



## **BIDDING DOCUMENTS**

# ***Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore***

(National Open Competitive Bidding under Rule 36(a) - Single Stage One-Envelope Procedure of  
Public Procurement Rules-2004 (PPR-2004)

(Single Stage - One Envelope)

**January 2026**

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## SBP BANKING SERVICES CORPORATION, LAHORE OFFICE

## Invitation to Bid

*ITB No. GSU/Shredded Waste-SBP BSC LHR/ 374406 /2026*

SBP Banking Services Corporation (SBP BSC), Lahore Office invites sealed bids from eligible Bidders registered with relevant tax authorities, who appear on the Active Taxpayers List of FBR, for the **Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore** for a period of one year which is further extendable to two more years as per details below:

Estimated Annual weight/no.	Security Deposit	Reserve Price
900,000 Kg	80,000	11/kg

Bidding Documents containing detailed Terms & Conditions etc. may be obtained free of cost upon submission of an email request at [LHR-GSU@sbp.org.pk](mailto:LHR-GSU@sbp.org.pk) or can be directly downloaded from the SBP website at [www.sbp.org.pk](http://www.sbp.org.pk). In case of any discrepancy/conflict, provisions of Bidding Documents including any addenda posted on the procuring agency's website, shall prevail.

A Pre-Bid meeting will be held on 10<sup>th</sup> February 2026 at **11:30 AM** at General Services Unit SBP BSC Lahore.

Bids prepared in accordance with the terms and conditions mentioned in the bidding document must be delivered in tender box placed in Internal Monitoring Unit (IMU), SBP BSC, 3<sup>rd</sup> Floor, 56-Shahra-e-Quaid-e-Azam (Mall Road), Lahore on or before **23rd February, 2026 up to 11:00 AM**. Bids will be opened on the same day at **11:30 AM**, at 4<sup>th</sup> Floor, 56-Shahra-e-Quaid-e-Azam (Mall Road) Lahore

**Deputy Chief Manager**

General Services Unit, 5th Floor,  
SBP BSC, 56-Shahra-e-Quaid-e-Azam (Mall Road), Lahore,  
Phone: (92-42)-9902- 2291 / 2503 / 2502  
Email: [LHR-GSU@sbp.org.pk](mailto:LHR-GSU@sbp.org.pk)

## **Section II: Instructions to Bidders (ITB)**

- A. Introduction**
- B. Bidding Documents**
- C. Preparation of Bids**
- D. Submission of Bids**
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<b>A. Introduction</b>	
<b>1. Scope of Bid</b>	<p><b>1.1.</b> SBP Banking Services Corporation, Lahore Office situated at Mall Road, Lahore, (hereinafter called the “Bank”), invites sealed bids from tax registered eligible Bidders pursuant to Rule-36(a) “Single stage one envelope procedure” of Public Procurement Rules-2004 (PPR-2004) for “Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore”.</p> <p><b>1.2.</b> The procurement title and identification number of the Invitation to Bid (ITB) and resulting Contract(s) are provided in the Bid Data Sheet (BDS).</p>
<b>2. Eligible Bidders</b>	<p><b>2.1.</b> Except as provided in Instructions to Bidders (ITB) <b>Clauses 2.3, 2.4 and 2.5</b>, this bidding process is open to all bidders who meet the minimum eligibility/qualification criteria given in <b>BDS</b>.</p> <p><b>2.2.</b> Joint Ventures and Consortiums shall not be permitted to submit the bid.</p> <p><b>2.3.</b> Bidder already engaged by the Bank for providing consultancy services related to the above procurement (if applicable) will not be eligible for bidding.</p> <p><b>2.4.</b> A Bidder declared ineligible for corrupt and fraudulent practices under <b>Rule 19 of Public Procurement Rules (PPR)-2004</b>, shall not be permitted to submit the bid. The Bidder must not be blacklisted by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization, or Autonomous Body anywhere in Pakistan.</p> <p><b>2.5.</b> A Bidder who has been declared blacklisted or debarred by a foreign country, international organization, or other foreign institutions shall be treated as blacklisted and debarred from participating. Any 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.</p> <p><b>2.6.</b> Bidders shall provide evidence of their continued eligibility satisfactory to the Bank, as the Bank shall reasonably request.</p> <p><b>2.7.</b> Bidders must meet all the qualification criteria as defined in Bidding Documents.</p>
<b>3. Qualification of the Bidder</b>	<p><b>3.1.</b> All bidders shall provide, Form of Bid and Qualification Information, as required in <b>Bid Data Sheet (BDS)</b>.</p> <p><b>3.2.</b> All bidders shall provide all the documents with their bids as specified in the <b>BDS</b>.</p> <p><b>3.3.</b> To qualify for the award of the Contract, bidders must meet the mandatory evaluation criteria, as specified in the <b>Bidding Documents</b>.</p>
<b>4. One Bid per Bidder</b>	<b>4.1.</b> Each Bidder shall submit only one Bid.
<b>5. Cost of Bidding</b>	<b>5.1.</b> The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Bank in no case be held responsible or liable for those costs.

<b>B. Bidding Documents</b>	
<b>6. Content of Bidding Documents</b>	<p><b>6.1.</b> The given contents of the Bidding Documents subscribe to <b>Rule 23 of PPR 2004</b>. These should be read in conjunction with any addendum issued under <b>ITB Clause 8</b>:</p> <ul style="list-style-type: none"> <li>i. Invitation to Bid</li> <li>ii. Instructions to Bidders</li> <li>iii. Bid Data Sheet (BDS)</li> <li>iv. Form of Bid</li> <li>v. Forms for Technical Bid</li> <li>vi. Minimum Eligibility/Qualification Criteria</li> <li>vii. Forms for Financial Bid</li> <li>viii. Form of Contract</li> <li>ix. General Conditions of Contract (GCC)</li> <li>x. Special Conditions of Contract (SCC)</li> <li>xi. Description of Services</li> <li>xii. Format of Security Forms</li> </ul> <p><b>6.2.</b> Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p><b>6.3.</b> Failure to furnish all information required by the Bidding Documents or to submit an incomplete bid that does not fulfill all requirements outlined in the Bidding Documents will be at the Bidder's risk and may result in the rejection of its bid.</p>
<b>7. Clarification of Bidding Documents and Pre-bid Meeting</b>	<p><b>7.1.</b> A prospective Bidder requiring any clarification of the Bidding Documents may approach the Bank in writing at the given address and by one of the means indicated in the <b>BDS</b>. The Bank will respond in writing to any request for clarification of the Bidding Documents that it receives no later than <b>seven (07) days</b> before the deadline of submission of bids.</p> <p><b>7.2.</b> The Bank will organize and Bidders are welcome to attend a Pre-bid meeting at the time and place indicated in the <b>BDS</b>. The purpose of the meeting will be to clarify issues and answer questions on any matter that may be raised at this stage, with particular attention to issues related to the Scope of Services/Technical Requirements.</p>
<b>8. Amendment of Bidding Documents</b>	<p><b>8.1.</b> At any time before the deadline for submission of bids, the Bank, for any reason, either at its initiative or in response to a clarification requested by a prospective Bidder, may amend the Bidding Documents to share any information that becomes necessary for bidding under <b>Rule 23 (3) of PPR-2004</b>. Such amendments shall take precedence over the existing document.</p> <p><b>8.2.</b> Amendments will be provided in the form of Addenda to the Bidding Documents, which will be uploaded on <b>SBP website</b> at <a href="http://www.sbp.org.pk">www.sbp.org.pk</a>. Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.</p> <p><b>8.3.</b> In order to afford prospective Bidders reasonable time to take the amendment(s) into account in preparing their bids, the Bank may, at its discretion, extend the deadline for the submission of bids consistent with provision of <b>Rule 27 of PPR 2004</b>.</p>

<b>C. Preparation of Bids</b>	
<b>9. Language of Bid</b>	<b>9.1.</b> The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Bank shall be in English or Urdu (as the case may be).
<b>10. Documents Comprising the Bid</b>	<b>10.1.</b> The bid submitted by the Bidder shall comprise the following: <ul style="list-style-type: none"> <li><b>A.</b> Forms for Technical Bid under <b>Section III</b>.</li> <li><b>B.</b> Documents related to Minimum Eligibility /Qualification Criteria under <b>Section IV</b>.</li> <li><b>C.</b> Forms for Financial Bid under <b>Section V</b>.</li> <li><b>D.</b> Bidding Documents (in original) duly signed and stamped on each page/sheet.</li> <li><b>E.</b> Security deposit in original.</li> <li><b>F.</b> Authorization in accordance with the <b>Clause 15.2 of ITB</b>.</li> <li><b>G.</b> Any other materials/ services required to be completed and submitted by bidders, as specified in the <b>BDS</b>.</li> </ul>
<b>11. Bid Prices</b>	<b>11.1.</b> The Contract shall be for the Services, as described in the <b>Appendix A</b> of the contract. <b>11.2.</b> The Bidder shall quote per Unit per Day rates for the Services described in the Description of Services (or Terms of Reference) and as listed in the Price Schedule. <b>11.3.</b> All duties, indirect taxes, and other levies payable by the Bidder under the Contract, or for any other cause shall be included in the total Bid price submitted by the Bidder. Any new indirect tax or duty levied by the Government during the bidding process shall be adjusted/included in the bid price. <b>11.4.</b> If provided in the <b>BDS</b> , the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with the provisions of General Conditions of Contract (GCC) and/or Special Conditions of Contract (SCC).
<b>12. Currencies of Bid</b>	<b>12.1.</b> The price shall be quoted by the Bidder in Pak Rupees.
<b>13. Bid Validity</b>	<b>13.1.</b> Bids shall remain valid for the period specified in the <b>BDS</b> . <b>13.2.</b> In exceptional circumstances, the Bank may request the bidders to extend the bid validity period for a specified additional period. The request and the Bidders' responses shall be made in writing by letter or email. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Security deposit for the period of the extension, and in compliance with <b>ITB Clause 14</b> in all respects.
<b>14. Security Deposit</b>	<b>14.1.</b> The security deposit shall be denominated in the currency of the bid: <ul style="list-style-type: none"> <li>a) at the Bidder's option, be in the form of either Pay Order/demand draft/call deposit or an unconditional Bank Guarantee from a Scheduled Bank;</li> <li>b) be substantially in accordance with one of the forms of security deposit included in bidding documents or other form approved by the Bank before bid submission;</li> <li>c) be payable promptly upon written demand by the Bank;</li> <li>d) be submitted in its original form; copies will not be accepted;</li> </ul>

