



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION (BANK)
RAWALPINDI

GENERAL SERVICES
UNIT (STATIONERY)

No. GSU/ 1265/Sty-(Sty Items)-2017

26th July, 2017

INVITATION FOR BIDS

**SUPPLY OF STATIONERY ITEMS (LIST ATTACHED)
AT STATE BANK OF PAKISTAN SBP BSC (BANK), RAWALPINDI**

- 1- "State Bank of Pakistan, SBP BSC (Bank), Rawalpindi" invites sealed bids from the original manufacturers/ authorized distributors/ suppliers, registered with Income Tax and Sales Tax Departments and who are on active Taxpayers List of the Federal Board of Revenue for supply of "**STATIONERY ITEMS**" (List attached).
- 2- Bidding documents, containing detailed terms and conditions, etc. are available in General Services Unit, Room No. 35, 2nd Floor, New Building, SBP BSC (Bank), Mall Road, Rawalpindi free of cost.
- 3- The bids, prepared in accordance with the instructions in the bidding documents, must reach in the Box kept with the P.A. to Chief Manager, SBP BSC (Bank), Rawalpindi on or before **15.08.2017** till 11.00 A.M. Bids will be opened the same day at 11.30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

Sd/-

(Shereen Baloch)
Deputy Chief Manager
State Bank of Pakistan,
SBP BSC (Bank),
Rawalpindi
Phone # 051-9270761-70 Ext.387

SUPPLY OF STATIONERY ITEMS TO SBP BSC (BANK), RAWALPINDI

Sr. No.	Code (For Bank use)	Name of item	Rate per Unit (Included all taxes)	Requirement	Total (Rs.)
1	CAA-010212	Ball Point Blue Piano Point 0.8 or equivalent		2,500	
2	CAA-010213	Ball Point Black Piano Point 0.8 or equivalent		1,000	
3	CAA-010214	Ball Point Red Piano Point 0.8 or equivalent		1,500	
4	CAA-010102	Staple Pin Small 24/6 (Dollar or equivalent)		300	
5	CAA-010094	Paper Pins 50gm (grash)		250	
6	CAA-010163	Indelible Pad Ink Black (trodat)		200	
7	CAA-010062	Stapling Machine (KW-trio-5558H)		30	
8	CAA-010034	File Flat (as per Sample)		3,500	
9	CAA-010035	File Folder (as per Sample)		500	
10	CAA-010024	Gem Clip 36 mm (grash)		100	
11	STN-B00004	UHU Gum Stick (amous.35 gm		50	
12	STN-B00013	Highlighter Yellow (Dollor)		75	
13	STN-B00022	Sharpner Steel		50	
14	CAA-010029	Ereaser Pencil		30	
15	CAA-010083	Audit Pencil		25	
16	CAA-010089	Pen Holder Officers		20	
17	CAC-51014A	Envelope (9.5" x 4")		500	
18	CAC-51017A	Envelope (11" x 5")		3,000	
19	CAC-51008A	Envelope Half File Size		1,500	
20	CAC-51009A	Envelopes File Size		1,000	
21	STN-B00074	Scotch Tape 02 Inch		50	
22	CAA-10020A	Correcting Fluid (White) (In Pen Shape)		30	
23	CAA-010050	Stamp Pad Ink		150	
24	STN-B00114	Kalam Zoo Binder		100	

25	CAD048007	Register Ruled 4 Qr		100	
26	MSC-000044	VCMS Machine Papers Size 3"		30	

ISSUE DEPARTMENT CONSUMABLES FOR TENDER 2017-18

Sr. No.	Code (For Bank use)	Name of item			
1	CAA-010235	Bundle Binding White Strap (hiroyuki) 9mm*4000m (Imported)		75	
2	CAA-010240	Tri Color Ink Roller (Dry)		15	

**SUPPLY OF STATIONERY & COMPUTER CONSUMABLES ITEMS TO SBP BSC
(BANK), RAWALPINDI
TERMS & CONDITIONS**

1	The rates quoted should be valid for at least 120 days.
2	The rates should be inclusive of all over heads, transportation at site/ location Federal, Provincial and local levies and taxes such as Income Tax, Sales Tax and Customs duty etc.
3	Bidder must quote their rates in original tender documents issued to them in this regard.
4	Any addition or deletion in Tender documents will reject the bid.
5	Conditional or optional and incomplete Tender will be treated as non responsive.
6	The Tender will be evaluated as per the Bid Evaluation Criteria (BEC) mentioned below.
7	Earnest money (refundable) amounting to 2% of total final quoted amount in form of pay order/ Bank Draft/ Call Deposit only in favor of State Bank of Pakistan, SBP BSC (Bank), Rawalpindi and should be accompanied with each quotation duly signed. The Tender without or less than Earnest Money of total final bid amount and bidder not fulfilling the above mentioned requirements, shall be considered NON-RESPONSIVE.
8	The supply will be made at SBP BSC (Bank), Rawalpindi office without any additional cost.
9	The order for supply of equipments will be issued as per requirement within the bid validity period. Item wise quantity may be increased, decreased or deleted.
10	No payment shall be made in advance.
11	Contractor must execute his signature and seal on each page of bidding documents.
12	The Name of the Bidder, the subject work description, Contact, Cell # and e-mail addresses shall be clearly marked on the envelope.
13	Incomplete or conditional Quotations shall not be considered at all.
14	Successful bidder shall provide a sample before placing supply order.
15	The Tender must be submitted on or before the opening date of tender 15.08.2017 at 11.00 A.M.
16	The shelf life of the product is 01 year or higher.
17	In case of award of job, the supplier will present a Bank Draft/ Payment Order of 10% of the total Bid amount as the security deposit.
18	Any query may be submitted in writing/ e-mailed during office hours, before 03 working days of Tender Opening Date.

CONTRACTOR'S SIGNATURES WITH SEAL

FOR STATE BANK OF PAKISTAN, SBP BSC (BANK)
RAWALPINDI

BID EVALUATION CRITERIA

1	The firm must be registered with Income Tax/ Sales Tax (Return Filer).
2	The Supplier/ Manufacturer must have completed at least 3 related assignments in the last 3 years. Evidence to be provided along with the bid.
3	The Contractor shall submit proof of completion of work from the client/ firm.
4	The Contractor should submit the related technical details/ brochures/ model/ sample etc. along with tender.
5	The Contractor should provide a separate document, preferably on company's letter head, insuring that shelf life of the product is at least one year from the date of supply.
6	The Contractor must provide along with Tender an <u>Affidavit (on Stamp Paper)</u> that they have not been black listed, not in any kind of litigation and non performance of work by any Government/ Semi-Government organization/ any organization and State Bank of Pakistan (SBP) in its company history.
7	The work will be awarded to the contractor who fulfill all the prescribed requirements of the Tender and also declared as "Lowest evaluated responsive bidder."

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