



BIDDING DOCUMENTS

For

“DISPOSAL OF SCRAP ITEMS AT SBP BSC MULTAN”

February 2026

State Bank of Pakistan,
Banking Services Corporation, Multan Office
General Services Unit, Mezzanine Floor, Kalma Chowk, Multan
Phone: (92-061)-9200629 Email: mul.gsu@sbp.org.pk





**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION
Multan OFFICE**

GSU/374839/ Disposal of Scrap Items/ 2025-2026

Dated: 10-02-2026

DISPOSAL NOTICE FOR SCRAP ITEMS

1. State Bank of Pakistan, SBP BSC (Bank), Multan Office invites sealed offers from the interested parties for disposal of scrap items as per detail given in the documents.
2. The items are lying at SBP BSC Multan Office located at **Kalma Chowk, Multan** and are being sold on **"As is where is"** basis. Interested bidders can visit/inspect the same on working days between 09:00 AM to 1:00 PM.
3. Documents containing detailed terms and conditions is available on SBP website (<http://www.sbp.org.pk>).
4. 3. All applicable taxes including Withholding tax etc. will be collected on the quoted amount from successful bidder.
5. A bid security of **Rs. 4,500/- (Rupees Four Thousand Five Hundred Only)** in the form of Pay order/demand draft in favor of SBP Banking Services Corporation, Multan shall have to be deposited by the prospective bidders for participation. The same will be returned to the unsuccessful bidders through written request after lifting of disposal items by the successful bidder.
6. The highest bidder will have to deposit 100% of the total offer price (as per actual weight/ quantity at site) and additional payment of advance tax (10% for filer & 20% for non-filer) within seven (07) working days after the issuance of "letter of acceptance" failing which, their bid security may be forfeited and the bank reserves the right to award the work to the next highest bidder.
7. Delivery to be taken by successful bidder after full payment and will remove and load the items at his own Safety, Risk, Cost and labor from the premises of the Bank within 07 working days from issuance of acceptance letter.
8. The Bank is held harmless from any/all claims and losses, acquiring from or resulting to any/all bidders, materials, labor, and any other person. In connection with the performance of this public auction, bidders must accept all responsibility for being aware of which items are available and current condition.
9. Bids must be dropped in tender box placed in office of **"PA to Chief Manger, State Bank of Pakistan Banking Services Corporation, Multan"** on or before 26th February 2026 up to 11.00 AM. Bids will be opened on same day at 11:30 AM, in the Office of DCM Admin.), located at 3rd floor of the Office.
10. This disposal notice is only an invitation to offer and SBP BSC reserves the right to accept or reject all proposal at any time.

Chief Manager

State Bank of Pakistan, Banking Services Corporation,
Kalma Chowk, Multan,
Phone: (92-61)-9200629



INDEX

Sr. No.	Description	Page No.
1.	Title Page	01
2.	Disposal Notice	02
3.	Index	03
4.	Bidding Documents Part-A- (Instructions to Bidders & Terms and Conditions)	04-05
5.	Bidding Documents Part-B- (Bill of Quantities - Financial Bid)	06-07



A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; the successful bidders shall have to deposit total payable amount according to the actual quantities counted/weighted at site.
2. Tenders/quotations submission Schedule: **February 26, 2026 up to 11.00 AM**
3. Quotations Opening Venue/Schedule: Chamber of DCM (Admin), **February 26, 2026 @ 11:30AM.**
4. Any Bid received (through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.
5. *Bid Security of Rs. 4,500/- (Rupees Four Thousand Five Hundred Only) in the form of Pay order/demand Draft shall have to be deposited by the prospective bidders for participation which may be refundable after scrutiny of the bids to the unsuccessful bidders through written request. Bids without bid security will be out rightly rejected.*
6. Disposal period not more than 15 working days from the issuance of Acceptance Letter.
7. Validity of Quotations from the opening date: **60 Days**
8. Mode of Payment: Successful Bidder shall have to submit the payment as per the following schedule.
 - a) 100% of quoted amount within 07 working days after issuance of acceptance letter.
 - b) Amount payable as per the actual quantities/weights, before picking up and taking away, the items from the bank premises.
9. Amount of applicable taxes will be submitted separately by the bidder.
10. Partial, incomplete and conditional bids will be rejected
11. The bidders are strongly encouraged to visit the site to get first-hand information regarding the condition, make, etc. of the items and their quantum before submitting the quotations.
12. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least **03 days** prior to the date fixed for submission & opening of the quotations.
13. Quotations shall be opened on the date, time and venue as mentioned above in the presence of bidders or their authorized representatives who may like to be present.
14. Bids will be checked by the Bank for any arithmetic errors. Where there will be a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the figure, unit rate or total, resulting in higher total amount will govern. The amount stated in the Bid will be adjusted by the Bank



accordingly.

15. The Bank will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the auction in question like pooling, or giving bribery/ prizes or any sum of money etc. to the persons responsible or engaged in procurement process or to other prospective bidders; or the Bank will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract within its jurisdiction if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.
16. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
17. **10% advance tax will be charged on gross amount of items for filers and 20% on non-filers as per income Tax ordinance clause 236A and has to be submitted before lifting up items from the Office premises.**
18. If any dispute arises between the parties (Successful bidder & the Bank), the matter shall be referred to the Chief Manager SBP BSC Multan who will examine the matter in detail and give the decision, which will be final & binding upon the parties.
19. The Bank reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property, data, or persons of the Employer due to the Successful bidder or his worker's negligence.
20. In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensations, claims, taxes, duties etc. in whatsoever form from any labor organization, government department, regulatory authority, court of law, or any other authority at any time during the execution of the Contract or after the execution of the contract.
21. The successful bidder shall be responsible for any loss or damage to the Bank property, data, or persons etc. during or due to the operations carried out by the successful bidder under this contract.
22. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
23. The successful bidder shall keep strictly confidential and not make use of any confidential information supplied by the Bank other than to perform this Contract, and shall impose the same obligations on its employees
24. The contractor shall be responsible for collection of all the items at designated location.



B. Bill of Quantiles-Financial Bid

BILL OF QUANTITIES					
Sr #	Description	Unit	Estimated Qty	Unit Rate Rs.	Total Rate Rs.
1	Paper Scrap	Kg.	250		
2	Iron Strip	Kg.	1000		
Total					

Note:-

- i. An additional tax at the rate of 10% for filer bidders and 20% for non-filer bidders shall be charged over and above the quoted prices.
- ii. Before filling in this form kindly read Instructions to Bidders.

(Rupees-----)



Undertaking by the Bidder:

I ----- have visited the site and have fully understood the scope of work & specifications. All the above Terms & Conditions are acceptable to us. We are not blacklisted by the Bank or any other organization. We also undertake that this quotation has been prepared without any collusion/pooling or by adopting any unauthorized practice.

Date:

Bidders Signature

Name	
CNIC No	
Phone	
Address	
PO/Demand Draft number and date	

