



SBP BANKING SERVICES CORPORATION PESHAWAR OFFICE

Bidding Documents

for

SUPPLY OF PAINT/POLISH MATERIALS AT SBP BSC (BANK) PESHAWAR

October 2022





STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION
PESHAWAR

Reference No: Pesh.Engg/63852/2022

Date: 28-10-2022

INVITATION TO BID FOR SUPPLY OF VARIOUS ITEMS/ MATERIALS

State Bank of Pakistan Banking Services Corporation Peshawar Office invites sealed bids from the contractors/ suppliers, registered with Income Tax Department and Sales Tax Department and who are on Active Taxpayers list of the Federal Board of Revenue for Income Tax and Sales Tax for below mentioned supplies in different Lots;

S. No.	LOT No.	Title of Procurement	Date & Time of Bid Submission	Date & Time of bid opening	Address of Bidding Documents Issuance	Address of Bid Submission
1	I	Supply of Paint/Polish Materials at SBP BSC (Bank) Peshawar.	17-11-2022 till 03:00 PM	17-11-2022 till 03:30 PM	Engineering Division, 2nd Floor, Tower Block Building, SBP BSC (Bank), Saddar Road Peshawar (Ph No. 091-9211977)	Tender box kept in the office of the PA to Chief Manager at Mezzanine Floor, Tower Block Building, SBP BSC (Bank), Saddar Road Peshawar
2	II	Supply of Plumbing Materials at SBP BSC (Bank) Peshawar.	17-11-2022 till 03:15 PM	17-11-2022 till 03:45 PM		
3	III	Supply of Electrical Materials at SBP BSC (Bank) Peshawar.	17-11-2022 till 03:30 PM	17-11-2022 till 04:00 PM		

Bidding documents for each lot can be obtained from the address mentioned in the above table through an application on letter head of the firm/ company and payment of non-refundable tender fee amounting to Rs 500/- for each lot in the form of cash or pay order/demand draft in favor of State Bank of Pakistan. The bidders are requested to bid for each Lot separately as per its requirements and schedule. Each bid will be evaluated and awarded separately.

Bids prepared in accordance with the instruction in the bidding documents, must be dropped in tender box kept at the address mentioned in the above table. Bids for different lots will be opened as per above schedule. In case bid-opening date is falling on a public holiday, the bid will be opened on next working day at the same time at the same venue. This advertisement is also available at PPRA's & State Bank of Pakistan Websites www.ppra.org.pk & www.sbp.org.pk respectively.



- Sd/-
Chief Manager
State Bank of Pakistan
SBP BSC (Bank) Peshawar
Tel # (091)9211977
Fax: (091)9211963

SUPPLY OF PAINT/POLISH MATERIALS AT SBP BSC (BANK) PESHAWAR

INDEX

S.NO	DESCRIPTION
1.	Title Page
2.	Tender Notice
3.	Index
4.	Bidding Documents Part-A- (Instructions to Bidders & Terms and Conditions)
5.	Bidding Documents Part-B- (Financial Bid/Bill of Quantities)
6.	Bidding Documents Part-C- (Form of Bid/Undertaking by the Bidder)
7.	Bidding Documents Part-D- (Composition of the Bid)
8.	Bidding Documents Part-E- (Form of Bid/Undertaking by the Bidder)
9.	Bidding Documents Part-F- (Standard Forms)

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A. Instructions to Bidders & Terms and Conditions:

1. **Type of Contract:** *Item Rate on re-measured basis.*
2. **Tenders submission Schedule:** 17-11-2022 till 03:00 PM
3. **Tender Opening Venue/Schedule:** *Office of the Chief Manager SBP BSC (Bank) Peshawar at Mezzanine floor, Tower Block Building, Main Saddar Road on 17-11-2022 at 03:30 PM.*
4. **Earnest Money:** Rs. 15,000/- in the form of Pay Order in favor of State Bank of Pakistan. This shall be returned to the un-successful bidders after signing of the Contract with the successful bidder. For successful bidder, it shall be retained by the Employer as Performance Security of the contractor and shall be returned after completion of the supplies.
5. In case the successful bidder refuses to provide supplies or fails to complete the supplies as per the directions of the Employer, his Earnest Money shall be forfeited and the contractor shall be barred or banned for participation in future tenders of the Employer for a particular period of time specified by the Employer. The decision of the Chief Manager Director Engineering shall be final & binding in this regard.
6. **Completion Time:** **15 Calendar Days**
7. **Validity of Bids** from the opening date: **60 Calendar Days**
8. **Mode of Payment:** 100% on completion of job according to the actual quantities executed at site.
9. The bidders are strongly encouraged to visit the Employer's office to get firsthand information regarding the scope of supplies and samples available before submitting the quotations.
10. If the bidders have any queries regarding any item of supplies in the BOQ, the same shall be communicated to the Employer at least 07 days prior to the date fixed for submission & opening of the Bids. The response to such queries shall be communicated to all the firms who have taken the documents at their given addresses.
11. 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.
12. Bids will be checked by the Employer 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 unit rate as quoted will govern. The amount stated in the Bid will be adjusted by the Employer accordingly and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security/ Earnest Money shall be forfeited.
13. The Employer 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 or to other prospective bidders; or the Employer 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.
14. **Sub-Contracting** is not allowed under any circumstances.
15. No **Price Adjustment** shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
16. No **advance payment** shall be made by the Employer to the Contractor.
17. If any dispute arises between the parties (Contractor & the Employer), the matter shall be referred to the Chief Manager/Director Engineering who will examine the matter in detail and give the decision which will be final & binding upon the parties.
18. The Employer reserves the right to recover any amount from the payable amounts to the Contractor against any losses or damages incurred to the property or persons of the Employer due to the Contractor or his workers negligence.
19. In context of this contract, the contractor shall indemnify the Employer regarding all claims of compensations, claims, taxes, duties etc. in whatsoever form from any labour 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 if deemed necessary by the Employer.
20. The contractor and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Employer's Security Department.
21. Contractor shall keep strictly confidential and not make use of any confidential information supplied by the Employer other than to perform this Contract, and shall impose the same obligations on its employees.
22. The Employer reserve the right to reject any or all of the bids as per PPRA rules.

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23. The bill of the contractor shall not be accepted and processed for release of payment without satisfactorily completion of supplies.
24. Applicable taxes/ levies etc. shall be deducted at source from the contractor's payable amounts at the prevailing government rates at the time of payment.
25. **Liquidated Damages**
- The time allowed for completion of the supplies will be strictly observed by the contractor and the contractor shall pay compensation @ Rs. 1,500/ per day if the supplies remains uncompleted after the stipulated completion time mention in Work Order/Purchase Order..
 - In case of any breach of any terms & conditions, the Employer reserves right to take any punitive action for which decision of the Chief Manager/Director of Engineering shall be conclusive.

B. FINANCIAL BID/ BILL OF QUANTITIES

- The items mentioned in Bill of Quantities consist of furnishing all labour, carriages etc required for completing the supplies in accordance with Bill of Quantities complete in all respects.
- Rates quoted should be inclusive of all applicable taxes, duties etc.
- Unit rate is to be entered against each item in the Bill of Quantities whether quantities are entered or not. Items against which no price or rate is quoted in the Bill of Quantities shall be deemed to have been covered by rates or prices quoted in the other BOQ item.
- Sub-total/Total amounts shall also be referred in words.
- Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, and the line total will be corrected accordingly.
- Each cutting should be signed by the authorized person.

Sr. No.	Description of BOQ Item	Unit	Qty	Unit Quoted Rate (Rs.)	Quoted Amount (Rs.)
1	Supply of Plastic Emulsion Paint of ICI Dulux Pentalite or other approved equivalent required for patch works normally with characteristics of matching/merging wall color while doing patch work on walls as per approved samples or as approved by the Bank.				
	a. Ivory Silk	Gallons	12		
	b. white		04		
	c. New Ash White		08		
2	Supply of Enamel Paint of ICI Dulux or other approved equivalent required for patch works normally with characteristics of matching/merging wall color while doing patch work on walls etc as per approved samples or as approved by the Bank.				
	a. Court Grey	Gallons	8		
	b. Post Office Red		4		
3	Supply of Enamel Paint of Diamond or other approved equivalent required for patch works normally with characteristics of matching/merging wall color while doing patch work on walls etc as per approved samples or as approved by the Bank.				
	a. Yellow	Gallons	4		
	b. Black		4		
	c. White		3		
	d. Brown		2		

