



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION**

BIDDING DOCUMENTS

For

**‘Disposal of Unserviceable Assets and
Miscellaneous Scrap Items (08 Packages) held
at SBP-BSC Hyderabad’**

February, 2025

General Services Unit, 1st Floor, SBP-BSC Hyderabad. Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad
Tel: 022-9200607 Website: www.sbp.org.pk



State Bank of Pakistan
SBP Banking Services Corporation (Bank),
Hyderabad
Disposal Notice

Pcoc /Hyd/ 208651/ Disposal / 2024

Date: 04 February 2025

- a) State Bank of Pakistan Banking Services Corporation Hyderabad invites sealed bids against 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad' as per detail given in the Disposal document.
- b) Bidders can apply for one or multiple packages, i.e. Package I - Furniture & Fixture and Office Equipment (General), Package II - Office Equipment – Engineering Items, Package III - Scrap Items- Engineering Items, Package IV - Office Equipment- Cash Machines, Package V - Office Equipment – Security Equipment, Package VI - Office Equipment – Security Equipment-(HDRB), Package VII - EDP Equipment and Package VIII - Scrap Items- General.
- c) Evaluation of Bids will be made for each package separately and accordingly package will be awarded separately. The bidder will be declared successful on the basis of highest bid for each package. Bidders must quote unit price for all items of the package. In case a bidder has not quoted unit price for one or more items in a package, his bid will not be considered for that package.
- d) The items are lying inside SBP BSC Hyderabad Office and are being disposed off on "As is Where is basis". Interested bidders may visit/inspect on working days between 10:00 AM to 05:00 PM.
- e) Disposal documents containing detailed terms and conditions can be downloaded by the interested bidders from SBP Website at (<https://www.sbp.org.pk/tenders>) free of cost.
- f) Sealed bids along with Bid Security of Rs20,000/- in the shape of Pay Order/ Demand Draft in favor of State Bank of Pakistan Banking Services Corporation must be delivered at the office of PA to Chief Manager, 2nd Floor State bank of Pakistan, Banking Services Corporation on or before **Tuesday March 04, 2025 11:00 AM**. The bids will be opened same day at **11:30 AM** in public and in the presence of bidders' representatives who may choose to attend in the opening at the office of undersigned.
- g) Successful bidder shall have to remove and load the items at his own safety, risk, cost and labor from the premises of the Bank within one week after receipt of full payment.

Chief Manager

2nd Floor, State Bank of Pakistan, Banking Services Corporation Hyderabad,
Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad.

Tel: 022-9200607; Email: GSU.HYD@sbp.org.pk



'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages)
held at SBP-BSC Hyderabad'

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INSTRUCTIONS TO BIDDERS & TERMS AND CONDITIONS

Section I

1- Scope

The State Bank of Pakistan Banking Service Corporation (hereinafter called “the Employer / Bank”) intends to receive Bids as per invitation to bids and disposal documents. The items are being sold on “As is where is” basis as are lying at State Bank of Pakistan, Banking Services Corporation Hyderabad, Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad; and disclaims any liability after sale in respect of items.

2- Method of Disposal- Evaluation Process

- i. The Method of Auction will be based on Single stage – Single envelope procedure. Bidders can apply for one or multiple packages, i.e. Package I - Furniture & Fixture and Office Equipment (General), Package II - Office Equipment – Engineering Items, Package III - Scrap Items- Engineering Items, Package IV - Office Equipment- Cash Machines, Package V - Office Equipment – Security Equipment, Package VI - Office Equipment – Security Equipment-(HDRB), Package VII - EDP Equipment and Package VIII - Scrap Items-General.
- ii. Evaluation of Bids will be made for each package separately and accordingly package will be awarded separately. The bidder will be declared successful on the basis of highest bid for each package. Bidders must quote unit price for all items of the package. In case a bidder has not quoted unit price for one or more items in a package, his bid will not be considered for that package.

3- Bid Opening

- I. Bids shall be opened on **March 4, 2025 sharp 11.30 AM (Tuesday)** in the presence of bidders or their authorized representatives who may choose to attend.
- II. Bids submission Schedule deadline is **March 4, 2025 sharp 11.00 AM (Tuesday)**.
- III. Bids Opening Venue/Schedule: Chamber of Chairman/DCM (disposal Committee) 1st Floor, at SBP-BSC Hyderabad, Shahrah-e-Fatimah Jinnah Road, Thandi Sarak, Hyderabad on **March 4, 2025 sharp 11.30 AM (Tuesday)**.
- IV. Any Bid received (through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.

4- Bid Security

The amount of Bid Security shall be Rs. 20,000/-. 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.
- ii. Bid security of unsuccessful bidders will be released/ returned after the conclusion of the procurement process
- iii. The bid security of highest bidder will be released/ returned upon the submission of total bid amount.

5- Bid Validity

The Bid Validity period shall be 120 days. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

6- Site Visit

The Bidders are 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 022-9200607, during the official working hours.

7- One Bid per Bidder

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

8. 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.

9. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may approach SBP BSC in writing/Email at most 5 days before the bid submission date. SBP BSC will respond in

writing/Email to any request for clarification of the Bidding Documents that it receives 2 days before the bid submission date.

10. Amendment of Bidding Documents

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. 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.

11. Currency of Bid

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

12. Arithmetic Errors

Bids will be checked 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.

13. Late Bids

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

14. Applicable taxes/ levies

- a. The quoted rates should be inclusive of all applicable taxes, duties, liabilities, overheads, transportation charges etc.
- b. The Bank will withhold applicable Withholding Income tax from Successful bidder- 10% Tax in case of Filer and 20% in case of Non Filer.

15. Mode of Payment:

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

- a. 100% quoted amount within 07 days after issuance of Letter of Award.
- b. No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.

