



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION**

BIDDING DOCUMENTS

For

**“DISPOSAL OF UNSERVICEABLE ASSETS
AND MISCELLANEOUS SCRAP ITEMS
PLACED AT SBP BSC HYDERABAD”**

December, 2024

General Services Unit, 1st Floor, SBP-BSC Hyderabad. Shahrah-e-Fatimah Jinnah Road, Thandi Sarak,
Hyderabad Tel: 022-9200607 Website: www.sbp.org.pk



State Bank of Pakistan
SBP Banking Services Corporation (Bank),
Hyderabad
Disposal Notice

Proc /Hyd/ 177399/ Disposal / 2024

Date: 12 December 2024

- a) State Bank of Pakistan Banking Services Corporation Hyderabad invites sealed bids against 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items held at SBP-BSC Hyderabad' as per detail given in the Disposal document.
- b) The items are lying inside SBP BSC Hyderabad Office and are being disposed off on "As is Where is basis". Interested bidders may visit/inspect on working days between 10:00 AM to 04:00 PM.
- c) Disposal documents containing detailed terms and conditions can be downloaded by the interested bidders from SBP Website at (<https://www.sbp.org.pk/tenders/>) free of cost.
- d) Sealed bids along with Bid Security of Rs. 20,000/- in the shape of Pay Order/ Demand Draft in favor of State Bank of Pakistan Banking Services Corporation must be delivered at the office of PA to Chief Manager, 2nd Floor State bank of Pakistan, Banking Services Corporation on or before **Tuesday January 7, 2025 11:00 AM**. The bids will be opened same day at **11:30 AM** in public and in the presence of bidders' representatives who may choose to attend in the opening at the office of undersigned.
- e) Successful bidder shall have to remove and load the items at his own safety, risk, cost and labor from the premises of the Bank within one week after receipt of full payment.

Deputy Chief Manager

General Services Unit, 1st Floor, State bank of Pakistan, Banking Services Corporation Hyderabad,
Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad.

Tel: 022-9200607; Email: GSU.HYD@sbp.org.pk



**DISPOSAL OF UNSERVICEABLE IT EQUIPMENT AND EXPENSE ASSETS PLACED AT SBP
BSC HYDERABAD**

INDEX

Sr.	Description	Page
1.	Title Page	01
2.	Disposal Notice	02-03
3.	Index	04
4.	Disposal Document Part-A- (Instructions to Bidders & Terms and Conditions)	05-06
5.	Disposal Document Part-B- (Bill of Quantities - Financial Details)	07-09
6.	Undertaking by bidders and Participating Firm Details	10



A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; the successful bidder shall have to deposit amount according to the quantities available at site.
2. Bids submission Schedule deadline is **January 7th, 2025 sharp 11.00 AM (Tuesday)**.
3. Bids Opening Venue/Schedule: Chamber of Chairman/DCM (disposal Committee) 1st Floor, at SBP-BSC Hyderabad, Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad on is **January 7th, 2025 sharp 11.30 AM (Tuesday)**.
4. Any Bid received (through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.
5. Gate Money/ Bid Security amounting to Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Pay order/Demand Draft shall have to be deposited by the prospective bidder for participation in favor of SBP BSC-Hyderabad. Cheque or cash will not be acceptable. The gate money will be returned to the unsuccessful bidder through written request after lifting of disposal by the successful bidder.
6. The highest bidder will have to submit pay order / Demand Draft amounting to the 100% of the total quoted amount, in favor of SBP BSC Hyderabad, within Seven (07) days after the issuance of "letter of acceptance" failing which, their gate money may be forfeited and the bank reserves the rights to award the work to the next highest bidder.
7. The quoted rates should be inclusive of all applicable taxes, duties, liabilities, overheads, transportation charges etc..
8. Successful bidder will have to submit applicable Withholding tax (E,g 10%).
9. Successful bidder shall have to remove and load the items at his own safety, risk, cost and labor from the premises of the Bank within one week after full payment has been effected, and after receiving of work order.
10. **Bid validity: 120-days.**
11. **Schedule of Payment:**
Successful Bidder shall have to submit the payment as per the following schedule.
 - a) **100%** of actual amount before lifting of disposed items but not later than 07 working days after issuance of work order.
 - b) Total amount will be calculated as per the actual quantities, before picking up and taking away, the items from the Bank premises.

12. The bidders are encouraged to visit the site during working hours Monday-Friday to get firsthand information regarding the condition of the items and their quantum before submitting the bids.
13. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least **07 days** prior to the date fixed for submission/opening of the bids.

