



BIDDING DOCUMENTS

DISPOSAL OF FIXED ASSETS
at
SBP BSC Muzaffarabad

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

(Single Stage - One Envelope)

**State Bank of Pakistan,
Banking Services Corporation, Muzaffarabad Office
Upper Chattar, Muzaffarabad, AJ&K**

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For Bidder (Sign and Stamp)



Section I: Invitation to Bid



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION, MUZAFFARABAD

Disposal of Fixed Assets at SBP BSC Muzaffarabad

ITB No. MUZ/GSU/381418/2026

SBP Banking Services Corporation (**SBP BSC**), Muzaffarabad invites sealed bids from eligible Bidders registered with relevant tax authorities, who appear on the Active Taxpayers List of FBR, for the ***Disposal of Fixed Assets at SBP BSC Muzaffarabad***. Bidding Documents containing detailed Terms & Conditions etc. may be obtained free of cost upon submission of an email request at syed.tahir@sbp.org.pk or also can be directly downloaded from the SBP website at 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. The bids prepared in accordance with the instructions provided in the Bidding documents must be delivered in a hard copy submitted (in person, or by post) at the address given below on or before **March 10, 2026 at 11:00 AM** which shall be opened on the same day at **11:30 AM** in the Office of the PA to the Chief Manager, SBP BSC (Muzaffarabad Office), Upper Chattar Muzaffarabad, in the presence of representatives of firms who may choose to be present. This advertisement is also available on the websites: www.sbp.org.pk & www.ppra.org.pk.

Chief Manager,
Banking Services Corporation, Muzaffarabad Office
Upper Chattar Muzaffarabad
Phone: 05822-921927, Email: syed.tahir@sbp.org.pk, Website: www.sbp.org.pk



For Bidder (Sign and Stamp)

Section II: Instructions to Bidders (ITB)

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- B. Bidding Documents**
- C. Preparation of Bids**
- D. Submission of Bids**
- E. Bid Opening and Evaluation**
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- G. Bid Data Sheet**

For Bidder (Sign and Stamp)



A. Introduction	
1. Scope of Bid	<p>1.1. SBP Banking Services Corporation, Muzaffarabad, situated at Upper Chattar, Muzaffarabad, (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 Fixed Assets at SBP BSC Muzaffarabad” as detailed in the Bidding Documents.</p> <p>1.2. 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>
2. Eligible Bidders	<p>2.1. This bidding process is open to all bidders who meet the minimum eligibility/qualification criteria given in BDS.</p> <p>2.2. Joint Ventures and Consortiums shall not be permitted to submit the bid.</p> <p>2.3. _ N.A _</p> <p>2.4. A Bidder declared ineligible for corrupt and fraudulent practices under Rule 11 of Disposal of Public Assets Regulations, 2024, 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>2.5. 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>2.6. Bidders shall provide evidence of their continued eligibility satisfactory to the Bank, as the Bank shall reasonably request.</p> <p>2.7. Bidders must meet all the qualification criteria as defined in Bidding Documents.</p>
3. Qualification of the Bidder	<p>3.1. All bidders shall provide, Form of Bid and Qualification Information, as required in Bid Data Sheet (BDS).</p> <p>3.2. All bidders shall provide all the documents with their bids as specified in the BDS.</p> <p>3.3. To qualify for the award of the Contract, bidders must meet the mandatory evaluation criteria, as specified in the Bidding Documents.</p>
4. One Bid per Bidder	<p>4.1. Each Bidder shall submit only one Bid. The highest bid will be declared as successful bidder.</p>
5. Cost of Bidding	<p>5.1. 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.</p>

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B. Bidding Documents	
6. Content of Bidding Documents	<p>6.1. The given contents of the Bidding Documents subscribe to Rule 12 of Disposal of Public Assets Regulations, 2024. These should be read in conjunction with any addendum issued under ITB Clause 8:</p> <ul style="list-style-type: none"> i. Instructions of obtaining the disposal of public assets documents; ii. Data Sheet (language, information about pre-bid conference, site visits, access to assets, conditions, specification and value of the assets being disposed of, instructions on the location, deadline for bid submission etc.); iii. Eligibility requirements and evaluation criteria; iv. General Conditions of the contract; v. Special Conditions of contract; vi. Contract Forms; vii. Assets with implications on public health and safety, and environmental protection; <p>6.2. Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p>6.3. 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>
7. Clarification of Bidding Documents and Pre-bid Meeting	<p>7.1. 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 BDS. The Bank will respond in writing to any request for clarification of the Bidding Documents that it receives no later than seven (07) days before the deadline of submission of bids.</p> <p>7.2. _____ N.A _____</p>
8. Amendment of Bidding Documents	<p>8.1. 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 under Rule 13 of Disposal of Public Assets Regulation, 2024. Such amendments shall take precedence over the existing document.</p> <p>8.2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be issued in a manner similar to the original advertisement i.e. uploaded on SBP website at www.sbp.org.pk, PPRA website, and/or publishing in newspaper, as the case may be. 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>8.3. 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 Rule 18 of Disposal of Public Assets Regulation, 2024.</p>

