

TWO VOLUMES
Volume-I: Instruction to Bidders
& Conditions of Contract
Volume-II: Financial Bid



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION (BANK) FAISALABAD
ENGINEERING UNIT

VOLUME – 1

(Technical Proposal)

Bidding Documents

For

SUPPLY OF CLEANSING MATERIAL AT STATE BANK OF PAKISTAN
SBP BSC FAISALABAD

INVITATION TO BID
INSTRUCTIONS TO BIDDERS
BID EVALUATION CRITERIA
CONTRACT DATA
STANDARD FORMS
SCHEDULE OF PRICES

October 2023



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION
Engineering Unit
Faisalabad

NO. ENGG./054375/23

Dated: 09-10-2023

INVITATION TO BIDS

**SUPPLY OF CLEANSING MATERIAL AT STATE BANK OF PAKISTAN SBP BSC
FAISALABAD**

1. Sealed Bids are invited from contractors registered with Income Tax and who are on Active Taxpayers List of the Federal Board of Revenue for “Supply of Cleansing Material at State Bank of Pakistan SBP BSC Faisalabad”.

2. Bidding documents, containing detailed terms and conditions, etc. are available at Office of the Engineering Unit 1st floor, SBP BSC (Bank), Faisalabad. The bidding documents can be obtained through an application on the letter head of the firm/ company. Price of bidding documents is Rs. 500/- (Non-refundable) in the form of pay order/demand draft in favor of State Bank of Pakistan Banking Service Corporation. This advertisement is available at procuring agency’s website and PPRA’s website i.e. www.sbp.org.pk and www.ppra.org.pk. The prospective bidders may download the bidding documents free of cost from procuring agency’s website i.e. www.sbp.org.pk and submit the bids on the said bidding documents in accordance with tender requirements, duly signed by the authorized person.

3. The bids, prepared in accordance with the instructions in the bidding documents, must be dropped in the tender box kept in the Office of PA to Chief Manager at 2nd Floor, SBP BSC (Bank), Faisalabad on or before 26-10-2023 till 3:00 PM along with Bid Security. Bids will be opened on the same day at 3:30PM. In case the bid-opening date is falling on a public holiday, the bid will be opened on next working day at the same time and venue.

-sd-

Chief Manager

State Bank of Pakistan
SBP BSC, (Faisalabad)

Phone: 041-9200415

Fax: 041-9200412



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INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS

The State Bank of Pakistan Banking Services Corporation (hereinafter called “the Employer / Bank”) wishes to receive Bids as per invitation to bids (hereinafter referred to as “the goods / works”). Bidders must quote for the complete scope of works. Any Bid covering partial scope of works will be declared non-responsive.

1. **TYPE OF CONTRACT:** **Item Rate on re-measured basis**
2. **BID SUBMISSION SCHEDULE:** **As mentioned in Invitation to Bid**
3. **BID OPENING VENUE/SCHEDULE:** **As mentioned in Invitation to Bid**

4. **BIDDING PROCEDURE:**

Bidding will be conducted under National Competitive Bidding pursuant to ‘Single stage -single envelope procedure’ as per Rule 36(a) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the Public Procurement Rules 2004 who meet the minimum eligibility/qualification criteria as mentioned in “Part-C Bid Evaluation Criteria”.

5. **BID SECURITY:**

- 5.1 Each bidder shall furnish, as part of his bid in Technical Envelope, a Bid Security of fixed amount of **Rs. 14,200/-** in the shape of Pay Order / Demand Draft / Deposit at call in favor of SBP-Banking Services Corporation. This shall be returned to the un-successful bidders after signing of the Contract with the successful bidder. The Bid Security in original is required to be submitted along with Bidding Documents.
- 5.2 In case the successful bidder refuses to take up the works, its Bid Security without prejudice to any other remedy available in the tender documents shall be forfeited and works may be awarded to second most advantageous bid. The decision of the Chief Manager shall be final & binding in this regard.
- 5.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.