Evaluation Method:

14. Bids will 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.
15. The Bank for any arithmetic errors will check bids; any discrepancy between the unit rate and total resulting from multiplying the unit rate by the quantity, the higher total amount will govern. The Bank will adjust the amount stated in the Bid accordingly.
16. The Bank will reject a bidder 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. the Bank will declare a firm ineligible indefinitely or for a stated period.
17. Bidder who has violated the law of land of any country and recorded in any sanction list will not be eligible to participate in the bidding/procurement process.
18. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
19. **The bidders are required to bid in lump sum amount as well as individual rates.** If more than one bidder has quoted same amount then contract will be awarded on the basis of open auction between/among those bidders.
20. The Bank reserves the right to recover any amount from the Successful bidder against any losses or damages incurred to the property, data, or persons of the Bank due to the Successful bidder or his workers negligence.
21. In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensations, claims, taxes, duties etc. in whatsoever form from any labor 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.
22. The successful bidder 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
23. The bidder's contractor shall be responsible for collection of all the items at designated location.

Bill of Quantities-Financial Details

IFB No: Proc /Hyd/ 177399/ Disposal / 2024
Title: "DISPOSAL OF UNSERVICEABLE ASSETS AND MISCELLANEOUS
SCRAP ITEMS PLACED AT SBP BSC HYDERABAD"
Bidder: _____

UNSERVICEABLE ASSETS:

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price	Tax 10%	Total inclusive of Tax
1	Dot Matrix Printer Jollymark	4				
2	Dot Matrix LQ 2190	1				
3	HP Laser jet 2015	1				
4	Central Table	2				
5	Office Chair	2				
6	Fax Machine	3				
7	Geyser	1				
8	Water Dispenser	6				
9	Water Cooler	6				
10	Sony Camera	1				
11	Fan	1				
12	Franking Machine	1				
13	Refrigerator	1				
14	Window AC Pel	1				
15	Type Writer	15				
16	Photocopier	1				
17	LG AC	1				
18	Split Acs Waves, Mitsubishi and General	5				
19	CCTV System Cameras plus controller	11				
20	10 Fix cameras with Dome	1				
21	Hydraulic Road Blocker	1				
22	CCTV DVR	1				
23	Note Counting Machine	11				
24	Tri Color Stamping Machine	5				
25	Multi function Counter Detector	2				
26	Paper Tape Binding Machin	1				
27	Bundle Binding Machine	1				
28	Coin Counting Machine	1				

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

SCRAP ITEMS (ENGINEERING):

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price	Tax 10%	Total inclusive of Tax
1	Pedestals of Wash Hand Basin	7				
2	Air Filter Old Mix All DGs	8				
3	Old Exhaust Fans	6				
4	Old Geyser	1				
5	So Safe Water Filtration Unit with Cartridges Old	4				
6	Old Manual Change-overs	9				
7	Old Wooden Door Panels with frames	3				
8	Old Ceiling Fan	3				
9	Old Oil Filter	8				
10	Old 3 Phase Meter	1				
11	Old Rusted damaged Fire Pipes (in KG)	50				
12	Old Sewerage Cast Iron Rusted Pipes (in KG)	3000				

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

SCRAP ITEMS (GENERAL)

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price	Tax 10%	Total inclusive of Tax
1	Wooden Chairs	128				
2	Wooden Tables	35				
3	Steel Chairs	30				
4	Wheel Chair	1				
5	Wooden Pieces	10				
6	Sofa 03 seater	1				
7	Fire Extinguishers	58				
8	Foam Chairs	53				
9	Steel Pedastal Fans	72				
10	Bracket Fans	7				
11	Dispenser/water coolers	18				
12	Geyser	1				

13	Racks	18				
14	Almirahs	4				
15	Iron Grills	6				
16	Wash Basins	4				
17	Old Tube TVs	5				
18	Mega phone	1				
19	Metal Detector	4				
20	Walkie Talkes	6				
21	22 inch LED TVs	3				
22	19 inch LED TVs	1				
23	XVR	1				
24	DVD Player	2				
25	PA System Amplifier	3				
26	PA System Repeater	1				
27	PA System Chim Amplifire	1				
28	PA System Mic	2				
29	Search Mirror	1				
30	Videoline CCTV cameras	21				
31	Printer 4515	1				
32	Iron Locker	1				
33	Electric stove	1				
34	Commode	2				
35	Misc. Scrap Items	1				
36	03 seater plastic bench	1				

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

Note:

- i. Prices should be inclusive of all applicable taxes and duties.
- ii. Before filling this form kindly read Instructions to Bidders at Section I.
- iii. The prices should include the price of incidental services. No separate payment shall be made for the incidental Services.

Seal & Signature of Bidder:	
Date:	

Undertaking by the Bidder

I ----- had visited the site and have fully understood the scope of work & specifications of disposal items under consideration. The above rates are inclusive of all labor & transportation charges, Tool & machinery, applicable taxes/ duties, overheads, safety equipment/PPEs/measures etc. to lift/move disposable vehicle from the premises of the Bank. All the above Terms & Conditions are acceptable to me/our firm. We also undertake that the SBP / SBP BSC or any other Government / Semi Organization has not blacklisted me/ our firm.

Signature: _____

Date: _____

B. Firm Details:

Name No.	
CNIC	
Company Name	
Cell/Phone no	
Email	
Business Address	