For Bidder (Sign and Stamp)



C. Preparation of Bids	
9. Language of Bid	9.1. 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).
10. Documents Comprising the Bid	10.1. The bid submitted by the Bidder shall comprise the following: A. Documents related to Minimum Eligibility/Qualification Criteria under Section III . B. Forms for Financial Bid under Section IV . C. Bidding Documents (in original) duly signed and stamped on each page/sheet. D. Bid Security in original. E. Authorization in accordance with the Clause 15.2 of ITB . F. Any other materials/ services required to be completed and submitted by bidders, as specified in the BDS .
11. Bid Prices	11.1. ___N.A___ 11.2. The Bidder shall quote price for each individual item. 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. 11.3. ___N.A___
12. Currencies of Bid	12.1. The price shall be quoted by the Bidder in Pak Rupees.
13. Bid Validity	13.1. Bids shall remain valid for the period specified in the BDS . 13.2. 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 ITB Clause 14 in all respects.
14. Security Deposit	14.1. The bid security shall be denominated in the currency of the bid: a) at the Bidder's option, be in the form of either Pay Order/demand draft; 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; c) be payable promptly upon written demand by the Bank; d) be submitted in its original form; copies will not be accepted; e) 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 ITB Clause 13.2 ; f) bids submitted with insufficient security deposit will be rejected.

For Bidder (Sign and Stamp)



C. Preparation of Bids	
	<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 security deposit shall be issued in the name of the Bidder submitting the bid and prepared in favor of Bank.</p> <p>14.2. 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 ITB Clause 30</p>
15. Format and Signing of Bid	<p>15.1. The Bidder shall prepare one bid specified in the BDS.</p> <p>15.2. The bid consisting of the documents listed in ITB Clause 10.1, 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 ITB Clause 10.1. 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>15.3. 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>

D. Submission of Bids	
16. Sealing and Marking of Bids	<p>16.1. The Bidder shall seal the bid in envelope, duly marking the envelope as "ORIGINAL BID" The envelope 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 BDS, and carry the statement "DO NOT OPEN BEFORE [Date & Time of the Bid Submission Deadline]."</p> <p>16.2. In addition to the identification required in Sub-Clause 16.1, the inner envelope shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, under ITB Clause 18.</p> <p>16.3. 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.</p>
17. Deadline for Submission of Bids	<p>17.1. Bids must be received (through an authorized representative or courier/postal service) by the Bank at the address specified in the BDS, no later than the bid submission deadline specified in the BDS.</p> <p>17.2. The Bank may extend the deadline for submission of bids by issuing an amendment under ITB Clause 8, in which case all rights and obligations of the Bank and the bidders previously</p>

For Bidder (Sign and Stamp)



D. Submission of Bids	
	subject to the original deadline will then be subject to the new deadline.
18. Late Bids	18.1. Any Bid received (through an authorized representative or courier/postal service) by the Bank after the deadline prescribed in ITB Clause 17 will be returned unopened to the Bidder.
19. Modification and Withdrawal of Bids	<p>19.1. 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 ITB Clause 17.</p> <p>19.2. No bid may be modified after the deadline for submission of bids.</p> <p>19.3. 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>

E. Bid Opening and Evaluation	
20. Bid Opening	<p>20.1. 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 BDS.</p> <p>20.2. For in person meeting, the Bidders' representatives shall sign an attendance sheet as proof of their participation.</p>
21. The Process to be Confidential	<p>21.1. Information relating to evaluation of bids and recommendations concerning to notification of award 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>21.2. The Bidder shall not disclose or attempt to make public any information relating to the bidding documents, bidding process and notification of award to any person or entity without the Bank's prior written consent.</p> <p>21.3. 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>
22. Clarification of Bids	22.1. 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 Clause 24 of ITB) or substance of the bid shall be sought, offered, or permitted.

