



## **BIDDING DOCUMENT**

**For**

**“Disposal of Unserviceable EDP Equipment and Scrap Items”**

**February - 2026**

**State Bank of Pakistan,  
Banking Services Corporation, Peshawar  
General Services Unit  
Phone: 091-9212414**

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

**PEW-GSU/ 382184/Disposal/2025-26**

**DISPOSAL NOTICE**

1. SBP, Banking Services Corporation (BSC) Peshawar hereinafter referred to as (Bank) invites sealed offers from the interested parties that are tax filers as per details given in the bid documents for disposal of unserviceable EDP Equipment and scrap items valued at PKR 283,965.
2. The scrap items are lying at **SBP BSC Peshawar Office** and are being sold on **"As is Where is basis"**. Interested bidders can visit/inspect the subject items during weekdays between 10:00AM to 04:00PM.
3. Documents containing detailed terms and conditions can be downloaded free of cost from the website of SBP (<https://www.sbp.org.pk>).
4. Participating bidders will be required to submit bid security of Rs. 10,000.
5. The bid security is to be submitted in the form of Pay order/demand draft (**cash is not acceptable**), refundable to the unsuccessful bidders after scrutiny of the bids and conclusion of the bidding process.
6. The highest bidder will have to deposit 100% of the total offer price in form of pay orders/Bank draft within seven (07) days after the issuance of "Letter of Acceptance" failing which, their gate money may be forfeited, and the Bank reserves the right to award the work to the next highest bidder.
7. Successful bidder shall have to remove the scrap items at their own safety, risk, cost and labor from the Bank's premises within one week after full payment of applicable tax to the relevant authority and payment against items required to be disposed of.
8. Bids prepared in accordance with the terms and conditions mentioned in the bidding document must be delivered to the address on or before **05-Mar-2026 up to 11:00 AM**. Bids will be opened at **11:30 AM** the same day, in the Office of Sr. DCM Admin, SBP BSC Peshawar.
9. This tender is only an invitation to offer and the Bank reserves the right to accept or reject all quotations at any time as per PPRA Rules in vogue.
10. In case of any query, clarification may be sought at [pew.gsu@sbp.org.pk](mailto:pew.gsu@sbp.org.pk).

**Assistant Chief Manager - GSU**  
State Bank of Pakistan, BSC Peshawar  
Saddar Road, Peshawar Cantt  
Phone: 091-9212414

**DISPOSAL OF UNSERVICEABLE EDP EQUIPMENT AND SCRAP ITEMS  
AT STATE BANK OF PAKISTAN, BANKING SERVICES CORPORATION  
PESHAWAR**

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**PART-A: INSTRUCTIONS TO BIDDERS/PARTICIPANTS AND GENERAL CONDITIONS**

<b>INSTRUCTIONS TO BIDDERS/PARTICIPANTS</b>	
<b>Scope of Bid</b>	The SBP Banking Service Corporation (hereinafter called “Bank”) wishes to receive Bids as per disposal notice and bidding documents. Bidders must quote for the complete items listed in the document. Any bid covering partial items will be declared as non-responsive.
<b>Clarification of Bidding Document, Meeting and Site Visit</b>	If any prospective bidder(s) have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least <b>07 days</b> prior to the date fixed for submission & opening of the quotations. Interested bidders can visit/inspect on working days between 10:00 AM to 04:00 PM
<b>Access to Items</b>	The interested bidders are strongly encouraged to visit the site within the specified time to get first-hand information regarding the condition, make etc. of the items and their quantum before submitting the quotations. Interested Bidders shall follow the Bank’s security protocols i.e. Provision of Original ID Card at Bank’s gate, requirement of obtaining visiting card etc.
<b>Condition and Specification</b>	Items of disposal will be sold on <u>“As is Where is basis”</u> .
<b>Location of Material</b>	The items are at SBP BSC Peshawar.
<b>Qualification of the Bidder</b>	To qualify for the award of the Contract, bidders must meet the mandatory evaluation criteria, as specified in the Bidding Document.
<b>Deadline for Submission of Bids and Venue for Opening of Bids</b>	<ol style="list-style-type: none"> <li>1. Tenders/quotations submission Schedule: 05-Mar-2026 up to 11:00 AM Sharp</li> <li>2. Quotations Opening Venue/Schedule: Office of the Sr. DCM Admin, SBP BSC Peshawar. 05-Mar-2026 @ 11:30AM</li> </ol> <p>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.</p>
<b>Late Bid</b>	Any Bid received (either through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.
<b>Quantity</b>	The quantities mentioned in the document are approximate; the successful bidder shall have to deposit the remaining payable amount according to the actual quantities counted/weighed on site.
<b>General Conditions</b>	
<b>Currency of Bid</b>	The unit rate and the prices shall be quoted by Bidder entirely in Pak Rupees.
<b>Disputes Resolution Procedure</b>	If any dispute arises between the parties (successful bidder & the Bank), the matter shall be referred to the Chief Manager SBPBSC Peshawar, who shall examine the matter in detail and reach a decision. The decision given shall be final and binding upon the parties.
<b>Tax Status</b>	Only those bidders can participate in the bidding process whose names appear in the active taxpayer list of FBR.
<b>Blacklisting</b>	Under PPR-2004, SBP BSC can inter alia blacklist and debar bidders as per rules and regulation in place.