<b>C. Preparation of Bids</b>	
	<p>e) be remain valid for a period of at least 28 days beyond the original validity period of bids, or at least 28 days beyond any extended period of bid validity subsequently requested pursuant to <b>ITB Clause 13.2</b>;</p> <p>f) bids submitted with insufficient security deposit will be rejected.</p> <p>g) security deposit of unsuccessful bidders will be released/ returned after the conclusion of the procurement process, as soon as possible, upon receipt of the nomination to receive the instrument.</p> <p>h) the most advantageous Bidder's security deposit will be released/returned upon the submission of performance guarantee.</p> <p>i) the security deposit shall be issued in the name of the Bidder submitting the bid and prepared in favor of Bank.</p> <p><b>14.2.</b> The security deposit may be forfeited:</p> <p>a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or</p> <p>b) in the case of a Most Advantageous Bidder, if the Bidder fails to sign the contract under <b>ITB Clause 30</b> or fails to provide Performance Guarantee.</p>
<b>15. Format and Signing of Bid</b>	<p><b>15.1.</b> The Bidder shall prepare one original and at least one copy of the bid specified in the <b>BDS</b>, clearly marking each one as <b>"ORIGINAL BID" and "COPY NO. 1."</b> In the event of any discrepancy between them, the originally submitted hardcopy shall prevail.</p> <p><b>15.2.</b> The original and all copies of the bid, each consisting of the documents listed in <b>ITB Clause 10.1</b>, shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. The authorization must be in writing and included in the bid under <b>ITB Clause 10.1</b>. The name and position held by each person signing the authorization must be typed or printed below the signature. The person or persons signing the bid shall initial all pages of the bid, except for the un-amended printed literature.</p> <p><b>15.3.</b> The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.</p>

<b>D. Submission of Bids</b>	
<b>16. Sealing and Marking of Bids</b>	<p><b>16.1.</b> The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as <b>"ORIGINAL BID" and "COPY NO. [number]."</b> The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Bank at the address given in the <b>BDS</b>, and carry the statement <b>"DO NOT OPEN BEFORE [Date &amp; Time of the Bid Submission Deadline]."</b></p> <p><b>16.2.</b> In addition to the identification required in <b>Sub-Clause 16.1</b>, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, under <b>ITB Clause 18</b>.</p>

<b>D. Submission of Bids</b>	
	<b>16.3.</b> If the outer envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the Bid.
<b>17. Deadline for Submission of Bids</b>	<p><b>17.1.</b> Bids must be received (through an authorized representative or courier/postal service) by the Bank at the address specified in the <b>BDS</b>, no later than the bid submission deadline specified in the <b>BDS</b>.</p> <p><b>17.2.</b> The Bank may extend the deadline for submission of bids by issuing an amendment under <b>ITB Clause 8</b>, in which case all rights and obligations of the Bank and the bidders previously subject to the original deadline will then be subject to the new deadline.</p>
<b>18. Late Bids</b>	<b>18.1.</b> Any Bid received (through an authorized representative or courier/postal service) by the Bank after the deadline prescribed in <b>ITB Clause 17</b> will be returned unopened to the Bidder.
<b>19. Modification and Withdrawal of Bids</b>	<p><b>19.1.</b> The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of such modification, including substitution or withdrawal of the bids, is received by the Bank before the deadline prescribed for submission of bids under <b>ITB Clause 17</b>.</p> <p><b>19.2.</b> No bid may be modified after the deadline for submission of bids.</p> <p><b>19.3.</b> No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity, specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval will result in forfeiture of security deposit of such Bidder.</p>

<b>E. Bid Opening and Evaluation</b>	
<b>20. Bid Opening</b>	<p><b>20.1.</b> The Bank will open all bids, including modifications, in public, in the presence of Bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the <b>BDS</b>.</p> <p><b>20.2.</b> For in person meeting, the Bidders' representatives shall sign an attendance sheet as proof of their participation.</p>
<b>21. The Process to be Confidential</b>	<p><b>21.1.</b> Information relating to evaluation of bids and recommendations concerning to award of the Contract shall not be disclosed by the Bank to the Bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p><b>21.2.</b> The 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 Bank's prior written consent.</p> <p><b>21.3.</b> In case of any disclosure related to the bidding process and contractual obligations at any stage by any Bidder, the Bank may reject its bid and/or terminate the Contract.</p>

<b>E. Bid Opening and Evaluation</b>	
<b>22. Clarification of Bids</b>	<p><b>22.1.</b> During the bid evaluation, the Bank may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price (except under <b>Clause 24 of ITB</b>) or substance of the bid shall be sought, offered, or permitted.</p>
<b>23. Preliminary Examination</b>	<p><b>23.1.</b> The Bank will examine the bids to determine whether;</p> <ul style="list-style-type: none"> <li>• they are complete,</li> <li>• bid validity is provided accordingly,</li> <li>• required security deposit/ has been furnished,</li> <li>• the documents have been properly signed,</li> <li>• the bids are generally in order;</li> <li>• Bidder has provided all forms of Technical Bid under <b>Section III</b> and relevant documents under <b>Section IV</b></li> </ul> <p><b>23.2.</b> Bidders have to submit bids for <b>COMPLETE REQUIREMENTS</b>, partial and incomplete bids will be rejected.</p> <p><b>23.3.</b> Bids submitted without a signed Bid Form by the authorized nominee of the Bidder will be rejected.</p> <p><b>23.4.</b> Bids with material deviation, exception, objection, conditionality, or reservation will be rejected.</p> <p><b>23.5.</b> Bids submitted late will also be rejected.</p>
<b>24. Correction of Errors</b>	<p><b>24.1.</b> Bids determined to be substantially responsive will be checked by the Bank for any arithmetic errors. Arithmetical errors will be rectified by the Bank on the following basis:</p> <ul style="list-style-type: none"> <li>i. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;</li> <li>ii. if there is a discrepancy between the amounts in figures and words, the amount in words will prevail.</li> </ul> <p><b>24.2.</b> The amount stated in the Bid will be adjusted by the Bank as per the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Security deposit may be forfeited.</p>
<b>25. Evaluation and Comparison of Bids</b>	<p><b>25.1.</b> The technical proposals of the only qualified bidders after preliminary examination under <b>ITB Clause 23</b>, shall be examined in detail.</p> <p><b>25.2.</b> The Bank will evaluate and compare only the bids previously determined to be "most advantageous bid" as defined under <b>Rule 2(1)(h)(i) of PPR-2004</b> and qualified pursuant to <b>Sub-Clauses 23.2 of ITB to 23.5 of ITB</b> as per requirements given hereunder. Bids will be evaluated for complete scope of services. Any Bid covering partial scope of services will be declared non-responsive. The prices will be compared on the basis of the Evaluated Bid Price and during evaluation of the bid's price, Bank will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:</p>

<b>E. Bid Opening and Evaluation</b>	
	<p>a) Making any correction for arithmetic errors pursuant to <b>Sub-Clause 24.2 of ITB</b> hereof.</p> <p>b) Discount, if any, offered by the Bidders as also read out and recorded at the time of bid opening.</p> <p><b>25.3.</b> The submitted Technical proposal and other Commercial/Financial Requirements of the bidding documents will be evaluated by determining compliance against the evaluation criteria.</p> <p><b>25.4.</b> The Financial Proposals of the only technically accepted/qualified bids will be accepted and the bid found to be the Most Advantageous shall be accepted.</p> <p><b>25.5.</b> Any minor informality, non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Bank, provided such waiver does not prejudice or affect the relative ranking of any other Bidders.</p>
<b>26. Contacting the Bank</b>	<p><b>26.1.</b> Subject to <b>Clause 22 of ITB</b> heretofore, no Bidder shall contact the Bank on any matter related to its Bid from the time of Bid opening to the time, the bid evaluation results are announced by Bank. The evaluation results shall be announced as under:</p> <p>a) Evaluation Report would be posted on PPRA and SBP websites for <b>fifteen (15) days</b>.</p> <p><b>26.2.</b> Any Bidder feeling aggrieved by any act of Bank may lodge a written complaint concerning his grievances as per <b>Rule 48 of PPR-2004</b>.</p>

