



NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN

REQUEST FOR QUOTATIONS

FOR

Disposal of Unserviceable and Scrap Items at NIBAF, PAKISTAN - KARACHI OFFICE

August 2025

For bidder (Sign and Stamp)

Page 1 of 5

For bidder (Sign and Stamp)





NATIONAL INSTITUTE OF BANKING AND FINANCE, PAKISTAN

No. DP/ADM/2/2025

INVITATION TO BID

1. National Institute of Banking and Finance, Pakistan (NIBAF PAKISTAN), Karachi, invites sealed offers from the interested parties for disposal of Unserviceable and Scrap items as per the detail given in the documents.
2. The items are lying at NIBAF, PAKISTAN M.T Khan Road, Karachi, and the Old NIBAF office at Nizamabad BSC State Bank and are being auctioned on "As is where is basis". Interested bidders can visit/inspect on working days from **27 Aug, to 29 Aug, 2025** between **10:00 AM to 04:00 PM**.
3. The prospective bidders may download the advertisement and bidding documents containing detailed terms and conditions, procedure for submission of bids, bid security etc. from website of NIBAF, SBP and PPRA i.e. www.nibaf.sbp.org.pk, or www.ppra.org.pk free of cost or obtain the same from Admin Department, NIBAF, Pakistan Karachi office (Phone No. 0336-3022977, 021 – 35277518) on written application. Bid Security in the form of Pay order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation as per the details below:

Package	Bid Security Rs.
Lot – I ACs, Machine etc.	76,248/-
Lot – II Other Scrap Items	6,550/-

4. The bid security shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
5. The highest bidder will have to deposit 100% of the total offer price for disposal and applicable withholding tax over and above the quoted rate & lift the material within seven (07) days of issuance of Notification of Award (NoA) failing which, their bid security may be forfeited and NIBAF, Pakistan reserve the right to award the work to Next Highest Bidder.
6. The bids along with Bid Security of fixed amount, must be dropped in box kept in the Office NIBAF, Pakistan Karachi office M.T Khan Road Karachi till **29-Aug-2025 till 11:00 a.m.** The proposals will be opened in same date **29-Aug-2025 at 11:30 a.m.** In case bid opening date is falling on a public holiday, the bid will be opened on next working day at the same time and venue.
7. This tender is only an invitation to offer and NIBAF, PAKISTAN reserves the right to accept or reject all the quotations at any time as per PPRA Rules in vogue.

Sd-

Head of Department (Administration)
National Institute of Banking & Finance, Pakistan
M.T Khan Road, Karachi
Phone: 0336-3022977,021-35277518



A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; Quoted price for each lot must be furnished separately. An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF PAKISTAN. The successful bidder (for each lot) shall have to deposit the full amount of disposal and withholding tax according to their offer.
2. **Tender / Bid Submission time: Friday 29-Aug-2025 at 11:00 A.M.**
3. **Quotations Opening Venue/Schedule:** NIBAF PAKISTAN – Karachi Office M.T Khan Road, Karachi on **29-Aug-2025 at 11:30 A.M.**
4. Bid validity is 05 Days from the date fixed for bid submission.
5. Bid Security in the form of Pay order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation as per the details below:

Package	Gate Money / Bid Security Rs.
Lot – I ACs, Machine etc.	76,248/-
Lot – II Other Scrap Items	6,550/-