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4	Supply of Weather Shield of ICI Dulux or other approved equivalent required for patch works normally with characteristics of matching/merging wall color while doing patch work on walls etc as per approved samples or as approved by the Bank.				
	a. Magnolia	Gallon	12		
	b. Sand Stone		05		
	c. Tile Red		03		
5	Supply of Sand Paper 100 # made korea or or other approved equivalent as per sample approved by the Bank.	Nos	24		
6	Supply of Paint brushes as per available sample or as per sample approved by the Bank.				
	a. Paint Brush 5 inch	Nos	6		
	b. Paint Brush 4 inch	Nos	3		
	c. Paint Brush 3 inch	Nos	2		
	d. Paint Brush 2 inch	Nos	2		
7	Supply of Roller Paint brush without tray as per available sample or as per sample approved by the Bank.	Nos	2		
8	Supply of Wall Putty of as per available sample or as per sample approved by the Bank.	Buckets	10		
9	Supply of Spirit for polish works as per available sample or as per sample approved by the Bank.	Liters	20		
10	Supply of Clean Lak Dana for Polish works as per available sample or as per sample approved by the Bank.	Kg	4		
11	Supply of Lacquer for Polish works as per available sample or as per sample approved by the Bank.	Gallons	10		
14	Supply of Thinner for Polish works as per available sample or as per sample approved by the Bank.	Liters	50		
Total Amount Inclusive of All Taxes (Rs.)					

(Rupees

.....)

C. Form of Bid/ Undertaking by the Bidder:

I had visited the site and have fully understood the scope of work & specifications. The quoted rates are inclusive of all labour charges, Carriages, applicable taxes/ duties, overheads, safety equipment/PPEs/measures etc. I/ we have sufficient resources to carry out above Supplies and our firm is not blacklisted by the State Bank of Pakistan, SBP BSC or any other Employer. All the above Terms & Conditions are acceptable to us unconditionally. We also confirm that our firm is not blacklisted by SBP BSC or any other organization and we are not in litigation with any Government Department or other organization.

Dated:

Signatures of the Contractor

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For State Bank of Pakistan BSC Engg. Unit and Seal



Name & CNIC No.	
Company Name.	
NTN No.	
Phone No. / Mobile No.	
Fax No.	
Email ID.	
Office Address.	

D. Composition of the Bid

Bids should comprise of the following;

- Covering Letter on company letterhead.
- Earnest Money/ Bid Security as per Instructions to Bidders & Terms and Conditions.
- Complete set of Bidding Documents as issued by the SBP BSC including Completed/ Filled Schedules of Prices or Bill of Quantities, and signatures/ stamps of the contractor on each page.

E. Bid Evaluation Criteria

Bidder must meet the following minimum parameters.

Sr. No.	Parameter
1	Bid must be un-conditional, conditional bids shall be rejected.
2	Bidder must be active tax payer as per Federal Board of Revenue (FBR's) revenue Data base i-e Active Tax Payer List
3	The Bidder should also be registered with Provisional Revenue Authority. If not registered, the 100% tax shall be deducted at source as per applicable law and credited to relevant account.
4	Affidavit on non-judicial stamp paper of not being blacklisted, declared in-eligible or debarred by any organization / department for corrupt or fraudulent practices, or no failure to perform with SBP BSC in past.
5	Bidder should have completed contracts each amounting to minimum Rs 200,000/- for supply of materials to any public sector organization or any well-known private organization during the last 5 years. Copies of Work Orders/ Purchase Orders or Contract Agreements to be attached with the bid as evidence.

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7 | Page

For Contractor Sign and Seal

F. Standard Forms

FORM OF CONTRACT AGREEMENT

(Stamp duty shall be borne by the contractor as per the prevailing rates)

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____ day of _____ 2022 between State Bank of Pakistan Banking Services Corporation acting through its Chief Manager who is duly authorized in this behalf (hereinafter called the "Bank") and _____, acting through its _____ who is duly authorized in this behalf (hereinafter called the "Contractor").

WHEREAS:

- (A) The Contractor has offered to supply (hereinafter called the "Supplies") on the terms and conditions as set forth in this Contract; and
- (B) The Employer has agreed to engage the Contractor to provide the supplies on the terms and conditions contained in this Contract.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Instructions to Bidders & Terms and Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, and in case of any conflict the decision of Chief Manager/ Director Engineering shall be final and binding.
 - (a) The Letter of Acceptance;
 - (b) Instructions to Bidders & Terms and Conditions;
 - (c) The priced Schedule of Prices;
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

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