For Bidder (Sign and Stamp)



23. Preliminary Examination	<p>23.1. The Bank will examine the bids to determine whether;</p> <ul style="list-style-type: none"> ● they are complete, ● bid validity is provided accordingly,
E. Bid Opening and Evaluation	
	<ul style="list-style-type: none"> ● required security deposit/ has been furnished, ● the documents have been properly signed, ● the bids are generally in order; ● Bidder has provided all documents under Section III <p>23.2. Bidders have to submit bids for COMPLETE REQUIREMENTS, partial and incomplete bids will be rejected.</p> <p>23.3. Bids submitted without a signed Bid Form by the authorized nominee of the Bidder will be rejected.</p> <p>23.4. Bids with material deviation, exception, objection, conditionality, or reservation will be rejected.</p> <p>23.5. Bids submitted late will also be rejected.</p>
24. Correction of Errors	<p>24.1. 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> <p style="margin-left: 40px;">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;</p> <p style="margin-left: 40px;">ii. if there is a discrepancy between the amounts in figures and words, the amount in words will prevail.</p> <p>24.2. 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>
25.	25.1. ___NA_____
26. Contacting the Bank	<p>26.1. Subject to Clause 22 of ITB 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 fifteen (15) days.</p> <p>26.2. Any Bidder feeling aggrieved by any act of Bank may lodge a written complaint concerning his grievances as per Rule 27 of Disposal of Public Assets Regulations, 2024.</p>

F. Award of Contract

For Bidder (Sign and Stamp)



27. Award Criteria	27.1. The contract will be awarded to the most advantageous bidder whose bid has been found Financially compliant and emerged as the Most Advantageous. Provided further that the Bidder is determined to perform the contract satisfactorily.
28. Bank's Right to Reject all the Bids	28.1. Bank reserves the right to annul the bidding process and reject all bids at any time before award of contract under Rule 28 of Disposal of Public Assets Regulations, 2024 without thereby incurring any liability to the affected bidders or any
F. Award of Contract	
	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.
29. Bank's Right to Vary Scope of services at Time of Award	29.1. 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 Disposal of Public Assets Regulations, 2024 and relevant provisions of PPR-2004, where applicable.
30. Notification of Award and Signing of Agreement	<p>30.1. Prior to the expiration of the period of initial/extended bid validity, the Bank will notify the most advantageous bidder in writing via registered letter/email, that its bid has been accepted.</p> <p>30.2. The Notification of Award will constitute the formation of the Contract.</p> <p>30.3. The Most Advantageous Bidder would be responsible for lifting disposable items from the Bank within two weeks after receiving notification of award of work. The Bidder shall be responsible for collecting all the items at the designated location (s).</p>
31. Disqualification Prior to Contract Signing	31.1. After issuance of Notification of Award to the most advantageous Bidder, if the Bidder has been disqualified pursuant to Rule 18 and Rule 19 of PPR-2004 or Rule 11 of Disposal of Public Assets Regulations, 2024 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.
32.	32.1.-----N/A-----
33. Advance Payment and Security	33.1. The bidder will deposit the value of the bid in advance before lifting the disposable items from designated locations beside deposit of advance tax if any.

For Bidder (Sign and Stamp)



<p>34. Grievances Redressal</p>	<p>34.1. 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 Rule 27 of Disposal of Public Assets Regulations, 2024. The details of GRC is given on the PPRA website: www.ppra.org.pk.</p>
<p>35. Code of Conduct</p>	<p>35.1. 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 Rule 2(1)(f) of the PPR-2004 which defines:</p>
<p>F. Award of Contract</p>	
	<p><i>"corrupt and fraudulent practices" in respect of procurement process, shall be either one or any combination of the practices including,-</i></p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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</p> <p>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;"</p> <p>35.2. Under Rule 11 of Disposal of Public Assets Regulations, 2024, 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).</p> <p>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:</p>

For Bidder (Sign and Stamp)



Nature of Offense/ Fault	Means of Verification	Action By the Committee
Corrupt and Fraudulent Practices	a) Results of Bid/Proposal analysis resulting in substantive evidence of collusion. b) Actual instance verifiable as per law of land and applicable Rule and Regulations of SBP Banking Services Corporation c) Cross verification of documentary undertaking submitted by Service Provider.	Blacklisted and cross-debarred for the period up to 10 years.
F. Award of Contract		
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded to or defended by Service Provider.	Blacklisted and cross-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.

For Bidder (Sign and Stamp)



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.

- 35.4.** The receipt for any money paid by the Bidders will not be considered as an acknowledgment of payment to the Bank 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.
- 35.5.** Under **Rule 7 of PPR 2004**, Bidder undertakes to sign an Integrity pact in accordance with the prescribed format attached hereto at **Section VI (Appendix J)** for all the procurements estimated to exceed Rs. 10.00 million or any other limit prescribed by Bank.
- 35.6.** 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.
- 35.7.** 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:
- 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.

