



BIDDING DOCUMENTS

For

“DISPOSAL OF SCRAP ITEMS”

Apr-May 2025

State Bank of Pakistan,
Banking Services Corporation, Multan Office
General Services Unit, Mezzanine Floor, Kalma Chowk, Multan
Phone: (92-061)-9200629 Email: mul.gsu@sbp.org.pk





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

GSU/246412/ Disposal of Scrap Items/ 2024-2025

Dated: 23-04-2025

DISPOSAL NOTICE FOR UNSERVICEABLE/SCRAP ITEMS

1. State Bank of Pakistan, SBP BSC (Bank), Multan Office invites sealed offers from the interested parties for disposal of scrap items as per detail given in the documents.
2. The items are lying at SBP BSC Multan Office located at **Kalma Chowk, Multan** and are being sold on **"As is where basis is"**. Interested bidders can visit/inspect the same on working days between 09:00 AM to 1:00 PM.
3. Documents containing detailed terms and conditions is available on SBP website (<http://www.sbp.org.pk>).
4. Gate money of **Rs. 25,000/- (Rupees Twenty-Five Thousand only)** in the form of Pay order/demand draft shall have to be deposited by the prospective bidders for participation. The same will be returned to the unsuccessful bidders through written request after lifting of disposal items by the successful bidder.
5. The highest bidder will have to deposit 100% of the total offer price (as per actual weight/ quantity at site) and additional payment of advance tax (10% for filer & 20% for non-filer) within seven (07) working days after the issuance of "letter of acceptance" failing which, their gate money may be forfeited and the bank reserve the right to award the work to the next highest bidder.
6. Delivery to be taken by successful bidder after full payment and will remove and load the items at his own Safety, Risk, Cost and labor from the premises of the Bank within 07 working days from issuance of acceptance letter.
7. The Bank is held harmless from any/all claims and losses, acquiring from or resulting to any/all bidders, materials, labor, and any other person. In connection with the performance of this public auction, bidders must accept all responsibility for being aware of which items are available and current condition.
8. Bids must be received to the address on or before **May 16, 2025 up to 11.00 AM**. Bids will be opened on same day at **11:30 AM**, in the Chamber of Sr. DCM Admin, SBP BSC (Multan Office) Kalma Chowk, Multan
9. This disposal notice is only an invitation to offer and SBP BSC reserves the right to accept or reject all proposal at any time.

Sr. Deputy Chief Manager

State Bank of Pakistan, Banking Services Corporation (Multan Office)
Kalma Chowk, Multan,
Phone: (92-61)-9200629



INDEX

Sr. No.	Description	Page No.
1.	Title Page	01
2.	Auction Notice	02
3.	Index	03
4.	Bidding Documents Part-A- (Instructions to Bidders & Terms and Conditions)	04-05
5.	Bidding Documents Part-B- (Bill of Quantities - Financial Bid)	06-08



A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; the successful bidders shall have to deposit total payable amount according to the actual quantities counted/weighted at site.
2. Tenders/quotations submission Schedule: **May 16, 2025 up to 11.00 AM**
3. Quotations Opening Venue/Schedule: Chamber of Sr. DCM (Admin), **May 16, 2025 @ 11:30AM.**
4. Any Bid received (through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.
5. *Gate money of Rs. 25,000/- (Rupees Twenty-Five Thousand only) in the form of Pay order/demand Draft shall have to be deposited by the prospective bidders for participation which may be refundable after scrutiny of the bids to the unsuccessful bidders through written request. Bids without bid security will be out rightly rejected.*
6. Disposal period not more than 07 working days from the issuance of Acceptance Letter.
7. Validity of Quotations from the opening date: **120 Days**
8. Mode of Payment: Successful Bidder shall have to submit the payment as per the followingschedule.
 - a) 100% of quoted amount within 07 working days after issuance of acceptance letter.
 - b) Amount payable as per the actual quantities/weights, before picking up and taking away, the items from the bank premises.
9. Amount of applicable taxes will be submitted separately by the bidder.
10. Partial, incomplete and conditional bids will be rejected
11. 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 quotations.
12. If the bidders have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least **03 days** prior to the date fixed for submission & opening of the quotations.
13. 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.
14. Bids will be checked by the Bank for any arithmetic errors. Where there will be 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, resulting in higher total amount will govern. The amount stated in the Bid will be adjusted by the Bank



accordingly.

15. The Bank 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 auction in question like pooling, or giving bribery/ prizes or any sum of money etc. to the persons responsible or engaged in procurement process or to other prospective bidders; or the Bank 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.
16. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.
17. **10% advance tax will be charged on gross amount of items for filers and 20% on non-filers as per income Tax ordinance clause 236A and has to be submitted before lifting up items from the Office premises.**
18. If any dispute arises between the parties (Successful bidder & the Bank), the matter shall be referred to the Director GSD who will examine the matter in detail and give the decision, which will be final & binding upon the parties.
19. The Bank reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property, data, or persons of the Employer due to the Successful bidder or his worker's negligence.
20. In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensations, 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 the execution of the Contract or after the execution of the contract.
21. The successful 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 successful bidder under this contract.
22. The successful bidder and his staff, assigns or suppliers etc. shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
23. The successful bidder shall keep strictly confidential and not make use of any confidential information supplied by the Bank other than to perform this Contract, and shall impose the same obligations on its employees
24. The contractor shall be responsible for collection of all the items at designated location.



B. Bill of Quantities-Financial Bid

BILL OF QUANTITIES					
#	Description	Unit	Qty	Unit Rate Rs.	Total Rate Rs.
1	Metal Scrap	Kg	30		
2	Wash Basin	No.	16		
3	Toilet Flush Tank (Covers, Stands)	No.	23		
4	Toilet Flush Tank	No.	11		
5	Commode Toilet Chair	No.	6		
6	Wash Basin Riser	No.	13		
7	Rubber scrap	Kg.	80		
8	Plastic Scrap	kg.	80		
9	Iron Scrap	Kg.	200		
10	Wooden Scrap	Kg.	100		
11	Carpet Scrap	Kg.	200		
12	Toner/Cartridges (Used +Scraps)	Kg.	80		
13	Paper Scrap	Kg.	100		
14	Iron Strip	Kg.	1000		
15	Mobil Oil	Liter.	260		
16	Oil Filter	No.	13		
Total					

Note:-

- Prices should be inclusive of all applicable taxes and duties.
- Before filling this form kindly read Instructions to Bidders.
- The prices should include the price of incidental services. No separate payment shall be made for the incidental Services

(Rupees-----)



Undertaking by the Bidder:

I ----- have visited the site and have fully understood the scope of work & specifications. All the above Terms & Conditions are acceptable to us. We are not blacklisted by the Bank or any other organization. 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	
Phone	
Address	
PO/Demand Draft number and date	

