



BIDDING DOCUMENTS  
FOR

**DISPOSAL OF OLD UNSERVICEABLE AND OUT OF ORDER  
ENGINEERING EQUIPMENT AT STATE BANK OF PAKISTAN  
BANKING SERVICES CORPORATION GULISTAN ROAD  
QUETTA**

**December, 2023**



## **INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS:**

1. The State Bank of Pakistan Banking Service Corporation (hereinafter called “the Employer / Bank”) wishes to receive Bids as per invitation to bids. Bidders must quote for the complete scope of works. Any Bid covering partial scope of works will be declared non-responsive.
2. Bid Opening Date/Time : As per Disposal / Tender Notice
3. Bid Opening Venue/Schedule : As per Disposal / Tender Notice
4. 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.
5. **Bid Security**
  - a. The amount of Bid Security shall be **Rs. 28,000/-**. The Bid Security shall be in favor of ‘SBP Banking Services Corporation’ in the form of either Pay Order/Bank Draft.
  - b. The Bid Security may be forfeited:
    - i. If a bidder withdraws his bid during the period of bid validity; or
    - ii. If a bidder does not accept the correction of his Bid Price, or
    - iii. In the case of a successful bidder, if he fails to submit total bid amount within 7 working days from the date of issuance Letter of Award.
6. 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 quotation.
7. Completion Time:30 Days from the date of receiving of Work Order.
8. If the bidders have any queries regarding any item in the BOQ, the same shall be communicated to the Employer at least 07 days prior to the dated fixed for submission & opening of the quotation.
9. Bids shall be opened on the date, time and venue as mentioned above in the presence of bidders or their authorized representative who may like to be present.
10. **Arithmetic Errors**

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 will govern. The amount stated in the Bid will be adjusted by the Employer accordingly.
11. 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 bribe/prizes or any sum of money to the persons responsible or engaged in procurement or to other prospective period of time, to be awarded a contract within its jurisdiction if it at any time.
12. **Price Adjustment**

No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
13. 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.





14. Applicable taxes/ levies etc. shall be applicable.
15. **Mode of Payment:**

Successful Bidder shall have to submit the payments as per the following schedule.

  - a) 100% quoted amount within 07 working days after issuance of Letter of Award.
  - b) Amount payable as per the actual quantities, before picking up and taking away, the materials from the Bank Premises.
16. **Dispute Resolution**

If any dispute arises between the parties (Contractor & the Bank), 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.
17. The Bank 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 Bank due to the contractor or his representative.
18. **Indemnification**

In context of this contract, the Contractor shall indemnify the Bank regarding all claims of compensations, insurances, wages, 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.
19. The Contractor shall be responsible for any loss or damage to the Bank property, data, or persons etc. during or due to the operations carried out by the Contractor under this contract.
20. The Contractor and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
21. **Confidentiality**

The Contractor 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 its employees.
22. The successful bidder shall have to arrange the weighing scale properly calibrated for weighing the items mentioned in KGs in the BOQ.
23. Bank/ Bank reserve the right to reject any or all of the Bids as per PPRA rules.
24. **Grievance**

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances to Grievance Redressal Committee (GRC) as below within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

Chairman (Grievance Redressal Committee)  
SBP Banking Services Corporation  
1<sup>st</sup> Floor, HRMD, BSC House,





I.I. Chundrigar Road,  
Karachi - Pakistan

**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 and unauthorized practice.

Date: \_\_\_\_\_

**Bidder's Signature**

<b>Name &amp; CNIC No. of the Contractor</b>	<b>DESCRIPTION</b>
Company / Business Name	
NTN Number	
Sales Tax Number / Provincial Services Tax	
Phone No. / Cell No.	
Fax No.	
Email ID	
Business Address	



**SBP BSC (Bank)  
Signature**

**Contractor's Stamp &**





Sr. No.	DESCRIPTION OF MATERIAL	UNIT	QTY	UNIT RATE (RS.)	TOTAL AMOUNT (RS.)
01	Diesel Generator Set 60 KVA	Nos.	1		
02	Split Air Conditioners	Nos.	5		
<b>Grand Total (Rs.)</b>					

Amount in Words \_\_\_\_\_

**SBP BSC (Bank)  
Stamp & Signature**

**Contractor's  
Stamp & Signature**

STATE BANK OF PAKISTAN