<b>F. Award of Contract</b>	
<b>27. Award Criteria</b>	<b>27.1.</b> The contract will be awarded to the most advantageous bidder whose bid has been found Technically & Commercially/Financially compliant and emerged as the Most Advantageous. Provided further that the Bidder is determined to perform the contract satisfactorily.
<b>28. Bank's Right to Reject all the Bids</b>	<b>28.1.</b> Bank reserves the right to annul the bidding process and reject all bids at any time before award of contract under <b>Rule 33 of PPR-2004</b> without thereby incurring any liability to the affected bidders or any obligation to inform the affected Bidders of the grounds for such rejection. The grounds for rejection of all bids shall upon request be communicated, to any Bidder who submitted a bid, but Bank will not be liable to provide any justification for the grounds of rejection. Notice of the rejection of all the bids shall be given promptly to all the Bidders.
<b>29. Bank's Right to Vary Scope of services at Time of Award</b>	<b>29.1.</b> The Bank reserves the right at the time of contract award to increase or decrease in scope of services without any changes in unit price or other terms and conditions, provided such variation should be in line with the provisions of <b>PPR-2004</b> .
<b>30. Notification of Award and</b>	<b>30.1.</b> Prior to the expiration of the period of initial/extended bid validity, the Bank will notify the most advantageous bidder in

<b>F. Award of Contract</b>	
<b>Signing of Agreement</b>	<p>writing via registered letter/email, that its bid has been accepted.</p> <p><b>30.2.</b> The Notification of Award will constitute the formation of the Contract.</p> <p><b>30.3.</b> Upon the most advantageous Bidder's furnishing of the Performance Guarantee according to <b>ITB Clause 32.1</b>, the Bank will discharge its security deposit.</p> <p><b>30.4.</b> The Most Advantageous Bidder shall sign Contract on stamp paper after paying stamp duty as per applicable Stamp Duty Act and will return it to the Bank within <b>twenty one (21) days</b> of receipt of the Contract Form.</p>
<b>31. Disqualification Prior to Contract Signing</b>	<p><b>31.1.</b> After issuance of Notification of Award and before execution of procurement contract with the most advantageous Bidder, if the Bidder has been disqualified pursuant to <b>Rule 18 and Rule 19 of PPR-2004</b> or any other reason has led to the disqualification of the most advantageous Bidder or if the conditions of his qualification are invalid, the next Most Advantageous Bidder will be considered as responsive provided accepting this bid does not conflict with applicable laws.</p>
<b>32. Performance Guarantee</b>	<p><b>32.1.</b> After the receipt of Notification of Award, the Most Advantageous Bidder, within the specified time, shall deliver to the Bank, a Performance Guarantee in the amount and in the form stipulated in the <b>BDS</b>.</p> <p><b>32.2.</b> Failure of the most advantageous Bidder to comply with the requirements of <b>ITB Clause 32.1</b> shall constitute sufficient grounds for cancellation of the award and forfeiture of the Security deposit and award of contract to next Most Advantageous bidder.</p> <p><b>32.3.</b> The Performance guarantee may be forfeited if a Bidder:</p> <ol style="list-style-type: none"> <li>fails to fulfill all the contractual and legal obligations;</li> <li>fails to agree with the decision made by the Bank as a result of arbitration;</li> <li>violates any law(s) during execution of Contract;</li> <li>fails to start the execution of services or stop providing services without prior approval of the Bank.</li> </ol>
<b>33. Advance Payment and Security</b>	<p><b>33.1.</b> The bidder will deposit the value of shredded waste in advance before lifting the waste from SBP BSC Lahore beside deposit of advance tax if any.</p>
<b>34. Grievances Redressal</b>	<p><b>34.1.</b> Any Bidder aggrieved by any act during the procurement process may lodge a written complaint concerning his grievances to the Grievance Redressal Committee (GRC), as per <b>Rule 48 of PPR-2004</b>. The details of GRC is given on the PPRA website: <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> or the same is given in BDS at clause 34.1</p>
<b>35. Code of Conduct</b>	<p><b>35.1.</b> It is the Bank's policy to require that Bidder shall observe the highest standard of ethics during the procurement and execution of such Contract. In pursuit of this policy, the Bank follows, inter alia, the instructions contained in <b>Rule 2(1)(f) of the PPR-2004</b> which defines:</p>

## F. Award of Contract

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

- a) **"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;
- b) **"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;
- c) **"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;
- d) **"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
- e) **"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;"

**35.2.** Under **Rule 19 of PPR-2004**, the Bank can inter alia blacklist the bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to Public Procurement Regulatory Authority (PPRA).

**35.3.** Under **Rule 19 of PPR-2004**, the following mechanism and manner for permanently or temporarily barring, from participating in their respective procurement proceedings will be followed as per the guidance of Bank management:

Nature of Offense/ Fault	Means of Verification	Action By the Committee
Corrupt and Fraudulent Practices	<ul style="list-style-type: none"> <li>a) Results of Bid/Proposal analysis resulting in substantive evidence of collusion.</li> <li>b) Actual instance verifiable as per law of land and applicable Rule and Regulations of SBP Banking Services Corporation</li> <li>c) Cross verification of documentary undertaking submitted by Service Provider.</li> </ul>	Blacklisted and cross-debarred for the period up to 10 years.
Performance Deficiencies	Documented evidence in form of consistent performance	Blacklisted and cross-

## F. Award of Contract

		deficiencies and notices of performance deficiencies not suitably responded to or defended by Service Provider.	debarred for the period up to 03 years.
	Bidder failed to abide the Bid Form / Bid Securing Declaration.	Failed to abide with Bid Form / Bid Securing Declaration.	Blacklisted and cross-debarred for the period up to 06 months.
<p>However, such barring action shall be undertaken only after providing an adequate opportunity of being heard to the Bidder who is to be barred and blacklisted.</p> <p><b>35.4.</b> The receipt for any money paid by the Bidders will not be considered as an acknowledgment of payment to the Bidder unless such receipt is signed by a duly authorized officer of the Bank, and the Bidder shall be solely responsible for seeing that a proper receipt is provided.</p> <p><b>35.5.</b> Under <b>Rule 7 of PPR 2004</b>, Bidder undertakes to sign an Integrity pact in accordance with the prescribed format attached hereto at <b>Section VI (Appendix J)</b> for all the procurements estimated to exceed Rs. 10.00 million or any other limit prescribed by Bank.</p> <p><b>35.6.</b> Bank's policy requires that selected Bidder provide professional, objective, and impartial advice, supplies, and services and at all times hold the Bank's interests' paramount, strictly avoid conflicts with other assignments or their corporate interests and act without any consideration for future work. Bidders must 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.</p> <p><b>35.7.</b> Without limitation on the generality of the foregoing, Bidders, 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:</p> <p>a) A Bidder that has been engaged by the Bank 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, bidders providing 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.</p> <p>b) A Bidder (including its Personnel) or any of its affiliates shall not be engaged for any assignment that, by its nature, may conflict</p>			

<b>F. Award of Contract</b>	
	<p>with another assignment of the Bidder to be executed for the same or another client.</p> <p>c) A Bidder (including its Personnel) 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</p> <ol style="list-style-type: none"> <li>1. the preparation of the specifications of the goods,</li> <li>2. the selection process for such assignment, or</li> <li>3. 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 within the Bank.</li> </ol> <p>d) Bidders shall not recruit or hire any agency or current employees of the Bank. Recruiting former employees of the Bank or other civil servants to work for the bidders is acceptable provided no conflict of interest exists. When the Bidder 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 Bank by the Bidder as part of the bid</p>
<b>36. Overriding Effect of PPR-2004</b>	<b>36.1.</b> Whenever in conflict with these documents, the stipulation of <b>PPR-2004</b> shall prevail.
<b>37. Beneficial Ownership Information</b>	a) NA

## G. Bid Data Sheet (BDS)

The following specific data for services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict between BDS and ITB, the provisions herein shall prevail over ITB.

ITB Clause	Description								
<b>1.1</b>	<p><b>Procurement Title:</b> <i>Disposal of Shredded waste of Currency Notes at SBP BSC Lahore</i></p> <ul style="list-style-type: none"> <li><b>Reference Number:</b> <i>GSU/Shredded Waste-SBP BSC LHR/ 374406 /2026</i></li> <li><b>Procurement Method:</b> <i>National Open Competitive Bidding as per Rule 21 of PPR-2004,</i></li> <li><b>Procurement Procedure:</b> <i>"Single Stage One Envelope Procedure" under Rule 36 (a) of Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR 2004.</i></li> <li>Technical and financial proposals/bids will be opened on same day.</li> </ul>								
<b>2.7 &amp; 3.2</b>	<p>The minimum eligibility/qualification criteria is as follows:</p> <table border="1"> <thead> <tr> <th>#</th><th>Minimum Eligibility/ Qualification Criteria</th></tr> </thead> <tbody> <tr> <td></td><td>The bidders must be registered with Tax authorities and appear on the active taxpayers list (ATL) of FBR.</td></tr> <tr> <td></td><td>The Bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).</td></tr> <tr> <td></td><td>Submission of Security deposit Rs. 50,000/- (Rupees fifty thousand only) in favor of SBP BSC Lahore along with technical bid.</td></tr> </tbody> </table>	#	Minimum Eligibility/ Qualification Criteria		The bidders must be registered with Tax authorities and appear on the active taxpayers list (ATL) of FBR.		The Bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).		Submission of Security deposit Rs. 50,000/- (Rupees fifty thousand only) in favor of SBP BSC Lahore along with technical bid.
#	Minimum Eligibility/ Qualification Criteria								
	The bidders must be registered with Tax authorities and appear on the active taxpayers list (ATL) of FBR.								
	The Bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).								
	Submission of Security deposit Rs. 50,000/- (Rupees fifty thousand only) in favor of SBP BSC Lahore along with technical bid.								
<b>7.2</b>	<p>a) A Pre-Bid meeting will be held on 10<sup>th</sup> February 2026 at 11:30 am <b>at 05<sup>th</sup> Floor GSU State Bank of Pakistan Shahrah-e-Quaid-e-Azam Lahore</b></p> <p>b) Bidders are encouraged to attend the pre-bid meeting.</p>								
<b>11.4</b>	<p>c) The Contract is <b>NOT</b> subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional indirect tax or duty or change in any applicable laws during the currency of contract that impacts the contract price would be equally accounted for by both the parties of the contract i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new indirect tax or duty, the contract price would be adjusted accordingly.</p>								
<b>13.1</b>	<p>d) The period of Bid validity shall be <b>180 (One Hundred Eighty Days)</b> after the opening of the Bids.</p>								
<b>14.1</b>	<p>e) Security deposit of <b>Rs. 50,000/-</b> in favor of SBP BSC shall be enclosed along with the <b>Technical Bid.</b></p>								