F. Award of Contract



	<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 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"> 1. the preparation of the specifications of the goods, 2. the selection process for such assignment, or 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. <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>
<p>36. Overriding Effect of PPR-2004 & Disposal of Public Assets Regulations, 2024</p>	<p>36.1. Whenever in conflict with these documents, the stipulation of PPR-2004 and Disposal of Public Assets Regulations, 2024 shall prevail.</p>
<p>37. Beneficial Ownership Information</p>	<p>37.1. For Services worth Rs.50 Million or above, the Bidder shall provide Beneficial Ownership information on the prescribed Form. Failure to provide the required information of the beneficial ownership by the company or submission of false or partial information, Bank shall:</p> <ol style="list-style-type: none"> a) Blacklist the said company in accordance with Rule 19(1)(a) of Public Procurement Rules, 2004, b) Reject the bid of the said company.

For Bidder (Sign and Stamp)



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
1.1	<p>Procurement Title: Procurement of Services of a Firm for <i>Disposal of Fixed Assets</i> at SBP BSC Muzaffarabad.</p> <ul style="list-style-type: none"> • Reference Number: <i>ITB No. MUZ/GSU/381418/2026</i> • Procurement Method: <i>National Open Competitive Bidding as per Rule 21 of PPR-2004,</i> • Procurement Procedure: <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> • Bids will be opened on same day.
2.7, 3.2 & 14	<p>The minimum eligibility/qualification criteria is as follows:</p> <p style="text-align: center;"># Minimum Eligibility/Qualification Criteria</p> <ol style="list-style-type: none"> 1. The bidder must be registered with Tax authorities and appear on the active taxpayers list (ATL) of FBR. 2. The Bidder must never have been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority). 3. The bid must be accompanied by a bid security of Rs. 2,000 in the shape of Pay Order/ Bank Draft/ Demand Draft in favor of SBP Banking Services Corporation, Muzaffarabad,
7.2	a) -----N.A-----
13.1	c) The period of Bid validity shall be 180 (One Hundred Eighty Days) after the opening of the Bids.
ITB Clause	Description
	f) Any bid found without sufficient Security Deposit will be rejected instantly.

For Bidder (Sign and Stamp)



<p>3.1 & 16.1</p>	<p>37.2. The Bidder shall seal the bid in envelope, duly marking the envelope as “ORIGINAL BID” The envelope shall then be sealed in an outer envelope.</p> <p>37.3. The inner and outer envelopes shall be addressed to the Bank at the address given in the BDS, and carry the statement “DO NOT OPEN BEFORE [Date & Time of the Bid Submission Deadline].”</p> <p>g) <u>Following should be the contents of the Financial Proposal Envelope:</u></p> <p>a) FIN Form-I of Section V – Financial Bid Submission Form</p> <p>b) FIN Form-II of Section V – Price Schedule</p> <p>Note: Financial proposals/bids will be opened on same day.</p> <p>h) <u>Important Note:</u></p> <p>1. The above-mentioned forms are pre-requisite. Non-availability of the above-mentioned documents will result in the rejection of a bid.</p> <p>2.</p>
<p>17</p>	<p>i) The Bank’s address for Bid submission is</p> <p style="text-align: center;">Chief Manager Banking Services Corporation, Muzaffarabad Office Upper Chattar, Muzaffarabad Phone: 05822-921927 Email: syed.tahir@sbp.org.pk Website: www.sbp.org.pk</p> <p>j) The Bank will publish the Final Bid Evaluation Report on PPRA and SBP websites.</p> <p>k) The deadline for submission of bids shall be on March 10, 2026 at 11:00 am (PST).</p>
<p>20</p>	<p>l) Bids will be opened on March 10, 2026_ at 11:30am (PST) at the following address:</p> <p style="text-align: center;"><i>Upper Chattar, SBP BSC Muzaffarabad</i></p> <p style="text-align: center;"><i>Note: Bids will be opened on next working day at the same time, in case of public holiday falling on March 10, 2026.</i></p>
<p>26.1</p>	<p>m) Email Address of respective department for Queries syed.tahir@sbp.org.pk</p>
<p>29.1</p>	<p>n) Yes, as per 29.1 above</p>
<p>32.1</p>	<p>o) NA</p>

For Bidder (Sign and Stamp)



Section III: 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 in favor of SBP BSC, Muzaffarabad	As per Para 14 of Instructions to Bidders read in conjunction with para 3 of minimum eligibility criteria mentioned in the Bid data sheet.

