



BIDDING DOCUMENTS

For

**Disposal of Old Unserviceable and Out of Order Engineering Items at Engineering Store,
Main Bank Building Complex, I.I. Chundrigar Road, Karachi & Bolton Market Building &
Scrapyard of SBP BSC North Nazimabad**

Nov-24



SBP BANKING SERVICES CORPORATION

ED/PROC-HOK/159105/2024/224

17-11-2024



ایس بی پی بینکنگ سروسز کارپوریشن

انجینئرنگ ڈیپارٹمنٹ، ہیڈ آفس کراچی



Reference No: ED/PROC-HOK/159105/2024

پیشکشیں مطلوب ہیں / ٹینڈر نوٹس

ایس بی پی بینکنگ سروسز کارپوریشن کو درج ذیل جدول میں بیان کردہ منصوبے کیلئے اہل بولی دہندگان سے سربمہر پیشکشیں مطلوب ہیں:

نمبر شمار	ٹینڈر نمبر	عنوان برائے خریداری	پیشکش جمع کروانے کی تاریخ اور وقت	پیشکش کھلنے کی تاریخ اور وقت	پیشکش جمع کروانے کا پتہ
1	224	انجینئرنگ سنور، مین بینک بلڈنگ کمپلیکس، آئی آئی چندریگر روڈ کراچی، بولٹن مارکیٹ بلڈنگ اور ایس بی پی ایس سی تار تھ ناظم آباد کے مقام پر موجود پرانے ناقابل مرمت و ناقابل استعمال انجینئرنگ کے سامان کی تلفی	5 دسمبر 2024 دن 2:30 بجے تک	5 دسمبر 2024 دن 3:00 بجے	پی اے ٹو ڈائریکٹر انجینئرنگ، پہلی منزل، ایس بی پی بولٹن مارکیٹ بلڈنگ، ایم اے جناح روڈ، کراچی

پیشکش دستاویزات ایس بی پی کی ویب سائٹ (<https://www.sbp.org.pk/tenders/index2.asp>) سے بلا معاوضہ ڈاؤن لوڈ کی جاسکتی ہیں اور مذکورہ پیشکش دستاویزات پر پیشکشیں شرائط کے مطابق جمع کروانا ہوں گی۔ تمام پیشکشوں کیساتھ درج بالا جدول میں درج پیشکش کیوریٹی قابل قبول صورت میں موجود ہونا لازمی ہے۔ پیشکش دستاویزات میں دی گئی ہدایات کے مطابق تیار کردہ پیشکشیں درج بالا پتے پر (دستی طور پر یا بذریعہ پوسٹ) پہنچانی ہوں گی جو کہ درج بالا شیڈول کے مطابق کھولی جائیں گی۔ پیشکشیں کھلنے کے روز تعطیل عام ہونے کی صورت میں پیشکشیں اگلے یوم کار کو معینہ وقت اور مقام پر کھولی جائیں گی۔ یہ اشتہار ہیپرا اور اسٹیٹ بینک آف پاکستان کی ویب سائٹس بالترتیب www.sbp.org.pk اور www.ppra.org.pk پر بھی موجود ہے۔

ایس ڈی

ڈائریکٹر انجینئرنگ (ایل اے)

PID K.1534/24

PART-A

**INSTRUCTIONS TO BIDDERS & TERMS AND
CONDITIONS**

INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS:**1. Scope**

The State Bank of Pakistan Banking Service Corporation (hereinafter called “the Employer / Bank”) 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 non-responsive.

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 Tender Notice / ITB 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 **Rs. 50,000/-**. 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 14 working days 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 021-3311 3075 / 7, 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 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 most 10 days before the bid submission date. SBP BSC will respond in writing to any

request for clarification of the Bidding Documents that it receives 5 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 PPR-2004.

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)	Location
1.	Submersible pump (long)	No.	1			MBB
2.	Gutter Pump	Nos.	4			MBB
3.	Deep Well pump	No.	1			MBB
4.	GI Pipe different length	Kg	120			MBB
5.	Iron scrap (grills, frames, truss)	kg	113			MBB, BMB
6.	Work station Partitions size 5ft x 5.5ft (Aluminium + MDF sheet made)	Nos.	80			MBB
7.	uPVC window frames (4ft x 2ft)	Nos.	2			MBB
8.	Fancy lights	Nos.	8			MBB
9.	Bib/Pillar cock	kg	70			MBB
10.	VFD of lift for speed control	Nos.	1			MBB
11.	Exhaust fan	Nos.	1			MBB
12.	Fixture of hippo light	Nos.	10			MBB
13.	Silver cable pieces	kg	50			MBB
14.	Holder with light frames	Nos.	50			MBB
15.	Lift material mix with transformer	kg	100			MBB
16.	Compressor 4TR	Nos.	3			MBB
17.	Dry Batteries	Nos.	5			MBB
18.	Plastic PVC Pipe	kg	10			MBB
19.	Electric Change Over Big	Nos.	2			MBB, NN
20.	Change Over Medium	Nos.	1			MBB
21.	Amplifiers	Nos.	4			MBB
22.	Net DSLR	Nos.	3			MBB
23.	Plastic Pedestal fan	Nos.	1			MBB
24.	HICOM 3550 case	Nos.	1			MBB
25.	Receiver Chord	Nos.	50			MBB