ITB Clause	Description
	f) Any bid found without sufficient Security deposit will be rejected instantly. (In the case of Bank Guarantee, it must remain valid 28 days beyond the bid validity period).
3.1 & 16.1	<p>g) The Original Bid shall comprise of a single sealed package containing two separate sealed envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal. The inner envelopes shall be marked as <b>“ORIGINAL TECHNICAL Proposal”</b> and <b>“ORIGINAL FINANCIAL Proposal”</b> in bold letters.</p> <p>h) The outer envelope shall be addressed to the Bank at the address given in the BDS, and carry the statement <b>“DO NOT OPEN BEFORE [Date &amp; Time of the Bid Submission Deadline].</b> The content of the Technical and Financial Proposal is mentioned in BDS.</p> <p>i) <b><u>Following should be the contents of the Technical Proposal Envelope:</u></b></p> <ul style="list-style-type: none"> <li>i. <b>TECH Form I of Section III</b> – Authorization Form for Bidder’s Representative</li> <li>ii. <b>TECH Form II of Section III</b> – Technical Bid Submission Form</li> <li>iii. <b>TECH Form III of Section III</b> – Security deposit Form/Bank Guarantee: duly filled and signed or Security deposit in the shape of Call Deposit/Demand Draft/Payment Order</li> <li>iv. <b>TECH Form IV of Section III</b> – Technical Compliance Form</li> <li>v. <b>TECH Form V of Section III</b> – Undertaking</li> <li>vi. <b>TECH Form VI of Section III</b> – Declaration of Beneficial Owners’ Information</li> <li>vii. All documents related to Minimum Eligibility/Qualification Criteria including Annexure (If Any) under <b>Section IV</b></li> </ul> <p>j) <b><u>Following should be the contents of the Financial Proposal Envelope:</u></b></p> <ul style="list-style-type: none"> <li>a) <b>FIN Form-I of Section V</b> – Financial Bid Submission Form</li> <li>b) <b>FIN Form-II of Section V</b> – Price Schedule</li> </ul> <p><b>Note: Technical and financial proposals/bids will be opened on same day.</b></p> <p>k) <b><u>Important Note:</u></b></p> <ul style="list-style-type: none"> <li>1. The above-mentioned forms are pre-requisite. Non-availability of the above-mentioned documents will result in the rejection of a bid.</li> </ul>
17	<p>l) The Bank’s address for Bid submission is</p> <p style="text-align: center;"><b>Deputy Chief Manager,</b> SBP Banking Services Corporation, Lahore Office 56-Shahrah-e-Quaid-e-Azam, Lahore</p> <p>m) The Bank will publish the Final Bid Evaluation Report on PPRA and SBP websites.</p> <p>n) The deadline for submission of bids shall be 23rd February 2026 at <b>11:00 am (PST).</b></p>
20	<p>o) Bids will be opened on 23rd February 2026 at <b>11:30am (PST)</b> at the following address:</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> Floor, 56-Shahra-e-Quaid-e-Azam (Mall Road) Lahore</li> </ul>

ITB Clause	Description
26.1	p) Email Address of General Services Unit (GSU) for Queries <a href="mailto:lhrgsu@sbp.org.pk">lhrgsu@sbp.org.pk</a>
29.1	q) <b>Fifteen percent (15%)</b> increase or decrease in scope of services
32.1	r) The Bidder must furnish a Performance Guarantee of Rs. 150,000/- (Rupees one hundred fifty thousand only) of the Contract Price (in the shape of either Pay Order/demand draft/call deposit or an unconditional Bank Guarantee from a scheduled Bank. In the case of Bank Guarantee, it must remain valid 28 days beyond the expiry date of the contract.
	s) The address of the Procuring Agency  Chairman (Grievance Redressal Committee) SBP Banking Services Corporation 1st Floor, HRMD, BSC House, I.I. Chundrigar Road, Karachi - Pakistan
	t) The Address of PPRA to submit a copy of grievance:  Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1st Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254

### Section III: Forms for Technical Bid

- a) **TECH Form I – Authorization Form for Bidder’s Representative**
- b) **TECH Form II – Technical Bid Submission Form**
- c) **TECH Form III –Security Deposit /Bank Guarantee**
- d) **TECH Form IV – Technical Compliance Form**
- e) **TECH Form V – Undertaking**
- f) **TECH Form VI – Declaration of Beneficial Owners’ Information**

**Note:** *All pages of the original Technical and Financial Proposals shall be initialed by the same authorized representative of the Bidders who signs the Proposal*

TECH Form I

**(Authorization Form for Bidder's Representative)**

(ON SERVICE PROVIDER'S LETTERHEAD)

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

**ITB No:** ITB No. GSU (Proc. Unit) / Shredded Waste/ SBP BSC LHR/ \_\_\_\_\_/2024  
**Title:** Procurement of Services of a Firm for *Disposal of Shredded Currency Notes Waste*  
at SBP BSC Lahore

We, **M/s <Firm Title>** , incorporated under <mention the relevant Act/ordinance/ regulation> having its registered office at **<complete business address>** do hereby nominate **Mr./Ms. <Complete Name>**, **<Designation>**, **CNIC# <xxxxxx-xxxxxxx-x>** as our lawful representative to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject disposal on our behalf.

Official Seal & Signature of Bidder: \_\_\_\_\_  
Date: \_\_\_\_\_

**TECH Form II**

**(Technical Bid Submission Form)**  
(ON SERVICE PROVIDER'S LETTERHEAD)

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

**To:**

The Chief Manager  
SBP Banking Services Corporation (Lahore Office)  
Lahore

**Dear Sir:**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents, as may be ascertained in accordance with the Technical Bid and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in **Appendix A** and other terms and conditions of the contract.

If our Bid is accepted, we will obtain a bank guarantee/performance security in a sum equivalent to **Rs. 150,000/-** of the contract amount for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this Bid for a period of **180 (One Hundred Eighty Days)** from the date fixed for Bid opening under **Clause 20** of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
[Seal & signature]      [in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Over Stamp Paper

## (Security deposit Form/Bank Guarantee)

*[insert: Bank's Name, and Address of Issuing Branch or Office]***Beneficiary:** *[insert: Name and Address of Bank]***Date:** *[insert: date]***BID GUARANTEE No.:** *[insert: Bid Guarantee Number]*

Whereas, M/s ----- (hereinafter called "the Service Provider") has submitted its Bid dated ----- for Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore (hereinafter called "the Bid").

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Bid. We the Guarantor ***[name of Financial Institution]*** having our registered office at ***[address of Financial Institution]***, are bound unto *SBP Banking Services Corporation (SBP BSC) Lahore Office* (hereinafter called "**the Bank**") in the sum stated Security deposit Amount], for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

## 1. If the Bidder

- i. has withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- ii. Disagreement to an arithmetical correction made to the Bid price; or
- iii. having been notified of the acceptance of our Bid by the Bank during the period of Bid Validity, (i) failure to sign the contract if required by Bank to do so or (ii) fail or refuse to furnish the Performance Guarantee or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

2. We undertake to pay to the Bank up to the above amount upon receipt of its first written demand, without the Bank having to substantiate its demand, provided that in its demand the Bank states the amount claimed by it is due to it, owing to the occurrence of one or any of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: ..... in the capacity of .....

Signed: \_\_\_\_\_ [Signature of the Commercial Bank]

Dated on ..... day of ..... 20 .....

**TECH Form IV****Technical Compliance Form**  
(ON SERVICE PROVIDER'S LETTERHEAD)

Sr.#	Description	Bidder Response (Yes/No)
1	All the requirements mentioned in <b>Appendix A</b> "Description of the Services/Terms of Reference.	
2	All the stated Terms and Conditions of the Contract.	
3	The Bid is unconditional.	