6. The bid security shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
7. **Mode of Payment:** Bidder shall pay 100% quoted amount plus 10% applicable withholding tax in shape of pay order in favour of NIBAF, PAKISTAN within seven (07) days after the work order.
8. **Disposal period:** 07 Days after receiving the complete payment as mentioned on clause A. 7, however, in case of delay bidder may inform the NIBAF cogent reason in writing to request an extension in disposal time.
9. Bidders shall quote single rate against each lot in BOQ.
10. The highest quoted bids for both lots will be treated for selection.
11. The successful bidder shall be responsible for collection of all the items from designated locations from both premises.
12. The bidder shall have to remove all the materials contained in the Work Order from NIBAF premises at M.T Khan Road, Karachi and Old NIBAF Nazimabad Office. All loading and un-loading expenses/efforts required will be the responsibility of the bidder.
13. The bidder shall visit the site to get first-hand information regarding the condition of the items and their quantum before submitting the bid.
14. The NIBAF is held harmless from any/all claims and losses, acquiring from or resulting to any/all bidders, materials, labor, and any other person. In connection with the performance of this public auction, bidders must accept all responsibility for being aware of which items are currently available for bid.
15. If any dispute arises between the parties (Contractor/supplier & the NIBAF, PAKISTAN), the matter shall be referred to the HOD Administration, who will examine the matter in detail and give the decision which will be final & binding upon the parties.
16. The NIBAF, PAKISTAN reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property or persons due to the Successful bidder or his workers' negligence.
17. Quotations 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. If the bidders have any queries, the same shall be communicated to the NIBAF, PAKISTAN at least 03 days prior to the date fixed for submission & opening of the quotations.



B. Schedules to Bid-**FINANCIAL BID****Schedule of Prices**

Lot-I AC's, Office Chairs etc.;		
Sr. No	Description of Unserviceable items for disposal on as is where is basis;	Approximate Qty.
1	Paper Shredder Machine	01
2	AC Indoor/outdoor 2.5 ton (Non Inverter)	15
3	AC Indoor/outdoor 2 ton (Non Inverter)	1
4	AC Indoor/outdoor floor standing (2x Inverter & 6x Non inverter)	8
5	LED (TV)	03
6	Walk through gate	01
7	Print shop heavy-duty machine	02
Quoted Amount for Lot-I Rs. _____ Note: An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF.		
Lot-I in words; (Rupees _____ only)		

Undertaking by the Bidder:

I..... had visited the site and have fully understood the scope of disposal. The quoted rates are inclusive of all labour charges, Transportation charges, applicable taxes (i.e. GST, Income tax)/duties, overheads, profit etc. I/we have sufficient resources to buy the above items as is where is basis. All the above Terms & Conditions are acceptable to us unconditionally.

Dated: _____

Signatures of the Contractor

Name & CNIC No.			
Designation			
Firm Name			
NTN No.			
GST No.			
Phone No.		Fax No.	
Cell No.		Email ID	
Business Address:			



Lot-II Other Scrap Items; Scrap Items on as is where is basis;			
Sr. No	Scrap Items on as is where is basis;	Sr. No	Scrap Items on as is where is basis;
1	Microwave oven(01Nos)	11	Motor (04Nos)
2	Iron Light shade (66Nos)	12	Aluminum Window (02Nos)
3	Sofa Set (02Nos)	13	Steel Almira (5)
4	Speaker (09Nos)	14	Table (21,6Nos)
5	Stand Fan (01Nos)	15	Water Dispenser (02Nos)
6	Steel Cabinet (02Nos)	16	CT/PT (03 Nos)
7	Projector Screen (03Nos)	17	Cabinet and wooden material(7Nos)
8	Paper Shredder machine(01Nos)	18	Ceiling fans (07Nos)
9	Excuses fan(04 Nos)	19	Hand dryer(03Nos)
10	Flip chart (04Nos)	20	Fire panel(01Nos)
21	Old DB breaker, Wooden door, Work station, Air conditioner pipe, sockets, wiring Office Chairs (Qty 21)		
Quoted Amount for Lot-II Rs. _____ Note: An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF			
Lot-II in words; (Rupees _____ only)			

Undertaking by the Bidder:

I..... had visited the site and have fully understood the scope of disposal. The quoted rates are inclusive of all labour charges, Transportation charges, applicable taxes (i.e. GST, Income tax)/duties, overheads, profit etc. I/we have sufficient resources to buy the above items as is where is basis. All the above Terms & Conditions are acceptable to us unconditionally.

Dated: _____

Signatures of the Contractor

Name & CNIC No.			
Designation			
Firm Name			
NTN No.			
GST No.			
Phone No.		Fax No.	
Cell No.		Email ID	
Business Address:			

