



**SBP BANKING SERVICES CORPORATION**  
**D.I.KHAN**

**Bidding Document**

**Disposal of Unserviceable EDP Equipment's**  
**SBP Banking Services Corporation**

**D.I Khan**

**July, 2025**

5-Shami Road, Dera Ismail Khan Cantt-29050  
Phone: (92-966) 9280040 Fax: (92-966) 9280044





**SBP BANKING SERVICES CORPORATION**  
**D.I.KHAN**

**DISPOSAL OF Unserviceable EDP Equipment's AT SBP-BSC D.I KHAN**

Tender Ref No: DIK/Admin (GSU)/ 292762/2025

**Dated: 25-Jul-2025**

1. State Bank of Pakistan Banking Services Corporation D.I Khan invites sealed offers from interested parties who are available on **active tax payer** list of FBR, for disposal of Unserviceable EDP Equipment's at State Bank of Pakistan SBP BSC D.I Khan as per quantity and specifications given in the bidding documents.
2. The items are being sold on "**As is Where Is Basis**". Interested bidders can visit office and inspect items on working days between **10:00 AM to 04:00 PM**.
3. One Bidder can submit only one bid along with photocopy of CNIC with their bid form.
4. Bid security as detailed below in favor of SBP BSC D.I Khan in the shape of Pay Order/ Bank Draft/Demand Draft will have to be deposited by the bidders which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process. **Bid submitted without Bid Security will be rejected.**

<b>Bid Security</b>	<b>Rs. 10,000/-</b>
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5. The highest bidder will have to deposit **100%** of the total offer price in form of pay orders/Bank draft within Seven (07) days after the issuance of "letter of acceptance" failing which, their bid security may be forfeited and the bank reserve the right to award the work to the Next Highest Bidder.
6. Bids must be dropped in tender box placed in office of **PA to Chief Manager, State Bank of Pakistan Banking Services Corporation 5-Shami Road, Dera Ismail Khan Cantt** on or before **19<sup>th</sup> August, 2025 (Tuesday) up to 3:00 PM**. Bids will be opened same day at **3:30 PM** in the Meeting Hall, Cash Building at State Bank of Pakistan SBP BSC D.I Khan.
7. This Notice is only an invitation to offer and SBP BSC reserves the right to accept or reject all quotations at any time.
8. Bidding documents containing detailed description of items and quantities may be obtained in soft/hard form free of cost upon submission of written application to this office or an email address at [GSU.DIK@sbp.org.pk](mailto:GSU.DIK@sbp.org.pk) & or can be downloaded from websites of SBP at <https://www.sbp.org.pk/> & PPRA at <https://www.ppra.org.pk/>.

**Sd/-**

Chief Manager

SBP Banking Services Corporation

5-Shami Road, D.I Khan Cant

Phone: (92-966) 9280040





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**DISPOSAL OF UNSERVICEABLE EDP EQUIPMENT'S AT SBP-BSC D.I KHAN**

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**A. INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS:**

1. Bids must be unconditional and complete in all respect. Incomplete and conditional bids will be rejected.
2. Bidders must be registered with FBR and must appear on **active tax payer list of FBR**.
3. Bid submitted without Bid Security will be rejected.
4. One Bidder can apply for only one bid.
5. Bidders must quote unit price for all items of the package he/she is bidding for. In case a bidder has not quoted unit price for one or more items in a package, his/her bid will not be considered for that package.
6. Bids will be checked by the Bank 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, Unit rate shall prevail and line total will be adjusted accordingly.
7. The quantities mentioned in the document are approximate. Any increase/decrease in quantity will be adjusted according to unit price quoted by the successful bidder.
8. Tenders/quotations submission Schedule: **August 19, 2025 (Tuesday) up to 3:00 PM.**
9. Quotations Opening Venue/Schedule: Meeting Hall, Cash building, SBP BSC D.I Khan.
10. Bid security in the shape of Pay Order/ Bank Draft/Demand Draft will have to be deposited the in favor of SBP BSC D.I Khan as detailed below, which will be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process. **Bid submitted without Bid Security will be rejected.**

**Bid Price is detailed below:-**

<b>Bid Security</b>	<b>Rs. 10,000/-</b>
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11. Picking of Disposal items from the bank should not more than 07 working days from the receiving of Work Order.
12. Validity of Quotations from the opening date: **90 Days.**
13. Mode of Payment: Successful Bidder shall have to submit 100% of quoted amount within 07 days after approval of the quotations and before picking up and taking away, the items from the Bank premises.





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14. 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 quotations.
15. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank in writing at least **03 days** prior to the date fixed for submission & opening of the quotations.
16. 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.
17. Bank 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, the contract.
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 rate quoted will be **"Excluding"** all applicable taxes and tax will be charged over & above the quoted amount.
20. The Bank reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property, data, or persons of the Employer 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 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 successful bidder under this contract.
23. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
24. 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
25. The contractor shall be responsible for collection of all the items at designated location.
26. Bids not meeting the above criteria shall be liable for rejection.





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**B. Bill of Quantities - Financial Bid**

EDP Equipment's				
Sr. No	Item Description	Quantity	Unit Price (Excluding Tax)	Total Price (Excluding Taxes)
1	PC HP Elite 800	15		
2	PC HP Elite 8200	06		
3	PC HP Compaq Elite 8300	04		
4	PC HP 8100	01		
5	Printer	02		
<b>Grand Total (Rs.)</b>				
Amount in words:				
<i>* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.</i>				

**Undertaking by the Bidder:**

I/we have visited the site and have fully understood the scope of work & specifications. The above rates are inclusive of all labor charges, Tool & Plants, overheads, safety equipment's/PPEs/measures etc. I/we have sufficient resources to carry out above works. All the above Terms & Conditions are acceptable to us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government / Semi Organization.

Date:

Signatures of the Bidder\_\_\_\_\_

Name of bidder \_\_\_\_\_

CNIC No. \_\_\_\_\_





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**C. BIDDER/FIRM DETAILS**

Name	
CNIC No.	
Company Name (if any)	
Phone	
Email	
Business Address	