**Seal and Signature of Bidder:**\_\_\_\_\_**General Note:**

- a) The Minimum Eligibility/Technical Compliance will be evaluated by determining compliance against the minimum eligibility/qualification/evaluation criteria.*
- b) The bid found to be the Most Advantageous i.e. having qualified the minimum eligibility/ technical criteria and offered the lowest evaluated cost shall be accepted and will be awarded the contract*

[Over Stamp Paper of Rs. 100]

**Undertaking**

**Affidavit for Bidder's Blacklisting Status**

**Dear Sir,**

I/We hereby confirm and declare that I/We, M/s -----, has neither been Blacklisted/debarred under **Rule 19 of PPR-2004** nor sanctioned by National Counter Terrorism Authority (NACTA).

Detection of false declaration/statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Security deposit and/or Performance Guarantee as the case may be, and termination of the contract.

Seal & Signature of Bidder:

Date:

(ON SERVICE PROVIDER'S LETTERHEAD) **(Not Applicable)****Declaration of Beneficial Owners' Information****Under Declaration of Beneficial Owners' Information of Public Procurement Contract  
Awarded Regulations, 2022 of Public Procurement Regulatory Authority**

Name	
Father's Name/Spouse's Name	
CNIC/NICOP/Passport no.	
Nationality	
Residential address	
Email address	
The date on which shareholding, control, or interest was acquired in the business.	

In case of indirect shareholding, control, or interest being exercised through intermediary companies, entities, or other legal persons or legal arrangements in the chain of ownership or control, the following additional particulars are to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

Information about the Board of Directors (details shall be provided regarding the number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
Total number of shares taken (in figures and words)							

Any other information incidental to or relevant to Beneficial Owner(s)

**Name of the Bidder:** [insert complete name of the participating Entity]

**Name of Authorized Person:** \_\_\_\_\_

**Title of the person signing the Response:** \_\_\_\_\_

**Signature of the person named above:** \_\_\_\_\_

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

#### Section IV: Minimum Eligibility/Qualification Criteria

Sr.	Minimum Eligibility/ Qualification Criteria	Means of verification
1	The bidders must be registered with Tax authorities and appear on the active taxpayers list (ATL) of FBR.	Copies of Tax Registration Certificate/s along with proof of ATL
2	The Bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on Rs. 100 stamp paper covering all points (As per template provided relevant section – Undertaking: duly filed in and signed.)
3	Submission of Security deposit Rs. 50,000/- (Rupees fifty thousand only) in favor of SBP BSC Lahore along with technical bid.	As per Para 14 of Instructions to Bidders read in conjunction with para 14.1 of Bid data sheet

**Seal and Signature of Bidder:** \_\_\_\_\_

## **Section V: Forms for Financial Bid**

- 1. Fin. Form I – Financial Bid Submission Form**
- 2. Fin. Form II – Price Schedule**

**Form I**

**(Financial Bid Submission Form)**  
(ON SERVICE PROVIDER'S LETTERHEAD)

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

**To:**

Chief Manager,  
SBP Banking Services Corporation (Lahore Office)  
Lahore.

**Dear Sir:**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Bid and Schedule of Prices attached herewith and made part of this Bid.

We undertake, in case our Bid is accepted, to deliver the services in accordance with the schedule specified in the **Appendix A** and other terms and conditions of the contract.

If our Bid is accepted, we will obtain a bank guarantee/bank draft in a sum equivalent to **Rs. 150,000/-** for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this Bid for a period of **180 (One Hundred Eighty Days)** from the date fixed for Bid opening under **Clause 20** of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024\_\_.

\_\_\_\_\_  
[Seal & signature]      [in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Form-II**

**Price Schedule**  
(ON SERVICE PROVIDER'S LETTERHEAD)

Name of the Bidder \_\_\_\_\_

Reference Number: ITB No. GSU (Proc. Unit) / Shredded Waste- SBP BSC LHR/ /2024

Item Description	Unit	Rate per KG (Rs.)*
Shredded Waste of Currency Notes	Per KG	
<b>Total in Words</b> = Rupees _____ only*		
*Successful bidder will have to <b>submit Advance Tax as admissible under the law over and above the quoted rate</b> and shall submit tax submission receipt.		

Amount in Words: (Rupees \_\_\_\_\_)

**Notes**

- Estimated Annual Quantity is 900,000 KGs, however, contractor is liable to lift all the available quantity throughout the contract period subject to 15% increase or decrease in quantity as provided in clause 29.1 SCC.**

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**Section VI: Form of Contract**

**(Payment of Stamp Duty as Per the Prevailing Rates Will Be the Responsibility of the Most Advantageous Bidder)**

**CONTRACT FOR SERVICES**



Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore

**Between**

***SBP BSC Lahore***

**and**

***(Name of the Service Provider)***

**DD-MM-YYYY**

## Form of Contract

THIS CONTRACT (hereinafter called the “**Contract**”) is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2023, between, SBP Banking Services Corporation Lahore Office, (Hereinafter referred to as “**Bank**” which expression shall, wherever the context so permits, include its successors in interest and assigns) through \_\_\_\_\_ who is duly authorized in this behalf, of the First Part

### AND

M/s \_\_\_\_\_, incorporated/registered under the applicable laws in Pakistan, having its principal office at \_\_\_\_\_. (Hereinafter called “**The Service Provider**” which expression shall, wherever the context so permits, include its successors in interest and assigns) through \_\_\_\_\_ who is duly authorized in this behalf of the other Part

(The Bank and The Service Provider are hereinafter collectively referred to as the “Parties” and individually as a “Party”).

### WHEREAS,

the Bank is desirous of “Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore

- a) for which purpose the Bank issued an Invitation to Bid *ITB No. GSU (Proc. Unit) /Shredded Waste - SBP BSC LHR/\*\*\*\*/2024*, calling for bids in the manner as provided for in the **Public Procurement Rules, 2004 (PPR-2004)**.
- b) the Service Provider submitted its bid in response to the Bank’s Instruction to Bidders (ITB) and the bid of the Service Provider has been accepted by the Bank, where after, the Bank has offered to the Service Provider to perform the services as per this contract.
- c) the Service Provider, having represented to the Bank that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions outlined in this Contract at the service charges mentioned in **Appendix D** titled breakdown of the contract price;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. The General Conditions of Contract;
- b. The Special Conditions of Contract;
- c. The following Appendices:
  - Appendix A: Description of the Services & Terms of Reference
  - Appendix B: Services and Facilities Provided by the Bank
  - Appendix C: Focal Persons
  - Appendix D— Breakdown of the Contract Price
  - Appendix E— Schedule of Payments
  - Appendix F— Service Provider’s Bid
  - Appendix G— Notification of Award
  - Appendix H —Letter of Acceptance
  - Appendix I— Performance Guarantee
  - Appendix J— Integrity Pact

2. The mutual rights and obligations of the Bank and the Service Provider shall be as outlined in the Contract, in particular:

- a) The Service Provider shall carry out the Services only through its regular/contracted employees, hereinafter referred to as ‘The Service Provider’s employee (s)’ in accordance with the provisions of the Contract; and

- b) The Service Provider will deposit the value of shredded waste before lifting in accordance with the provisions of the Contract along with all the applicable taxes required under the existing laws at the time of lifting of shredded waste during the period of providing services.

3. The Service Provider shall provide the Services during the period commencing dd-mm-yyyy and continuing through dd-mm-yyyy or any other period as may be subsequently agreed by the parties in writing.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

<b>For and on behalf of the Bank</b> <i>[Authorized Representative]</i> <i>(Name, Designation, Official Stamp and signature)</i>	<b>For and on behalf of the Service Provider</b> <i>[Authorized Representative]</i> <i>(Name, Designation, Official Stamp and signature)</i>
<b>Witness 1</b>	<b>Witness 1</b>
<b>Name:</b> _____ <b>CNIC#</b> _____ <b>Signature:</b> _____	<b>Name:</b> _____ <b>CNIC#</b> _____ <b>Signature:</b> _____
<b>Witness 2</b>	<b>Witness 2</b>
<b>Name:</b> _____ <b>CNIC#</b> _____ <b>Signature:</b> _____	<b>Name:</b> _____ <b>CNIC#</b> _____ <b>Signature:</b> _____

i. General Conditions of Contract (GCC)	
• General Provisions	
1. Definitions	<p>1.1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ol style="list-style-type: none"> <li>1. <b>“Applicable Law”</b> means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan.]</li> <li>2. The <b>“Arbitrator”</b> is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract <b>GCC Clause 31</b> hereunder</li> <li>3. <b>“Bid”</b> means the tender or offer submitted by the Bidder in response to Invitation to Bid published by the Bank</li> <li>4. <b>“Completion Date”</b> means the date of completion of the Services by the Service Provider as certified by the Bank</li> <li>5. <b>“Day”</b> means a Gregorian calendar day unless indicated otherwise. <ol style="list-style-type: none"> <li>a. <b>Force Majeure</b>” means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.</li> </ol> </li> <li>6.</li> <li>7. <b>“GCC”</b> means these General Conditions of Contract;</li> <li>8. <b>“Government”</b> means the Government of the Islamic Republic of Pakistan and any other provincial government ;</li> <li>9. <b>“Party”</b> means the Bank or the Service Provider, as the case may be, and <b>“Parties”</b> means both of them;</li> <li>10. <b>Procuring Agency”</b> means the person named as Procuring Agency in the <b>SCC</b> and the legal successors in title to this person, procuring the Goods and related service, as named in <b>SCC</b></li> <li>11. <b>Project Name”</b> means the name of the project stated in <b>SCC</b>.</li> <li>12. <b>Performance Specifications”</b> means the specifications of the services included in the bidding documents submitted by the Service Provider to the Bank.</li> <li>13. <b>“Services”</b> means the work to be performed by the Service Provider under this Contract, as described in <b>Appendix A</b> hereto;</li> <li>14. <b>“Service Provider’s Bid”</b> means the completed Bidding Documents submitted by the Service Provider to the Bank</li> <li>15. <b>“SCC”</b> means the Special Conditions of Contract by which the GCC may be amended or supplemented.</li> </ol>
2. Applicable Law	The Contract shall be governed by the laws of the Islamic Republic of Pakistan.
3. Language	This Contract has been executed in English/Urdu, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract

<b>i. General Conditions of Contract (GCC)</b>	
<b>• General Provisions</b>	
<b>4. Notices</b>	Any notice, request, or consent made under this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, email, or facsimile to such Party at the address specified in the SCC.
<b>5. Location</b>	The Services shall be performed at such locations as are specified in <b>Appendix A</b> and, where the location of a particular task is not so specified, at such locations in Pakistan, as the Bank may approve.
<b>6. Authorized Representatives</b>	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Bank or the Service Provider may be taken or executed by the officials specified in the SCC.
<b>7. Inspection and Audit by the Bank</b>	The Service Provider shall upon reasonable notice by the Bank allow the Bank's Management, its auditors to inspect, examine and audit its accounts and records which are directly relevant to the performance of the Services as outlined in this contract and to have them audited by auditors appointed by the Bank if so required by the Bank.
<b>8. Taxes, Duties and other applicable laws.</b>	<p>The Service Provider shall pay its own and its employees' taxes, and the Bank is authorized to withhold any tax from payment to the Service Provider and to deposit the same into the Governmental Treasury. The Service Provider shall also ensure compliance with local laws and applicable regulations.</p> <p>Any additional tax, levies, duties, or modification in the existing rates of tax and other applicable laws imposed during the pendency of this contract shall be adjusted in the contract price by both parties.</p>
<b>9. Relationship of Parties</b>	Nothing in this Contract is intended or shall be deemed to constitute a partnership agency, employer-employee or joint venture relationship between the Parties. No Party shall incur any debts or make any commitments for the other except to the extent, if at all specifically provided herein.

<b>i. Commencement, Completion, Modification, and Termination of Contract</b>	
<b>10. Effectiveness of Contract</b>	This Contract shall come into effect on the date the Contract is signed by both parties or such date as may be stated in the <b>SCC</b> .
<b>11. Commencement of Services</b>	The Service Provider shall start carrying out the Services within thirty (30) days after the Contract becomes effective, or at such other date as may be specified in the <b>SCC</b> .
<b>12. Intended Completion Date</b>	Unless terminated earlier under <b>Clause 15.1 of GCC</b> the Service Provider shall complete the activities by the Intended Completion date, as is specified in the SCC. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per <b>Sub-Clause 24.1 of GCC</b> . In this case, the Completion Date will be the date of completion of all activities.
<b>13. Modification</b>	Modification of the terms and conditions of this Contract, including any modification of the scope of services or the Contract Price, may only be made by written agreement between the Parties in compliance with <b>PPR-2004</b> .

i. Commencement, Completion, Modification, and Termination of Contract	
14. Force Majeure	<p><b><u>Definition</u></b></p> <p>For this Contract, “Force Majeure” means an event that is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The Party affected by Force Majeure shall on the occurrence of the event leading to Force Majeure immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists the affected Party may terminate this contract as per <b>Clause 2.6</b> of the Contract because of Force Majeure.</p> <p><b><u>No Breach of Contract</u></b></p> <p>The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event;</p> <ul style="list-style-type: none"> <li>i. has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and</li> <li>ii. has informed the other Party as soon as possible about the occurrence of such an event.</li> </ul> <p><b><u>Extension of Time</u></b></p> <p>Any period within which a Party shall, under this Contract, complete any action or task or additional task shall be extended for a period equal to the time during which such Party was unable to perform such activities as a result of Force Majeure or on the advice of Bank.</p>
15. Termination	<p><b>15.1. <u>By the Bank</u></b></p> <p>The Bank may terminate this Contract, by not less than thirty (30) days written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (1) through (6) of this <b>Clause f (i)</b> and sixty (60) days in the case of the event referred to in (7):</p> <ul style="list-style-type: none"> <li>a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Bank may have subsequently approved in writing;</li> <li>b) if the Service Provider becomes insolvent or bankrupt;</li> <li>c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for not less than sixty (60) days; or</li> <li>d) if the Service Provider/s, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li> <li>e) if the Service Provider does not maintain a Performance Guarantee under <b>Clause 3.12</b></li> <li>f) if the Service Provider has delayed the completion of the</li> </ul>

i. <b>Commencement, Completion, Modification, and Termination of Contract</b>	
	<p>Services by the number of days for which the maximum amount of liquidated damages can be paid under <b>Sub-Clause 3.11.1</b> and the <b>SCC</b>;</p> <p>g) if the Bank, in its sole discretion, decides to terminate this Contract.</p> <p><b>15.2. <u>By the Service Provider</u></b></p> <p>The Service Provider may terminate this Contract, by not less than thirty (30) days" written notice to the Bank, such notice to be given after the occurrence of any of the events specified in following paragraph of this <b>Clause f .ii</b>:</p>

ii. <b>Obligations of the Service Provider</b>	
<b>16. General</b>	<p>The Service Providers shall perform the Services in accordance with the Description of the Services, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices. The Service Provider shall always act in good faith in respect of any matter relating to this Contract or to the Services, and shall at all times support and safeguard the Bank's legitimate interests in any dealings with Sub Service providers or third parties.</p> <p>i. The Service Provider will ensure continuity of services without interruption as per requirement.</p> <p>ii. In the course of the performance of the services the Service Provider shall comply with all requirements of the Bank.</p> <p>iii. The Service Provider shall comply with all applicable laws, rules and regulations, instructions and customary practices of the Bank in Pakistan;</p> <p>v. The Service Provider shall promptly notify the Bank of any matter coming to their knowledge that could have a material effect on the business or affairs of the Bank.</p> <p>v. The Service Provider shall comply with any code of conduct provided to The Service Provider by the Bank from time to time and shall conduct themselves in a manner which is not prejudicial to the interest and business of the Bank.</p>
<b>17. Indemnity</b>	<p>The Service Provider agrees to indemnify the Bank and hold it harmless against all liabilities, including judgements and cost of litigation, for anything done or omitted by the service provider in the execution of this Contract.</p>
<b>18. Conflict of Interests</b>	<p><b>18.1. <u>Service Provider and Service Provider's employee (s) Not to Benefit from Commissions and Discounts.</u></b></p> <p>The Service Provider shall not accept for their benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract, and in discharge of their obligations under this Contract, The Service Provider shall ensure that the Service Provider's Employee(s), or their affiliates shall not receive any additional payment.</p>

ii. <b>Obligations of the Service Provider</b>	
	<p><b>18.2. <u>Service Provider and Affiliates Not to be Otherwise Interested in Project</u></b></p> <p>The Service Provider agrees that during the term of this Contract and after its termination, the Service Provider and their affiliates shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.</p> <p><b>18.3. <u>Prohibition of Conflicting Activities</u></b></p> <p>18.3.1. Neither the Service Providers nor their affiliates shall engage, either directly or indirectly, in any of the following activities:</p> <p>18.3.2. during the term of this Contract, any business or professional activities in the Islamic Republic of Pakistan which would conflict with the activities assigned to them under this Contract;</p> <p>18.3.2. during the term of this Contract, neither the Service Provider nor their Affiliates shall employ regular or contractual employees in active duty or on any type of leave, to perform any activity under this Contract;</p> <p>18.3.3. after the termination of this Contract, such other activities as may be specified in the SCC.</p>
<b>19. Confidentiality</b>	<p>Information relating to evaluation of bids and recommendations concerning to award of the Contract shall not be disclosed by the Bank to the Bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>19.1. The 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 Bank's prior written consent.</p> <p>19.2. In case of any disclosure related to the bidding process and contractual obligations at any stage by any bidder, the Bank may reject its bid and/or terminate the Contract.</p>
<b>20. Contractual Liability Insurance to be taken out by the Service Providers</b>	<p>20.1. The Service Provider may obtain Contractual Liability Insurance to cover all claims related to Negligence/Fraud if any, committed by The Service Provider's employee (s) in the course of this contract with the Bank, and shall indemnify and keep indemnified the Bank, at all times against any such loss, claim, damage, and charge. The Service Provider is responsible to acquire the required coverage and facilitate in fulfilling the requirements of the insurance agency whereas the Bank will provide all the related documents as per the Insurance Company's requirement so that the claims can be settled expeditiously. However, the Service Provider shall be responsible to indemnify the Bank within 45 days after receiving all the required supporting documents to support the claim regardless of the payment of the insurance amount paid by the insurance company to the Service Provider. Failure of The Service Provider to pay the Bank's claim within the aforesaid period shall authorize the Bank to deduct the claimed amount from the monthly Service Charges payable to The Service Provider. In case the Bank fails to provide the supporting documents to prove the incident, no claim amount will be paid.</p> <p>20.2. The Service Provider at the Bank's request shall provide evidence to the Bank showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>

