



BIDDING DOCUMENTS
For

Disposal of Container and Miscellaneous Items at SBP BSC Sialkot

December – 2024

PART-A

**INSTRUCTIONS TO BIDDERS & TERMS AND
CONDITIONS**

INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS:

1. Scope

The State Bank of Pakistan Banking Service Corporation Sialkot (hereinafter called “the Employer / SBP BSC”) wishes to receive Bids as per invitation to bids and Bidding documents. Bidders must quote for the complete scope of works. Any Bid covering partial scope of works will be declared nonresponsive.

2. Specifications

The items are being sold on “As is where is” basis and disclaim any liability after sale.

3. Bid Opening

Bids shall be opened on the date, time and venue as mentioned in published Disposal Notice in the presence of bidders or their authorized representatives who may like to be present.

4. Method of Procurement

Bidding shall be conducted using the National Competitive Bidding Procedure specified in the PPRA Rules-2004, **Rule-36(a) i.e Single stage – Single envelope procedure.**

5. Bid Security

- a. The amount of Bid Security shall be as specified in the Disposal Notice. The Bid Security shall be in favor of ‘**SBP Banking Services Corporation**’ in the form of either Pay Order or Bank Draft.
- b. The Bid Security may be forfeited:
 - i. If a bidder withdraws his bid during the period of bid validity; or
 - ii. If a bidder does not accept the correction of his Bid Price, or
 - iii. In the case of a successful bidder, if he fails to submit total bid amount within number of days, as specified in disposal notice) from the date of issuance of Letter of Award.

The Bid Security may be forfeited and the bank reserve the right to award the work to the Next Highest Bidder.

- c. Bid security of unsuccessful bidders will be released/ returned after the conclusion of the procurement process
- d. The bid security of Highest Bidder will be released/ returned upon the submission of total bid amount.

6. Bid Validity

The Bid Validity period shall be **180 days**. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

7. Site Visit

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 bid. For site visit, bidders may contact the person at 052-9250350 Ext. 251 or through email at the address Wajahat.ali2@sbp.org.pk, during the official working hours.

8. One Bid per Bidder

Each bidder submit only one bid. A bidder who submits more than one bid will be disqualified.

9. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the SBP BSC Sialkot will in no case be held responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may approach SBP BSC in writing at least 10 days before the bid submission date.

11. Amendment of Bidding Documents

- a. At any time before the deadline for submission of bids, SBP BSC, for any reason, either at its initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Such amendments shall take precedence over the existing document.
- b. The addendum will be binding on Bidders. It will be assumed that the amendments contained in such Addendum will have been taken into account by the Bidder in its bid.

12. Currency of Bid

The Unit rate and the prices shall be quoted by Bidder entirely in Pak Rupees.

13. Arithmetic Errors

Bids will be checked by SBP BSC for arithmetic errors. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected. The amount stated in the Bid will be adjusted by the Employer accordingly.

14. Late Bids

Any Bid received (through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.

15. Applicable taxes/ levies

- a. The quoted rates should be inclusive of all applicable taxes, duties, liabilities, overheads, transportation charges etc.
- b. Successful bidder will have to submit 10% Tax.

16. Mode of Payment:

Successful Bidder shall have to submit the payments as per the following schedule.

- a) 100% quoted amount within 14 working days after issuance of Letter of Award.
- b) Amount payable as per the actual quantities, before picking up and taking away, the materials from the Bank Premises.

17. Completion Time:

20 Days.

18. Rejection of Bids

Employer reserve the right to reject any or all bids and to annul the bidding process as per PPR2004.

19. Dispute Resolution

If any dispute arises between the parties (Bidder & SBP BSC), the matter shall be referred to Director Engineering SBP BSC who will examine the matter in detail and give the decision, which will be final & binding upon the parties.

20. Indemnification

SBP BSC reserves the right to recover any amount from the payable amounts to the Bidder against any losses or damages incurred to the property, data, or persons of the Bank due to the contractor or his representative.

- a. In context of this contract, the Bidder shall indemnify the Bank regarding all claims of compensations, insurances, wages, taxes, duties etc. in whatsoever form from any labour 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.
- b. The 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 Contractor under this contract.
- c. The Bank reserves the right to recover any amount from the payable amounts to the Contractor against any losses or damages incurred to the property, data, or persons of the Bank due to the contractor or his representative.

21. Confidentiality

- a. Information relating to evaluation of bids and recommendations concerning to award of the contract shall not be disclosed by the Employer to the bidders or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.
- 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 SBP BSC's prior written consent.
- c. In case of any disclosure related to the bidding process and contractual obligations at any stage by any bidder and/or contractor, the Employer may reject its bid and/or terminate the contract.

22. Blacklisting

Under PPR-2004, the Employer can inter alia blacklist and debar bidders. Such matters would be referred to the Blacklisting Committee of the Employer that is empowered to take actions accordingly.

23. Grievance

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances to Grievance Redressal Committee (GRC) as below within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report.

Chairman (Grievance Redressal Committee)
SBP Banking Services Corporation
1st Floor, HRMD, BSC House,
I.I.Chundrigar Road,
Karachi – Pakistan

24. Overriding Effect of PPR-2004

Whenever in conflict with these documents, the stipulation of PPR-2004 shall prevail

25. Miscellaneous

- a. The Bidder and his staff, assigns or suppliers etc. shall have to strictly follow the security procedures enforced by SBP BSC.
- b. The successful bidder shall arrange a calibrated weighing scale for weighing the items mentioned by weight in the BOQ.
- c. SBP BSC reserves the right to reject any or all of the Bids as per PPRA rules.

Details of Bidder / Contractor	
Name of the Bidder	
CNIC No.	
Company / Business Name	
NTN Number	
Phone No. / Cell No.	
Fax No.	
Email ID	
Business Address	

PART-B

BILL OF QUANTITIES

Sr. No.	Description	Unit	Qty	Rate (Rs)	Amount (Rs)
1.	Container (40 ft) alongwith 01 Wash Hand Basin and European Commode	Nos	1		
2.	Pole Street Light with Aluminum Rod	Nos	46		
3.	Video Recorder	Nos	1		
4.	Panel Light (2 x 2)	Nos	1		
5.	Light Seal Box Without Bulb	Nos	225		
6.	Light D40W without Bulb	Nos	250		
7.	CPU	Nos	2		
8.	Monitor	Nos	1		
9.	Type Writer/Printer	Nos	1		
10.	Cables (Multiple Types)	Lot	1		
11.	DB Boxes	Nos	2		
Sub Total Amount (Rs.) – (A)					
Tax @ 10% of A (Rs.) – (B)					
Grand Total – A+B					

Amount in Words: _____

_____ Only

UNDERTAKING

I / We _____ do hereby solemnly affirm as under:

- a. I / We had visited the site and have fully understood the scope of work.
- b. I / We understood the instructions to bidders and terms & conditions of contract and are fully acceptable.
- c. That I / We have not been blacklisted, declared in-eligible or debarred by any organization / department for corrupt or fraudulent practices, or no failure to perform with SBP BSC in past and has never been sanctioned by National Counter Terrorism Authority (NACTA).
- d. That I / We have never been involved in any litigation / arbitration / Blacklisting case.
- e. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons.

DEPONENT