Sr. No.	Description	Unit	Qty	Rate (Rs)	Amount (Rs)	Location
26.	Line Chord	Nos.	26			MBB
27.	Rossette Box	Nos.	25			MBB
28.	Face Plate	Nos.	30			MBB
29.	Telephone Sets	Nos.	19			MBB
30.	PVC Cable	kg	20			MBB
31.	FCU's Body	Nos.	48			MBB
32.	Evaporator Coil 2TR	Nos.	4			MBB
33.	Empty Refrigerant Cylinders	Nos.	50			MBB
34.	FCU Circuit (PCB card)	Nos.	27			MBB
35.	Air Curtain (Body-Metal type)	Nos.	3			MBB
36.	Blower with Motor	Nos.	10			MBB
37.	V-Belts	Nos.	12			MBB
38.	AHU Filter	Nos.	15			MBB
39.	Empty Color cans	Nos.	40			MBB
40.	Plastic Cans 25 liters	Nos.	55			MBB
41.	Pedestal Fan GFC	No.	1			MBB
42.	Hicom 3550 Case(Broken)	No.	1			MBB
43.	Receiver Cord	Nos.	51			MBB
44.	Line Cord	Nos.	26			MBB
45.	Resort Box	Nos.	25			MBB
46.	Face Plates	Nos.	30			MBB
47.	Telephone Set(Panasonic+Gaoxinqi+TIP)	Nos.	17			MBB
48.	PVC Cables Cut Pieces	Kgs	20			MBB
49.	Aluminum Scrap	Kg	30			MBB, BMB
50.	Plastic scrap	Kg	22			MBB, BMB
51.	Broken pieces of wooden chairs	Kg	50			BMB

Sr. No.	Description	Unit	Qty	Rate (Rs)	Amount (Rs)	Location
52.	1500 gallon fiber water tank (capsule shape)	No.	1			BMB
53.	Sanitization Gates (Fiber & Steel made)	Nos	4			BMB
54.	Outdoor Unit 02TR	Nos.	26			NN
55.	Outdoor Unit 02TR(without Condenser)	Nos.	5			NN
56.	Outdoor 1.5TR	Nos.	7			NN
57.	Outdoor 01TR(Body)	Nos.	10			NN
58.	Outdoor Unit 4TR(without Compressor)	Nos.	9			NN
59.	Indoor 02TR	Nos.	15			NN
60.	Indoor 1.5TR	Nos.	19			NN
61.	Indoor 1TR	Nos.	10			NN
62.	Indoor Casette Type 2TR	Nos.	4			NN
63.	Indoor 4TR only body	Nos.	26			NN
64.	Indoor 2TR, 1.5TR only body	Nos.	35			NN
65.	GI Ducting	Kg	200			NN
66.	Indoor 8TR without Coil	No.	1			NN
67.	Mesh Filter	Nos.	60			NN
68.	Diffuser Grills	Nos.	20			NN
69.	Damper	Nos.	12			MBB, NN
70.	Linear Grills	Nos.	3			NN
71.	Fan Blower	No.	1			NN
72.	Air Curtain Blower without Body	Nos.	3			NN
73.	Compressor 7.5TR	No.	1			NN
74.	Empty Gas Cylinder	Nos.	25			NN
75.	Fan Coil Unit	Nos.	85			NN
76.	Unserviceable Pump/Body (Without Motor)	Nos.	2			NN
77.	Vacuum Pump	Nos.	2			NN

Sr. No.	Description	Unit	Qty	Rate (Rs)	Amount (Rs)	Location
78.	Plate Type Heat Exchanger	No.	1			NN
79.	FCU Coils	Nos.	5			NN
80.	Metal Scrap	Kg	70			NN
81.	PABX Panel	No.	1			NN
82.	Diesel Tank	No.	1			NN
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.

D E P O N E N T

S-2

*Office/Deptt

Supplier

New

Update

*Supplier
Type

***Supplier No.**

***Liability A/C**

***Prepayment
A/C**

WHT
Rate

***Supplier Name**

***Supplier NTN**

CNIC No.

Supplier Address

Supplier
City

Contact No.

Mobile

E-mail Address

Fax No.

***Bank Name**

***IBAN
(24 Characters)**

***Branch Type**

***Title of Account**

***Supplier Stamp & Signature**

(For Office use only)

Forwarded By**Verified By**

Entered By (Supplier Mgt User)

(Procurement Function)

Date _____

Field marked with * are mandatory.

Information without complete Bank Account Details (IBAN) & NTN/ CNIC will not be accepted.

Any changes in Supplier's particulars should be conveyed immediately to SBP BSC. SBP BSC will not be responsible for credit into wrong account of supplier due to change in bank account details not conveyed to SBP BSC or delay in settlement of supplier's claims.