ii. <b>Obligations of the Service Provider</b>	
<b>21. Service Providers' Actions Requiring Bank's Prior Approval</b>	<p>21.1. The Service Provider shall obtain the Bank's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> <li>a) entering into a subcontract for the performance of any part of the Services,</li> <li>b) changing the schedule of activities;</li> <li>c) any other action that may be specified in the SCC.</li> </ul>
<b>22. Independent Service Provider Status</b>	<p>22.1. The parties agree that this contract creates an independent Service Provider relationship, not an employment relationship. The Service Provider acknowledges and agrees that the Bank will not provide the Service Provider or the Service Provider's employee(s) any fringe benefits or for the reimbursement of any expenses, including without limitation any medical or pension payments, and that income tax/withholding tax is Service Provider's responsibility.</p> <p>22.2. The Service Provider shall be exclusively responsible for paying the salary and other emoluments and providing the benefits to which each of The Service Provider employee (s) is entitled under his/her contract with The Service Provider. All claims made by the Service Provider's employee (s) shall be dealt with exclusively by the Service Provider.</p> <p>22.3. None of the Service Provider's employee (s) shall be entitled to seek employment with the Bank merely on the ground that he/she had been engaged by the Service Provider during the tenure of this Contract or was engaged by the Service Provider for the provision of the services to the Bank.</p>
<b>23. Compliance with all the Regulatory Requirement</b>	<p>23.1. The Service Provider will be responsible for the due and proper payment of and observance of all laws applicable to them.</p> <p>23.2. The Service Provider will ensure that all the applicable regulatory requirements are fully met and accordingly indemnify the Bank against any claims with regards to the above.</p> <p>23.3. The Service Provider shall take all practicable steps to ensure compliance with the Applicable Law.</p>
<b>24. Reporting Obligations</b>	<p>24.1. The Service Provider shall submit to the Bank the reports and documents specified in <b>Appendix A (if any)</b> as and when required by the Bank.</p>
<b>25. Liquidated Damages</b>	<p>25.1. <b><u>Payments of Liquidated Damages</u></b> The Service Provider shall pay liquidated damages to the Bank at the rate per day stated in the SCC. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Bank may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.</p> <p>25.2. <b><u>Lack of performance penalty</u></b> If the Service Provider has not corrected a Defect within the time specified in the Bank's notice, a penalty for Lack of performance will be paid by the Service Provider as specified in SCC.</p>

ii. <b>Obligations of the Service Provider</b>	
<b>26. Performance Guarantee</b>	<p><b>26.1.</b> The Service Provider shall provide the Performance Guarantee to the Bank no later than the date specified in the Letter of acceptance. The Performance Guarantee shall be issued in an amount and form and by a commercial bank acceptable to the Bank and denominated in the currency in which the Contract Price is payable. The Performance Guarantee shall be valid until a date 28 days from the Completion Date of the Contract.</p> <p><b>26.2.</b> The Performance guarantee may be forfeited if a Bidder:</p> <ul style="list-style-type: none"> <li>iii. fails to fulfill all the contractual and legal obligations;</li> <li>iv. fails to agree with the decision made by the Bank as a result of arbitration; or</li> <li>v. violates any law(s) during execution of Contract.</li> <li>vi. fails to start the execution of services or stop providing services without prior approval of the Bank.</li> </ul>

iii. <b>Service Provider's Team</b>	
<b>27. Description of Services to be performed by the Service Provider</b>	<b>27.1.</b> The scope of services to be performed by the Service Provider are described in <b>Appendix A.</b>

iv- <b>Obligations of the Bank</b>	
<b>28. Provide information about the code of conduct</b>	<b>28.1.</b> The Bank shall provide the Service Provider with information on the code of conduct and security procedures. The Bank shall immediately notify the Service Provider of any changes to the same during the continuance of this Contract.
<b>29. Change in the Applicable Law</b>	<b>29.1.</b> If, after the date of this Contract, there is any change in the Applicable Law concerning taxes, duties, which increases or decreases the cost of the Services rendered by the Service Provider, then the cost of services payable to the Service Provider under this Contract shall be adjusted accordingly by a written agreement between the Parties, and corresponding adjustments shall be made with price schedule
<b>30. Services and Facilities</b>	<b>30.1.</b> The Bank shall make available to the Service Provider the Services and Facilities listed under <b>Appendix B.</b>
<b>31. Assistance</b>	<b>31.1.</b> No assistance regarding any type of regulatory exemption related to contract execution will be provided by the Bank.

v- <b>Payments by the Service Provider</b>	
<b>32. Payments</b>	<b>32.1.</b> The payments to the Bank will be made as per as mentioned in <b>SCC.</b>
<b>33. Contract Price Ceiling</b>	<b>33.1.</b> The price/rates payable are set forth in the SCC.
<b>34. Terms and Conditions of Payment</b>	<b>34.1.</b> Payments will be made by the service provider according to the payment schedule stated in the SCC.

vi- <b>Quality Control</b>	
<b>35. Performance Standards</b>	<b>35.1.</b> The Service Provider will maintain the highest level of service standards.
<b>36. Correction of Defects, and Penalty for and</b>	<b>36.1.</b> The Bank shall give notice to the Service Provider of any failures or service deficiencies before the end of the Contract. The Deficiency liability period shall be extended for as long as Deficiency remains to be corrected.

vi-Quality Control	
<b>Penalty for Lack of Performance</b>	<p>36.2. Every time notice a failure in performance arises, the Service Provider shall correct the notified failure in the performance within the length of time specified by the Bank's notice.</p> <p>36.3. If the Service Provider has not corrected a failure in the performance within the time specified in the Bank's notice, the Bank will assess the cost of having the failure corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in <b>Clause 3.11</b></p>

vii-Resolution of Disputes	
37. <b>Arbitration</b> 38.	38.1. In case of a dispute arising between the Parties regarding the terms of or rights and obligations of the Parties under this Contract, if not resolved amicably, shall be settled by an arbitration under <b>Arbitration Act, 1940. The place of arbitration shall be as specified in SCC. .</b>
39. <b>Health, Safety, Environment and Security (HSE&amp;S)</b>	<p>1.1.1. The Service Provider shall comply with all statutory and regulatory requirements related to Health, Safety, Environment and Security (HSE&amp;S) as well as PA's instructions, procedures or policies related thereto, at no additional cost to PA. The costs of supplying and/or doing all such things required for the purpose as per industry practice shall be deemed to be included in the amounts payable under this Agreement to the Service Provider.</p> <p>1.1.2. PA may periodically check the Service Provider's compliance with standard HSE&amp;S practices and conduct safety inspections as and when it deems fit. The Service Provider shall ensure that PA's recommendations and industry standards in this regard are implemented without any delay.</p> <p>1.1.3. The Service Provider shall provide PA information about its working practices, materials and equipment and shall operate in a manner which does not compromise Ct's security or environment standards and the safety and health of its employees and other people. The Service Provider shall also provide PA with any information which it may have related to a potential or actual security threat to PA.</p> <p>1.1.4. The Service Provider shall confirm in writing that its personnel are fully trained to execute the Services safely and shall ensure that they understand all risks and hazards associated with the Services.</p> <p>1.1.5. The Service Provider shall pay special attention to the following environmental protection measures:</p> <ol style="list-style-type: none"> <li>Use of clean fuels to minimize air-polluting emissions.</li> <li>Control of other air pollutants.</li> <li>Recovery and recycling of usable materials.</li> <li>Control of vehicle noise.</li> <li>Control of noise from power facilities.</li> <li>Limitation of Vibrations.</li> <li>Preservation of natural land to the extent possible.</li> <li>Preservation of archaeological Sites.</li> <li>Careful handling, storage and utilization of hazardous radioactive materials, toxic chemicals etc.</li> </ol> <p>1.1.6. Failure to adhere to these health and safety standards, including but not limited to the failure to provide required safety equipment, implement safe work practices, or maintain a safe working environment, shall result in a penalty of <b>Rs. 5,000 per event</b> of non-compliance. Each instance of failure to comply with the applicable health and safety regulations shall be treated as a separate event, and the penalties shall be cumulative which shall be deducted from the payments due to the Contractor.</p> <p>39.1. PA reserves the right to terminate this Contract without notice to the Service Provider in the event of persistent violation of any of the above instructions by the Service Provider and related HSE&amp;S requirements of PA communicated to the Service Provider from time to time.</p>

