



Invitation for Bids (IFB)

IFB No: IBD/GSU/059184 /2021-22

Date:30-08-2021

State Bank of Pakistan Banking Services Corporation Islamabad invites Sealed Tenders from reputable Sales Tax / Income Tax Registered eligible supplier / distributors for the supply of stationery and Computer Consumable articles for year 2021-22 at State Bank of Pakistan SBP BSC (Bank), sector G-5, Islamabad as per quantity and specifications given in the bidding documents.

1. Bidding will be conducted under National Competitive Bidding pursuant to “Single stage two envelope procedure” as per Rule 36 (b) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible bidders as defined in the PPR 2004 that meet the following minimum eligibility/qualification criteria:
 - a) Bidder must be a manufacturer/partner of manufacturer/direct authorized agent/supplier on behalf of the manufacturer of required Toner Cartridges/Drums/Ribbons in Pakistan.
 - b) Bidder should have documented track of completing at least five (05) similar assignments, during last two (02) years, involving the supply of stationary or Computer Consumable items of comparable size.
 - c) Bidder should have documented track of completion at least 3 assignments each having volume of Rs. 0.5 Million or above in the last two years.
 - d) Bidder must have verifiable presence/support/branch office in Islamabad/Rawalpindi to provide support services at door step.
 - e) Registered with Income Tax and Sales Tax Departments (both).
2. The bidder has to ensure that all the items used for the required supplies are genuine and original. Bids proposing substandard, low quality, refurbished or copy items will be rejected. Documentary evidence showing genuineness of brand name, model and country of origin of the product so offered should also be attached.
3. 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.
4. Interested eligible Bidders may obtain the bidding documents on submission of a written application to the address below and upon payment of a non-refundable fee of **PKR. 500** or **PKR. 1000** (if the bidding documents are requested through Courier) only through bank draft/pay order drawn in favor of “**SBP BSC Islamabad**”, from the address given below during Office hours, after publication of IFB till one day before closing thereof.
5. Bid security of not less than **2%** of the bid price (**package/s**) must be accompanied by **Financial Proposal** in separately sealed envelope payable in the form of bank draft/pay order, drawn in favor of SBP BSC Islamabad. Conditional, incomplete, late tender shall not be accepted. Bid submitted without Bid Money and signed Bid Form by authorized nominee of the bidder will be rejected. Bid with material deviation, exception, objection, conditionality, or multiple articles and quotes shall be rejected.
6. Bids must be delivered to the address below, not later than **20 Sept, 2021** upto **03:00 PM**. Bids will be opened in the presence of bidders’ representatives (who choose to attend) at **03:30 PM same day** in the Banking Hall, Ground Floor, State Bank of Pakistan SBP BSC (Bank) Islamabad.

Chief Manager

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