**PART-B: SPECIAL CONDITIONS**

<b>Special Conditions</b>	
<b>Title</b>	The Title & Reference of the Disposal is:  <b><i>Disposal of Unserviceable EDP Equipment and Scrap Items PEW-GSU/ 382184/Disposal/2025-26</i></b>
<b>Confidentiality</b>	The successful bidder while rendering the required services shall not release any information acquired from the Bank due to their exposure that is sensitive and should be kept strictly confidential irrespective of the fact it is specified or otherwise. Any acquired information shall not be used for any purpose other than to fulfil this contract. The same obligations apply to the employees of the successful bidder as well.
<b>Penalty/Damage to Bank's Property</b>	The successful bidder shall be responsible for any loss or damage caused to the Bank property, data, or persons etc. during the operations carried out under this contract. Further, the Bank reserves the right to recover any amount from the payable amounts to the successful bidder against any losses or damage caused to the Bank by the successful bidder or his workers/representatives.
<b>Bid Validity</b>	Validity of bid from the opening date: <b>120 Days</b>
<b>Bid Security</b>	Gate money of Rs. 10,000 (Rupees Ten Thousand Only) in the form of Pay order/demand Draft (cash is not acceptable) shall have to be deposited by the prospective bidders for participation. Gate money shall be refunded - after scrutiny of the bids - to the unsuccessful bidders through written request on company letterhead.
<b>Payment</b>	Successful bidder (i.e. the highest bidder) shall have to submit the payment as follows: a) 100% of quoted amount within 07 days after issuance of letter of acceptance. b) Amount payable as per the actual quantity/weight, before picking up and taking away, the items from the Bank premises. In case of failure, the Bank reserves the right to forfeit the bid security and to award the work to the next highest bidder. Contractor will have to submit 10% Advance Tax under section 236-A over and above the quoted rate before lifting of disposal lot. Further, the contractor is solely responsible for payment of any other applicable taxes/levies etc. (if any) to the respective authorities without any cost and consequences to be charged to the Bank. In case of any change in rate of advance tax by Government of Pakistan (GOP), successful bidder shall pay the revised rate notified by the GOP.
<b>Price Adjustment</b>	No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
<b>Lifting of Equipment/Scrap</b>	The successful bidder would be responsible for lifting scrap items from the Bank within two weeks after receiving notification of award of work. The contractor shall be responsible for collecting all the items at the designated location (s).
<b>Indemnification</b>	In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensation, 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 and after execution of the contract.
<b>Failure to perform Work</b>	In case the successful bidder refuses to take up the work, the bid security shall be forfeited, and the bidder may be barred or banned from participation in future tenders of the Bank.

<b>Rejection of Proposal</b>	<p>The Bank will reject a proposal for an award if it determines that the Bidder recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract in question like pooling or giving bribery/ prizes or any sum of money etc. to the person(s) responsible or engaged in procurement process or to other prospective bidders. Further, the Bank shall declare a firm ineligible, either indefinitely or for a stated period, 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.</p>
<b>Compliance with Rules and Regulations</b>	<p>The successful bidder and his/her staff, assigns or suppliers etc. shall have to strictly follow the rules &amp; regulations of the Internal Bank Security Department (IBSD).</p>
<b>Arithmetic Errors</b>	<p>The bids received will be checked by the Bank for arithmetic errors. If there is 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, the figure resulting in higher total amount will govern. The Bank will adjust the amount stated in the bid accordingly.</p>

**PART-C- DISPOSAL OF EDP EQUIPMENT AND SCRAP ITEMS AT STATE BANK OF PAKISTAN,**  
**BANKING SERVICES CORPORATION (BANK),**  
**PESHAWAR**

Sr. No	LOT	Item	Unit	Quantity	Unit Rate (Rs)	Total Rate (Rs)
1.	I	PCs	Nos	05		
2.		Printers	Nos	08		
3.		Keyboards	Nos	10		
4.		Used toners/drums of various models	Nos	15		
5.	II	Lead Seal	Kg	350		
6.		Screw	Kg	20		
7.		Plastic	Kg	30		
8.		Steel Strip	Kg	100		
9.		Cardboard/Paper	Kg	20		
10.	III	HT Cable in different lengths Aluminum (3-core 70mmsqr)	RFT	210		
11.		Lift Steel Rope (12mm dia)	RFT	1380		
12.		Lift Steel Rope (8mm dia)	RFT	280		
13.		Generator Air filters	Nos	19		
14.		Generator Fuel & Oil filters	Nos	25		
15.		Silver Pipe for ACs in different lengths	RFT	25		
16.		Empty Plastic Can of Engine Oil (4 Ltr)	Nos.	50		
17.		Empty Plastic Can of Engine Oil (10 Ltr)	Nos.	20		
18.		Empty Plastic Can of Oil (30 Ltr)	Nos.	50		
19.		Empty Can of Paint (4 Ltr)	Nos.	130		
20.		Tube Rod fitting scrap	Kg	130		
21.		Ceiling Fan	Nos.	20		
22.		Pedestal Fan	Nos.	4		
23.		Bracket Fan	Nos.	6		
24.		Exhaust Fan (Plastic body)	Nos.	3		
25.		Flood/Search Light scrap	Kg	50		
26.		PVC Male and Female Fillers of Cooling Towers	Nos.	1600		
27.	Waste Engine Oil	Liter	450			
<b>Total</b>						

\*Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.

**Undertaking by the Bidder/vendor/firm:**

I..... have visited the site and have fully understood the scope of work & specifications.

The above rates are inclusive of all labor charges, tool & plants, overheads, safety equipment/PPEs/measures etc. I/ we have sufficient resources to carry out the above works. Whereas all applicable taxes will be submitted by me to the relevant tax authority before lifting of disposal. the amount of such tax is not included in above quoted price and,

All the above terms & conditions are acceptable to me/us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government/Semi Government/ Organization and is not indulged in any proscribed activity/business(es).

**Date:**

**Signatures of the Bidder/vendor/firm**

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

**Bidder Details**

<i>Name &amp; CNIC No.</i>	
<i>Company Name</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>Email</i>	
<i>Business Address</i>	