6. **Bid Prices, Currency of Bid and Payment**

- 6.1 The bidder shall fill up the Schedule of Prices (Schedule-A to Bid) indicating the unit rates and prices of the Works to be executed under the Contract. Prices in the Schedule of Prices shall be entered in Pak Rupees keeping in view the instructions contained in the Preamble to Schedule of Prices.
- 6.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder’s performance of the Contract and not subject to variation on any account.
- 6.3 The unit rates and prices in the Schedule of Prices shall be quoted by the bidder in the currency as stipulated in Bidding Data

7. **PERFORMANCE GUARANTEE:**

- a. The Performance Guarantee would remain valid till successful completion of Defect Liability Period and would be released after successful completion of defect liability period (365 days from issuance of Completion Certificate).
- b. The Bid Security of the successful bidder shall be retained as Performance Guarantee.
- c. Notwithstanding anything contained in the Contract and / or applicable law the Performance Guarantee shall be forfeited if the Contractor / Supplier fails to perform its obligations under the Contract.

8. **REJECTION OF BIDS:**

Bank/Employer reserves the right to reject any or all of the bids as per PPRA rules.

9. **COMPLETION / DELIVERY TIME: 25 Days**

10. **DEFECTS LIABILITY PERIOD: 365 Days (365 days from issuance of Completion Certificate)**

11. **WORKING HOURS/ TIMES:**



The contractor shall have to supply the goods during the working hours at 4th floor Tower Block Building.

12. VALIDITY OF BIDS FROM THE OPENING DATE: 180 Days

13. MODE OF PAYMENT:

- i. 90% on satisfactory delivery of the material at site.
- ii. 10 % on successful completion of the Defects liability period (365 days from issuance of Completion Certificate).

14. If the bidders have any queries regarding any item of goods /works in the Bill of Quantities (BOQ), the same shall be communicated to the Bank/Employer at least 05 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.

15. No alternate proposal(s) shall be entertained. Bidders offering more than one proposal(s) shall be disqualified and its bid shall be deemed to be non-responsive.

16. Partial Bids / In-complete bids are **NOT** acceptable and will be rejected. Conditional bids shall not be considered at all.

17. 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.

18. Bids will be checked by the Bank/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 shall be forfeited.

19. Bank/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.

20. ANNOUNCEMENT OF RESULTS AND CONTACTING SBP BSC:

20.1 Financial / Final Evaluation Report would be posted for fifteen days on PPR and SBP websites and on Notice Board of office.

20.2 Any effort by a bidder to influence SBP BSC in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid and lead to blacklisting as per Rule 19 of PPR-2004. Whereas, any bidder feeling aggrieved by any act of SBP BSC may lodge a written complaint concerning his grievances as per Rule 48 of PPR-2004.

21. **Sub-Contracting** is not allowed under any circumstances.

22. Price Adjustment:

No **Price Adjustment** shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.

23. **No advance payment** shall be made by the Bank to the Contractor.

24. In case the quality of supplied items is found unsatisfactory, the contractor will have to re-supply the same without any additional cost to the Bank/Employer and the Defects Liability Period shall be considered starting from the completion date of the repeated supply.

25. The Contractor shall be responsible for any loss or damage to the employer property, data, or persons etc. during or due to the operations carried out by the Contractor under this Contract.

26. Bank/Employer reserves the right to recover any amount from the payable amounts to the Contractor against any losses or damages incurred to the property, data, or persons of the Employer due to the Contractor or his worker's negligence.

27. In context of this contract, the Contractor shall indemnify the Bank 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.
28. The Contractor and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
 29. The Contractor shall keep strictly confidential and not make use of any confidential information supplied by the Bank/Employer other than to perform this Contract, and shall impose the same obligations on its Employees.
 30. Contractor shall be responsible for the safe and sound delivery of the goods at Engineering Store within the stipulated time period to complete the Works.
 31. Prices should include all the costs occurred till the safe and sound delivery of the goods / equipment including transportation, cartage etc.
 32. The Contractor shall have to make all necessary safety arrangements for the safety of his employees, Bank/Employer staff and property. In case of any damage to the Bank/Employer property or persons, the Contractor will be fully responsible and shall have to make good all such damages.
 33. The Quantity of the goods can be increased / decreased as per the Bank/Employer Requirement.
 34. 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.
 35. **Material should be purchased from renowned shopping store like Metro, Chase Up, Imtiaz, Al-Fateh, Carrefour, SB Store or approved equivalent store etc. Contractor shall submit proof of purchase of store material from the above mentioned stores except for items mentioned at Serial No. 1 to 5, 7,14,22.**
 36. Date of expiry of supplied material must be more than or equal to 1 year from the date of delivery.
 37. Documents submitted by bidder shall be treated as confidential and will not be returned.
 38. **FORCE MAJEURE:**
 - 38.1 For purposes of this Contract, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, accident, restraint of government, governmental acts, injunctions and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Contract.
 - 38.2 A Party shall not be deemed in default of this Contract, nor shall it hold the other Party responsible for, any delay in the performance of its obligations (excluding payment obligations), provided the party relying upon this provision
 - i. Gives written notice thereof, and
 - ii. Takes all steps necessary to mitigate the effects of the force majeure event.

