to award the work to the next highest bidder.
6. Successful firm shall have to remove and load the items that are being disposed of at its own safety, risk, cost and labor from the Bank premises within one week after full payment of applicable tax to the relevant authority and payment against items required to be disposed.
7. Bids must be delivered to the address on or before **20th May, 2024 upto 11:00 AM**. Bids will be opened at **11:30 AM** the same day in the Chamber of JD-GSD, SBP BSC (Head Office), 4th Floor, BSC House, SBP Complex, Karachi.
8. 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.
9. In case of any query, clarification may be sought at GSD.Helpdesk@sbp.org.pk

**Joint Director - GSD
State Bank of Pakistan
Banking Services Corporation (Head Office)
04th Floor, BSC House, SBP Complex, I.I. Chundrigar Road Karachi - Pakistan
Phone: 021-32455484**

PID (K) 3010/23

**DISPOSAL OF UNSERVICABLE IT EQUIPMENT LYING AT
STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION (BANK)
GSD, HEAD OFFICE KARACHI**

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A. Instructions to Bidders & Terms & Conditions:

1. The quantities mentioned in the document are approximate; the successful bidder shall have to deposit the 2nd installment of the payable amount according to the actual quantities counted at the site.
2. Tenders/quotations **submission** Schedule: **(Monday) May 20, 2024 up to 11.00 AM Sharp**
3. Quotations **Opening** Venue/Schedule: GSD, 4th Floor, BSC House, SBP BSC (Bank), Head Office, SBP Complex, I.I Chundrigarh Road, Karachi. **20-05-2024 @ 11:30AM.**
4. Gate money of **Rs. 100,000/- (Rupees One Hundred Thousand Only)** in the form of Pay order/demand Draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation. Gate money shall be refunded - after scrutiny of the bids - to the unsuccessful bidders through written request on company letter head.
5. Only those bidders can participate in the bidding process whose names are appearing in the active tax payer list of FBR.
6. Disposal period not more than 20 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**, 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. If there is 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. Further, the Bank shall 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 Head General Services Department (GSD), which shall examine the matter in detail and reach a decision. The decision so given shall be final and 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 caused to the Bank by the successful bidder or his workers/representatives.
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 and after execution of the contract.
19. Successful bidder will be declared for applicable category

20. The successful bidder shall be responsible for any loss or damage caused to the Bank property, data, or persons etc. during 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 his/her employees.
23. The contractor shall be responsible for collection of all the items at designated location.
24. 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

**B. DISPOSAL OF UNSERVICABLE IT EQUIPMENT AT STATE BANK OF PAKISTAN,
BANKING SERVICES CORPORATION (BANK), GSD HEAD OFFICE, KARACHI**

Bill of Quantities

Item Description	Units	Lump sum Rate (Rs.)*
Laptops (After removing HDD/SSD/Memory by vendor)	16	
PCs (After removing HDD/SSD/Memory by vendor)	185	
Scanners	24	
Printers	102	
UPS	1	
Barcode Reader	1	
Square LCD	200	
CRT Monitor	47	
Widescreen LCD	16	
Keyboards	350 (approx)	
Mouse	Various	
Cords, wires, used toners/drums, etc.	Various	
Total		
Total in Words =		
Rupees		
*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/vendor/firm:

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 equipment/PPEs/measures etc. I/ we have sufficient resources to carry out above works. I undertake that I will pay/deposit all applicable taxes to relevant tax authorities before lifting the equipment; and the amount of such tax(es) is not included in above quoted price and;

All the above terms & conditions are acceptable to me/us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government / Semi Government Organization nor is it involved in any proscribed activity/business(es).

Date:

Signatures of the Bidder/vendor/firm

CNIC No. _____

Firm Details

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