<b>viii-Corrupt and Fraudulent Practices</b>	
<b>40. Corrupt &amp; Fraudulent Practices</b>	<p>40.1. The Bank requires compliance with its policy regarding corrupt and fraudulent practices. In pursuit of this policy, the Bank follows, inter alia, the instructions contained in <b>Rule 2(1)(f) of PPR 2004</b> which defines:</p> <ul style="list-style-type: none"> <li>i. <i>“corrupt and fraudulent practices”</i> in respect of procurement process, shall be either one or any combination of the practices including, -</li> <li>ii. <i>“coercive practices”</i> 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;</li> <li>iii. <i>“collusive practices”</i> 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;</li> <li>iv. <i>“corrupt practices”</i> means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;</li> <li>v. <i>“fraudulent practices”</i> 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</li> <li>vi. <i>“obstructive practices”</i> 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”.</li> </ul>
<b>41. Actions by the Bank</b>	<p>41.1. The Bank will terminate the contract if it determines that the Service Provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive and obstructive practices in competing for the contract in question;</p> <p>41.2. The Bank will sanction a Service Provider, including declaring the Service Provider ineligible, either indefinitely or for a stated period, to be awarded a Bank’s contract if at any time it determines that the service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive and obstructive practices in competing for, or in executing Bank’s contract; and</p> <p>41.3. Under <b>Rule 19 of PPR-2004</b>, “The Bank can inter alia blacklist Service Provider found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.</p>
<b>42. Mechanism Blacklisting and cross-debarring</b>	<p>42.1. Under <b>Rule 19 of PPR-2004</b>, the following mechanism and manner for Blacklisting and cross-debarring, from participating in their respective procurement proceedings will be followed as per the below mechanism:</p>

viii-Corrupt and Fraudulent Practices			
	Nature of Offense/Fault	Means of Verification	Action By Committee
	Corrupt and Fraudulent Practices	<ul style="list-style-type: none"> <li>Results of Bid analysis resulting in substantive evidence of collusion.</li> <li>Actual instance verifiable as per law of land and applicable Rule and Regulations of SBP Banking Services Corporation</li> <li>Cross verification of documentary undertaking submitted by Service Provider.</li> </ul>	Blacklisted and cross-debarred for the period up to 10 years.
	Performance Deficiencies	<ul style="list-style-type: none"> <li>Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded to or defended by Service Provider.</li> </ul>	Blacklisted and cross-debarred for the period up to 03 years.
<p>42.2. However, such barring action shall be undertaken only after Service Provider has been provided an adequate opportunity of being heard, who is to be barred and blacklisted.</p> <p>42.3. The receipt for any money paid by the Service Provider will not be considered as an acknowledgment of payment to the service provider unless such receipt is signed by a duly authorized officer of the Bank and the service provider shall be solely responsible for seeing that a proper receipt is provided.</p> <p>42.4. Under <b>Rule 7 of PPR 2004</b>, the service provider undertakes to sign an Integrity pact in accordance with the prescribed format attached hereto at <b>Section 6</b> for all the procurements estimated to exceed Rs. 10.00 million or any other limit prescribed by the Bank.</p>			

## **Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

<b>SCC Clause</b>	<b>Number of GCC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
<b>1.</b>	<b>4</b>	<p>The addresses are:</p> <p><b>Bank:</b></p> <p style="text-align: center;"><b>Deputy Chief Manager,</b> SBP Banking Services Corporation Lahore Office Tel: 042-99022291/2282 Email: <a href="mailto:lhrgsu@sbp.org.pk">lhrgsu@sbp.org.pk</a></p> <p><b>Service Provider:</b></p> <p>Attention: _____</p> <p>Address: _____</p> <p>Tel/Mob# _____</p> <p>Email: _____</p>
<b>2.</b>	<b>6</b>	<p>The Authorized Representatives are:</p> <p><b>For the Bank (Nominee of the Bank)</b></p> <p>○ Name: _____</p> <p>○ Designation: _____</p> <p><b>For the Service Provider (Nominee of the Service Provider)</b></p> <p>○ Name: _____</p> <p>○ Designation: _____</p>
<b>3.</b>	<b>10</b>	The Starting Date for the commencement of Services is <b><u>dd-mm-yyyy.</u></b>
<b>4.</b>	<b>12</b>	<p>The Intended Completion Date is <b><u>dd-mm-yyyy.</u></b></p> <p>The initial duration of the contract shall be one year. However, the Bank may extend the contract for two more years (on yearly basis) on same rates, terms and conditions subject to the existence of a valid lease/rental agreement/legal arrangement between the Service Provider and the Land owner.</p>
<b>5.</b>	<b>19</b>	<p>Information relating to evaluation of bids and recommendations concerning to award of the contract shall not be disclosed by the Bank to the bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>The Service Provider shall not disclose or attempt to make public any information relating to the bidding documents, bidding process and award</p>

		<p>of the contract to any person or entity without the Bank's prior written consent.</p> <p>In case of any disclosure related to the bidding process and contractual obligations at any stage by any Service Provider, the Bank may terminate the contract.</p>
<b>6.</b>	<b>23</b>	The Service Provider shall submit complete reports & documents and all the deliverables as per details mentioned in <b>Appendix A</b> .
<b>7.</b>	<b>25</b>	Bank can impose liquidated damages @ Rs. 1,000/- per instance in case of non-compliance of any requirement defined in Appendix A of contract agreement. Decision of the Bank for imposition of liquidated damages will be final and binding on the service provider. The amount of liquidated damages is in addition to the deduction of amount of unperformed services. The maximum amount of liquidated damages for the whole contract is Rs. 150,000/-. Once the maximum amount is reached, the Bank may consider termination of the contract.
<b>8.</b>	<b>26</b>	The amount of performance guarantee is <b>Rs. 150,000/-</b> contract amount, which should remain valid 28 days beyond the expiry date of the contract.
<b>9.</b>	<b>28</b>	Contract price is not adjustable.
<b>10.</b>	<b>31</b>	The amount to be paid by the contractor----- per KG to Bank. As per TORs in Appendix A Description of Services of the contract.
<b>11.</b>	<b>32</b>	As per TORs in <b>Appendix A</b> Description of Services of the contract.
<b>12.</b>	<b>37</b>	<p>In case of a dispute arising between the Parties regarding the terms of or rights and obligations of the Parties under this Contract, if not resolved amicably, shall be settled by an arbitration under <b>Arbitration Act, 1940</b>.</p> <p><b>The place of arbitration shall be Karachi</b></p>

## Appendices

(To be finalized at the contract award stage)

- **Appendix A** —Description of the Services & Terms of Reference
- **Appendix B**— Services and Facilities Provided by the Bank
- **Appendix C**— Focal Persons
- **Appendix D**— Breakdown of the Contract Price
- **Appendix E** — Schedule of Payments
- **Appendix F**— Service Provider's Bid
- **Appendix G**—Notification of Award
- **Appendix H** —Letter of Acceptance
- **Appendix I**— Performance Guarantee
- **Appendix J**— Integrity Pact

## Appendix A

### **Description of the Services and Terms of Reference**

All necessary arrangements for Lifting of Currency Notes Shredded Waste from the premises of SBP BSC Lahore. The arrangements must include:

Provision of sufficient quantity of good quality bags for packing of shredding waste on daily basis..

Provision of plastic seals/ Jute Twine for sealing of bags.

Arrangement of vehicle for disposal of shredding waste from this office within 07 working days of getting verbal/ written advise from CMU SBP BSC Lahore.

The contractor shall remove the shredded waste on regular basis to ensure proper clearance of the area allotted for the purposes.

The said shredded waste would be loaded on the vehicle in the presence of Bank's representatives.

The contractor would inform the Bank of particulars of the vehicle(s) as well as worker(s) to be deputed for the work.

Gate pass would be issued for the said shredded waste duly signed by the official of Currency Management Unit.

Deputation of suitable strength of laborers for loading of bags containing shredding waste onto the vehicle/truck provided by the service provider for the purpose.

The Contractor will be responsible for weighing of the said shredded waste, its loading, unloading and subsequent disposal.

The contractor shall have to make all necessary arrangements for the safety of his employees, Bank's staff and property. In case of any damage to the Bank property or persons, the contractor will be fully responsible and shall have to make good all such damages.

The contractor shall bear all costs w.r.t packing and lifting of shredding waste.

The Contractor is required to inform confidentially the Bank's Chief Manager / Currency Officer immediately if any discrepancy is noticed in the shredded waste.

Estimated annual quantity is 900,000 KGs, however, Contractor is liable to lift all available quantity throughout the contract period

**Appendix B**

**(Services and Facilities Provided by the Bank)**  
**Not Applicable**

**Appendix C****(Focal Persons)**

<b>Sr.#</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Details (Tel/Mob# &amp; Email)</b>
3.			
4.			
5.			

## **Appendix D**

**(Breakdown of Contract Price)  
To be added at the time of contract**

## **Appendix E**

### **(Schedule of Payments)**

The bidder will deposit the value of shredded waste before lifting besides deposit of advance tax if any.

**Appendix F**

**(Service Provider's Bid)**

## **Appendix G**

### **(Notification of Award)**

## **Appendix H**

**(Letter of Acceptance)**

Over Stamp Paper

(Performance Guarantee)

To:

Chief Manager,  
SBP Banking Services Corporation (Lahore Office),  
Lahore

WHEREAS ***Name of the Most Advantageous Bidder*** (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract **ITB No. GSU (Proc. Unit) /- SBP BSC LHR/\*\*\*\*/2023** to

**Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore**" (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of ***[amount of the guarantee in words and figures]***, and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ***[amount of guarantee]*** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_ day of \_\_\_\_\_ 20\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

**Appendix J**  
**(INTEGRITY PACT)**

***Integrity Pact pursuant to Rule 7 Public Procurement Rules 2004***

**Declaration of Fees, Commissions and Brokerage, etc Payable by the Suppliers of Goods, Services & Works**

**Contract Title:**

***Disposal of Shredded Waste Material of Currency Notes at SBP BSC Lahore***

**Contract No. ITB No. GSU (Proc. Unit) / - SBP BSC LHR/\*\*\*\*/2023**

**Contract Value:** \_\_\_\_\_

[the Service provider] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Service provider] represents and warrants that it has fully declared the brokerage, commission, fees, etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Service provider] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Service provider] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instruments, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Service provider] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Service provider] as aforesaid to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

**\*\*\*End of Document\*\*\***