Seal and Signature of Bidder: _____

For Bidder (Sign and Stamp)



Section IV: Forms for Financial Bid

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

For Bidder (Sign and Stamp)



Form I

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

Date: _____

To:

Chief Manager,
SBP Banking Services Corporation,
Muzaffarabad.

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 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 security deposit as specified in BDS, 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 _____ 2026__.

[Seal & signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Bidder (Sign and Stamp)



Form-II**Price Schedule**
(ON SERVICE PROVIDER'S LETTERHEAD)

Name of the Bidder _____

Reference Number: ITB No. MUZ/GSU/381418/2026

List of Fixed Assets under Disposal				
Sr No	Description	Quantity	U. Rate Offered	Total Rate Offered
1	Carpets	01		
2	Carpets	01		
3	Carpets	01		
4	Carpets	01		
5	Counter Book Shelf	01		
6	Canteen Dining Tables & Chairs	01		
7	Digital Camera 7600 NiCom	01		
8	CANON FAX L295	01		
9	Canon Fax Machine L295	01		
10	Sony TV	01		
11	Sony TV	01		
12	Elec. Typewriter (W.Processor)	01		
13	Photocopier - Panasonic	01		
Total (Rs.)				

Amount in words: _____

*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.

For Bidder (Sign and Stamp)



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(s).

Date:

Signature

CNIC No

For Bidder (Sign and Stamp)



Bidder Details

Name: _____

CNIC No.: _____

Company Name: _____

Phone: _____

Fax: _____

Email: _____

Business Address: _____

For Bidder (Sign and Stamp)



Section VI: Form of Contract

Form of Contract

THIS CONTRACT (hereinafter called the “**Contract**”) is made on the _____ day of the month of _____, 2026, between, SBP Banking Services Corporation Muzaffarabad, (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 “Procurement of Services of a firm for *Disposal of Fixed Assets* at SBP BSC Muzaffarabad.

- a) for which purpose the Bank issued an Invitation to Bid *ITB No. MUZ/GSU/381418/2026*, calling for bids in the manner as provided for in the **Public Procurement Rules, 2004 (PPR-2004 & Disposal of Public Assets Regulations, 2024)**.
- 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 , have agreed to provide the Services on the terms and conditions outlined in this Contract;

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;

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.

For Bidder (Sign and Stamp)



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.

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

For Bidder (Sign and Stamp)



General Conditions	
Currency of Bid	The Offer Rates shall be quoted by Bidder entirely in Pak Rupees.
Disputes Resolution Procedure	If any dispute arises between the parties (successful bidder & the Bank), the matter shall be referred to the Director/Head - General Services Department (GSD), who shall examine the matter in detail and reach a decision. The decision given shall be final and binding upon the parties.
Tax Status	Only those bidders can participate in the bidding process whose names appear in the active taxpayer list of FBR.
Blacklisting	Under PPR-2004, SBP BSC can inter alia blacklist and debar bidders as per rules and regulation in place.

PART-B: SPECIAL CONDITIONS

Special Conditions	
Title	<p>The Title & Reference of the Disposal is:</p> <p>DISPOSAL NOTICE FOR FIXED ASSETS</p> <p>MUZ/GSU/381418/2026</p>
Confidentiality	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 on the employees of the successful bidder as well.
Penalty/Damage to Bank's Property	<p>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.</p> <p>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.</p>
Bid Validity	Validity of bid from the opening date: 180 Days
Bid Security	Bid security of Rs. 2,000/- in the form of Pay order/demand Draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation. This money shall be refunded - after scrutiny of the bids - to the unsuccessful bidders through written request on company letterhead.
Payment	<p>Successful bidder shall have to submit the payment as follows:</p> <p>a) 100% of quoted amount within 07 days after issuance of letter of acceptance.</p>

For Bidder (Sign and Stamp)



	<p>In case of failure, the Bank reserves the right to forfeit the bid security and to award the work to the next highest bidder.</p> <p>Contractor will have to submit 10% Advance Tax under section 236-A over and above the quoted rate before lifting of disposal lot.</p> <p>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.</p>
Price Adjustment	No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
Lifting of Equipment/Scrap	The successful bidder would be responsible for lifting disposable 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).
Indemnification	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.
Failure to perform Work	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.
Rejection of Proposal	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.
Compliance with Rules and Regulations	The successful bidder and his/her staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department (IBSD).
Arithmetic Errors	The bids received will be checked by the Bank for arithmetic errors. If there is a discrepancy the figure resulting in higher total amount will govern. The Bank will adjust the amount stated in the bid accordingly.

For Bidder (Sign and Stamp)