In case if either party is unable to perform their obligations, the Contract shall be terminated in accordance with clause 40.
 39. **INDEPENDENT CONTRACTOR STATUS:**

The Contractor including all his employees, sub-contractors, associates, assigns or his legal heirs shall at all times function and be regarded as independent Contractor and not as an agent of the Employer and neither the Contractor nor its employees, sub-contractors, associates, assigns or his legal heirs shall have the right to represent or bind the Employer to any third person including any department or agency of Government or any other authority in any manner, whatsoever.
 40. **LAWS GOVERNING CONTRACT AND LANGUAGE:**

The Contract shall be governed by the laws of Islamic Republic of Pakistan and the language of the Contract shall be English / Urdu.



41. TERMINATION:

41.1 The Employer without prejudice to any other remedy for breach of Contract may terminate this Contract by written notice of default:

- a. If the Contractor does not remedy a failure in the performance of their obligations under the Contract, within seven (07) days after being notified or within any further period as the Employer may have subsequently approved in writing.
- b. If the Contractor becomes insolvent or bankrupt.
- c. If the Contractor, in the judgment of the Employer with relevant evidence (to be shared in advance with the Contractor), has engaged in corrupt, or fraudulent practices under the law of Pakistan in executing the Contract.
- d. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than fifteen (15) days.
- e. If the Employer, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.
- f. If the Contractor fails to comply with any final decision reached as a result of proceedings pursuant to Clause 42 hereof.

41.2 The Contractor may terminate the Contract by giving sixty (60) days to the Employer if Employer fails to make payments to the Contractor in accordance with the Contract in reasonable time.

42. PENALTIES:

42.1 Delivery of the goods and performance of services shall be made by the Contractor in accordance with the time schedule prescribed in the Contract.

42.2 If the Contractor fails to deliver any or all of the goods or to perform the services within the period(s) specified in the Contract, the Employer shall, without prejudice to other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum @ 0.1% of total work done/ day to a maximum of 10% until actual delivery or performance.

43. DISPUTE RESOLUTION:

43.1 If any dispute arises between the parties (Contractor & the Bank/Employer), the matter shall be referred to the Director Engineering who will examine the matter in detail and give the decision which will be final & binding upon the parties.

43.2 In case the Contractor believes that the decision of the Director/Head Engineering was not in line with the Contract or it is prejudiced, and he does not accept the same, he may give a notice of dissatisfaction under this sub-clause within 15 days of the decision of the Director/Head Engineering. If no notice is given within this time, the decision of Director/Head Engineering shall be final and binding upon the Parties.

43.3 In case a dissatisfaction notice is given by the Contractor, the matter may be referred to arbitration under the Act 1940 (Act No. X of 1940) and rules made there under and any statutory modifications thereto. Arbitration Proceedings shall be held at the place mentioned in the Contract Data.

44. PROCESS TO BE CONFIDENTIAL:

44.1 Information relating to evaluation of bids and recommendations concerning to award of the contract shall not be disclosed by Employer to the bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.

44.2 The Contractor / Bidder shall not disclose or attempt to make public any information relating to the bidding documents, bidding process and award of the contract to any person or entity without the Employer's prior written consent.

44.3 In case of any disclosure related to the bidding process and contractual obligations at any stage by any bidder/ contractor, Employer may reject its bid and/or terminate the contract.

44.4 Whereas, any bidder feeling aggrieved by any act of SBP BSC may lodge a written complaint concerning his grievances as per Rule 48 of PPR-2004 at below address:

Address of Grievances Committee:



45 **SIGNING OF CONTRACT AGREEMENT:**

The successful bidder will prepare Contract in the Form of Contract provided in the Bidding Documents, incorporating all agreements between the parties. All cost in this regard including stamp duty shall be borne by the Contractor.

