



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION
Rawalpindi

REQUEST FOR QUOTATION

FOR

Supply of Printer Papers at SBPBSC Rawalpindi

August 2024

Supply of Printer Paper

Terms and Conditions:-

A. Instructions to Bidders & Terms and Conditions:

1. Rates should be inclusive of all applicable taxes, transportation charges, other overheads etc
2. Quotations Opening Date/Time August 09, 2024 @ 11:30 AM
3. Quotations Opening Venue: SBPBSC (Bank) Rawalpindi
4. Earnest Money: N/A
5. Completion Time: 07 Days
6. Defects Liability Period : Nil
7. Validity of Bids from the opening date: 30 Days
8. Mode of Payment:
 - a) 100% after completion of supply
9. The bidders/Firms should be registered with Relevant Income Tax Departments.
10. The bidders/firms should be registered with relevant Sales Tax Authority/Department/Board. (If the bidder/firm is not registered 100% applicable sales/services tax shall be deducted by the Bank at source)
11. 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.
12. Bids will be checked by the Employer for any 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 as quoted will govern. The amount stated in the Bid will be adjusted by the Employer accordingly 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.
13. The Employer 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 contract in question like pooling, or giving bribery/ prizes or any sum of money etc. to the persons responsible or engaged in procurement or to other prospective bidders; or the Employer 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.
14. Sub-Contracting is not allowed under any circumstances.
15. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
16. No advance payment shall be made by the Bank to the Contractor.
17. If any dispute arises between the parties (the firm & the Employer), the matter shall be referred to the Director General Services Department who will examine the matter in detail and give the decision which will be final & binding upon the parties.
18. For valuation of variations and approval of rates for non-BOQ/extra items, the decision of the Director/Head GSD will be final & binding upon the parties.
19. In case the quality of works/services/supplies is found unsatisfactory, the firm will have to re-do the same without any additional cost to the employer/ Bank and the

RFQ No. RWP/GSU/105431/Printer Paper-Record Management/2024

Defects Liability Period shall be considered starting from the completion date of the repeated treatment.

20. The firm shall keep strictly confidential and not make use of any confidential information supplied by the Employer other than to perform this Contract, and shall impose the same obligations on its employees.

21. Bank/ employer reserve the right to reject any or all of the bids as per PPRA rules.

22. **All applicable taxes/ levies etc. shall be deducted at source from the firm's payable amounts at the prevailing government rates at the time of payment.**

23. Those firms who have failed to perform previously with SBP / SBP BSC are not eligible to bid.

24. In case of any breach of any terms & conditions, SBP-BSC reserves right to take punitive action for which decision of the Director of Engineering shall be conclusive.

25. In case of late completion a **penalty of Rs. 500 / day** will be imposed.

Undertaking by the Bidder:

I/we ----- have visited the site and have fully understood the scope of supplies & specifications. All the above Terms & Conditions are acceptable to me/us. I/we are not blacklisted by the Bank or any other organization. I/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. of the contact person	
Company/Business Name:	
NTN Number:	
GST No. / PST No.	
Phone No:	
Cell No:	
Fax No:	
Email ID:	
Business Address:	

Bill of Quantities

	Name of item	Unit	Qty Required	Unit price (Inc of all Taxes)	Total Price
1	A4 Size, Printer Paper 70 GSM, White	Ream.	400		
	Total Cost Inclusive of all taxes				

(Rupees -----
-----)

For Official Use only	
Nos. of cuttings/overwriting.....	Nos. of alterations.....
<u>Purchase Committee</u>	
_____	_____
ACM GSU	IT Support Engineer

Sr. DCM Admin	