46 **CODE OF CONDUCT:**

46.1 It is the Employer's policy that Contractors to observe the highest standards of ethics during the procurement and execution of contracts. In pursuit of this policy, the Employer follows, inter alia, the instructions contained in PPR-2004 which defines:

"blacklisted" means a bidder that is declared by the Authority untrustworthy after establishing the fact that the bidder was found involved in any corrupt and fraudulent practice or practices; or if the bidder is declared incapable by the Authority due to its established performance failure during the execution of the contract; or if the bidder deviates from its prior commitment or declaration made regarding the bid or proposal submitted by the bidder.

"corrupt and fraudulent practices" in respect of procurement process, shall be either one or any combination of the practices including, -

- i. "coercive practices" which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- ii. "collusive practices" which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels;
- iii. "corrupt practices" which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- iv. "fraudulent practices" which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and
- v. "obstructive practices" which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;

46.2 Under Rule-19 of PPR-2004, "The Employer can inter alia blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA. Such matters would be referred to the Blacklisting Committee that is empowered to take action accordingly.

However such barring action shall be undertaken only after Contractor who is to be barred and blacklisted shall be accorded adequate opportunity of being heard. Decision of the Blacklisting Committee of SBP BSC will be final and conclusive.

46.3 The receipt for any money paid by the bidders will not be considered as any acknowledgement of payment to the Contractor unless such receipt is signed by a duly authorized officer of the Employer and Contractor shall be solely responsible for seeing that a proper receipt is provided.

46.4 Attention of bidders is drawn to Rule-32 of PPR-2004 whereby they are required to identify any discriminatory and difficult conditions, introduced by Employer which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that

particular procurement is related. However in certain conditions Employer may describe exceptions or preferences consistent with Rule-4 of PPR-2004.

- 46.5 Employer's policy requires that selected Contractor shall provide professional, objective, and impartial advice and services and at all times hold the Employer's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bank, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder and termination of contract arising out of this procurement
- 46.6 Without limitation on the generality of the foregoing, Contractors and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- a) A Contractor that has been engaged by the Employer to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, Contractor hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
 - b) A Contractor (including its Personnel and Sub-Contractor(s) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Contractor to be executed for the same or for another client.
 - c) A Contractor (including its Personnel and Sub-Contractor(s) that has a business or family relationship with a member of the Bank's staff who is directly or indirectly involved in any part of (i) the preparation of the specifications of the goods, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority of the Employer.
 - d) Bidders shall not recruit or hire any agency or current employees of the Bank. Recruiting former employees of the Employer or other civil servants to work for the bidders is acceptable provided no conflict of interest exists. When the Contractor nominates any government employee as Personnel in their bid, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Employer by the Contractor as part of bid.

47 OVERRIDING EFFECT OF PPR-2004:

Whenever in conflict with these documents the stipulations of PPR-2004 (Public Procurement Rules-2004) shall prevail.

48 ONE BID PER BIDDER:

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.



FORM OF BID
(LETTER OF OFFER)

Bid Reference No. _____

**SUPPLY OF CLEANSING MATERIAL AT STATE BANK OF PAKISTAN SBP BSC
FAISALABAD**

To: Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, Drawings, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute the subject works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price as stated in Volume-II: Schedule of Prices or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security as specified in bidding documents **IB.05 “Bid Security”**
4. We undertake, if we qualify and our Bid is accepted, to commence the whole Works comprised in the Contract within stipulated time for completion as mentioned in the bidding documents.
5. We agree to abide by this Bid for the period of 180 days from the date fixed for opening the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our Bid is accepted, to provide the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the most advantageous bid or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 2023

Signature _____ in the capacity of _____ duly authorized to sign bid for and on behalf of the _____ (name of Bidder)

(Name of Bidder in Block Capitals)

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____



BID EVALUATION CRITERIA

Qualification will be based on all the criteria given below. Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Joint Venture or consortium is not allowed. The Employer reserves the right to seek further information and / or verify the information furnished by the applicants. The Employer may reject any application for any misrepresentation knowingly made by any applicant in, or pursuant to, their application or for any statement furnished in connection therewith, and intended to be relied upon by the Employer, which is incorrect in any respect. Evaluation criteria is mentioned as under:

SNO.	Description	Annexure / Page No. of attached Document
1.	<p><u>Company Profile</u> i. Name of Company ii. Company Legal Status: (Tick Anyone and provide relevant documents) 1. In case of Individual / Sole Proprietor a) Copy of CNIC b) Affidavit that firm is individual / Sole proprietor 2. In case of Associated of Persons (AOP) a) Partnership Deed b) No. of Partners along with CNIC 3. In case of (Pvt.) limited a) Copy of Article of Association / Memorandum b) Form 29, Form A and Nos of Directors along with copy of CNIC iii. Contact details, a) Telephone, Mobile No., Fax numbers (if any), email address (if any) b) Postal Address</p>	
2.	<p><u>Unconditional Bid</u> Bid is un-conditional, conditional bids shall be rejected</p>	
3.	<p><u>Bid Security</u> Bid Security is required as per clause IB-5. Bid Security in Original is to be attached with Bid.</p>	
4.	<p><u>Name in Schedule-IV NACTA Pakistan</u> Bidder shall be held non-responsive if Bidder's name is found in Schedule-IV (https://nacta.gov.pk/proscribed-persons-2/) and list of organizations / Splinter Outfits https://nacta.gov.pk/proscribed-organizations/ notified by National Counter Terrorism Authority NACTA Pakistan</p>	
5.	<p><u>Income Tax and General Sales Tax</u> Bidder must be registered with FBR in Income Tax and General Sales Tax and must active taxpayer as per Federal Board of Revenue (FBR's) revenue Data base i-e Active Tax Payer List (NTN & GST).</p>	
6.	<p><u>Affidavit</u> 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.</p>	
7.	<p><u>Experience</u> Minimum 02 works executed pertaining to supply of Goods / Materials during last 05 years each of value Rs. 400,000/-. The Bidder shall submit work order/ completion certificates / contract agreement with the bid.</p>	



The following Contract Data shall be deemed to form and be read and constructed as part of the Contract, including Conditions of Contract.

CONTRACT DATA

Description	Explanation/ Clarification
The Employer	State Bank of Pakistan, SBP BSC (Bank), Faisalabad
Priority of Documents	Documents forming the Contract listed in the order of priority: (a) The Contract Agreement (b) Letter of Acceptance (c) The completed Form of Bid (d) Contract Data (e) Instruction to Bidders & Terms and Conditions (f) The completed Schedules to Bid including Schedule of Prices
Amount of Performance Security	a. The Bid Security of the successful bidder shall be retained as Performance Security. b. The Performance Security would remain valid till successful completion of Defect Liability Period and would be released after successful completion of defect liability period.
Completion Time	25 Calendar days
Liquidated Damages	@ 0.1% of total work done/ day to a maximum of 10% of the total work done.
Defects Liability Period	365 calendar days
Retention Money	10% of the net payable amount for each bill of the Contractor
Currency	Payment shall be made in Pak Rupees.
Place of Arbitration	Karachi



FORM OF CONTRACT

(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 _____ 2023 between _____, acting through its _____ who is duly authorized in this behalf (hereinafter called the "Employer") and _____, acting through its _____ who is duly authorized in this behalf (hereinafter called the "Contractor").

WHEREAS:

- (A) The Contractor has offered to execute the works for [please insert relevant details] {"Works"} on the terms and conditions as set forth in this Contract; and
- (B) The Employer has agreed to engage the Contractor to carry out the Works 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 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 Director Engineering shall be final and binding.
 - (a) The Letter of Acceptance;
 - (b) Instructions to Bidders and Terms & Conditions
 - (c) The priced Schedule of Prices (Financial Bid);
 - (d) Technical Specifications
 - (e) Drawings (if any)
 - (f) Addendum, if any
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 No.1
(Name, Title and Address)

Witness No.1
(Name, Title and Address)

Witness No.2
(Name, Title and Address)

Witness No.2
(Name, Title and Address)





**STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION (BANK) FAISALABAD
ENGINEERING UNIT**

(Financial Proposal)

Bidding Documents

For

**SUPPLY OF CLEANSING MATERIAL AT STATE BANK OF PAKISTAN
SBP BSC FAISALABAD**

VOLUME – II

October 2023



SCHEDULE OF PRICES

1. Preamble: -

- i.** The Supplier shall, inter-alia, supply the supplies mentioned in the BOQ as per given specification mentioned therein and those communicated to him by the Bank's officials.
- ii.** The quantities contained in the Bill of Quantities are approximate/estimated quantities and liable to be changed (increased/decreased) or omitted at the time of supply. The Employer is authorized to delete any item of work or vary quantities of any item(s) of Bill of Quantities. No claim for any adjustment in the unit rate set forth in the Bill of Quantities may be made because of any increase or any decrease in the quantities indicated herein.
- iii.** The prices and rates to be quoted in the Bill of Quantities are to be the full inclusive all costs of expenses which may be required in and for the supply/delivery of the material described and implied in all the documents referred to on which the tender is based.
- iv.** Rates quoted should be inclusive of all applicable Govt. taxes, duties etc.
- v.** Unit rate is to be entered against each item in the Bill of Quantities whether quantities are entered or not.
- vi.** Partial Bids / In-complete bids are NOT acceptable and will be rejected. Conditional bids shall not be considered at all.
- vii.** Sub-total/Total amounts shall also be referred in words.
- viii.** 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.
- ix.** Each cutting should be signed by the authorized person.



SCHEDULE OF PRICES

(BILL OF QUANTITIES)

S.No	Description	Quantity	Unit	Unit Rate with all taxes	Amount with all taxes
1	Room Air Freshener Pkt. (Bathroom) King or approved equivalent	10	Dozen		
2	Brooms hard good quality/ full size	45	Kg		
3	Brooms soft good quality/ full size 12 gutti	55	Nos.		
4	Duster cotton 20" x 30"	100	Nos.		
5	Duster yellow soft 20" x 30"	80	Nos.		
6	Perfumed Soap (Lux or approved equivalent) 70 Gram	250	Nos.		
7	Commercial Acid 30 Ltr	2	Nos.		
8	Dry mop 16 inch complete with rod, clump and refill	17	Nos.		
9	OXO Biodegradable ECO friendly Recycled Good sense Bags Pedal Bin Liners Jazee or approved equivalent. Rim size (91cm x 61cm), Bag size (18" x 24" approx.) Qty. Sacks 22-25 Approx.	100	Nos.		
10	Air Freshener (Fine Dreaming or approved equivalent)-300 ml	72	Nos.		
11	Tissue Paper box of Rose Petal Pop Up Tissue box - ultra soft Smart(150x2ply) or approved equivalent	140	Nos.		
12	Best Toilet Cleaner Sweep 1300 ml of GoodBye or approved equivalent	45	Nos.		
13	OXO Biodegradable ECO friendly Good sense Bags (80 Liters Heavy Duty) of Jazee or approved equivalent. Rim size (142cm x 94cm), Bag size (28" x 37" approx.) Qty. Sacks 10 Approx.	55	Nos.		
14	Dry Mop re-fill 23"	35	Nos.		
15	Liquid Hand wash Dettol/Safe guard or approved equivalent	100	Liters		
16	Toilet cleaner Harpic or approved equivalent-450 ml	65	Nos.		
17	Antiseptic Solution of Dettol or approved equivalent 1000 ml	9	Nos.		
18	Dish washing powder of vim dish wash lemon scourer pouch or approved equivalent-750 g	35	Nos.		
19	Dish washing Liquid of Lemon Max Dish Wash Liquid or approved equivalent-475 ml	10	Nos.		
20	Flying insect killer (Mortein or approved equivalent)- 375ml	50	Nos.		



S.No	Description	Quantity	Unit	Unit Rate with all taxes	Amount with all taxes
21	2-scrub sponges of Max Scrub (Nail saver Value Pack 2 in 1) or approved equivalent	20	Nos.		
22	Brushes for Commodes good quality	4	Nos.		
23	Toilet Paper Rolls (Maxob or approved equivalent)	100	Nos.		
Total Amount including all applicable taxes					

(Total Amount in Words

Undertaking by the Bidder:

I ----- had visited the site and have fully understood the scope of work & specifications. All the above Terms & Conditions are acceptable to us. We are not blacklisted by the Bank or any other organization.

We also undertake that this quotation has been prepared without any collusion/pooling or by adopting any unauthorized practice.

Name & CNIC No. of the Contact Person	
Company/Business Name:	
NTN Number:	
Sales Tax Number / Provincial Services Tax	
Phone No:	
Cell No:	
Fax No:	
Email Id:	
Business Address:	

Date:

Bidders Signature