16. Completion Time: 14 Days.

17. Rejection of Bids

Employer reserve the right to reject any or all bids and to annul the bidding process as per PPRA Rules 2004.

18. Dispute Resolution

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

19. 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 negligence. The Bank reserves the right to recover any amount from the Successful bidder against any losses or damages incurred to the property, data, or persons of the Bank due to the Successful bidder or his workers negligence.

- 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.

20. 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.

21. 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.

22. 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 five days after issuance/ publication of final evaluation report.

Chairman (Grievance Redressal Committee)

SBP Banking Services Corporation

1 st Floor, HRMD, BSC House,

I.I. Chundrigar Road, Karachi – Pakistan

23. Overriding Effect of PPR-2004

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

24. Miscellaneous

- a. The Bidder and his staff, assigns or suppliers etc. shall have to strictly follow the security procedures enforced by the Bank.
- b. SBP BSC reserves the right to reject any or all of the Bids as per PPRA rules.

Bill of Quantities-Financial Details

Section II

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
Bidder: _____

Package I - Furniture & Fixture and Office Equipment (General):

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Central Table	2		
2	Office Chair	2		
3	Fax Machine	3		
4	Geyser	1		
5	Water Dispenser	6		
6	Water Cooler	6		
7	Sony Camera	1		
8	Franking Machine	1		
9	Refrigerator	1		
10	Type Writer	15		
11	Photocopier	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	_____
Date:	_____

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package II - Office Equipment – Engineering Items:

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Fan	1		
2	Window AC Pel	1		
3	LG AC	1		
4	Split Acs Waves, Mitsubishi and General	5		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

Note:

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

Seal & Signature of Bidder:	
Date:	

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package III - Scrap Items- Engineering Items

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Pedestals of Wash Hand Basin	7		
2	Air Filter Old Mix All DGs	8		
3	Old Exhaust Fans	6		
4	Old Geyser	1		
5	So Safe Water Filtration Unit with Cartridges Old	4		
6	Old Manual Change-overs	9		
7	Old Wooden Door Panels with frames	3		
8	Old Ceiling Fan	3		
9	Old Oil Filter	8		
10	Old 3 Phase Meter	1		
11	Old Rusted damaged Fire Pipes (in KG)	50		
12	Old Sewerage Cast Iron Rusted Pipes (in 3000KG)	01		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	
Date:	

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package IV - Office Equipment- Cash Machines

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Note Counting Machine	11		
2	Tri Color Stamping Machine	5		
3	Multi function Counter Detector	2		
4	Paper Tape Binding Machin	1		
5	Bundle Binding Machine	1		
6	Coin Counting Machine	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	_____
Date:	_____

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package V - Office Equipment – Security Equipment

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	CCTV System Cameras plus controller	11		
2	10 Fix cameras with Dome	1		
3	CCTV DVR	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	
Date:	

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package VI - Office Equipment – Security Equipment-(HDRB)

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
01	Hydraulic Road Blocker (HDRB)	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	
Date:	

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024
 Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'
 Bidder: _____

Package VII - EDP Equipment

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Dot Matrix Printer Jollymark	4		
2	Dot Matrix LQ 2190	1		
3	HP Laser jet 2015	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

<u>Total (In Numeric)</u>	
<u>Total (In Words)</u>	

Note:

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

Seal & Signature of Bidder:	
Date:	

IFB No: Pcoc /Hyd/ 208651/ Disposal / 2024

Title: 'Disposal of Unserviceable Assets and Miscellaneous Scrap Items (08 Packages) held at SBP-BSC Hyderabad'

Bidder: _____

Package VIII - Scrap Items- General

Sr. No.	Description	Quantity	Bid Price Per Unit	Total Bid Price
1	Wooden Chairs	128		
2	Wooden Tables	35		
3	Steel Chairs	30		
4	Wheel Chair	1		
5	Wooden Pieces	10		
6	Sofa 03 seater	1		
7	Fire Extinguishers	58		
8	Foam Chairs	53		
9	Steel Pedastal Fans	72		
10	Bracket Fans	7		
11	Dispenser/water coolers	18		
12	Geyser	1		
13	Racks	18		
14	Almirahs	4		
15	Iron Grills	6		
16	Wash Basins	4		
17	Old Tube TVs	5		
18	Mega phone	1		
19	Metal Detector	4		
20	Walkie Talkes	6		
21	22 inch LED TVs	3		
22	19 inch LED TVs	1		
23	XVR	1		
24	DVD Player	2		
25	PA System Amplifier	3		
26	PA System Repeater	1		
27	PA System Chim Amplifire	1		
28	PA System Mic	2		
29	Search Mirror	1		
30	Videoline CCTV cameras	21		
31	Printer 4515	1		
32	Iron Locker	1		
33	Electric stove	1		
34	Commode	2		
35	Misc. Scrap Items	1		
36	03 seater plastic bench	1		
Sub Total Amount (Rs.) – (A)				
Tax @ 10% For Filer/20% for Non Filer of A (Rs.) – (B)				
Grand Total – A+B				

Total (In Numeric)	
Total (In Words)	

Note:

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

Seal & Signature of Bidder:	_____
Date:	_____

Undertaking by the Bidder

I/We ----- had visited the site and have fully understood the scope of work & specifications of disposal items under consideration. The above rates are inclusive of all labor & transportation charges, Tool & machinery, applicable taxes/ duties, overheads, safety equipment/PPEs/measures etc. to lift/move disposable vehicle from the premises of the Bank. All the above Terms & Conditions are acceptable to me/our firm. I/We also undertake 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). I/We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons.

Signature: _____

Date: _____

Bidders Details;

Name OF BIDDER	
CNIC	
BSUINESS Name	
NTN No	
Cell/Phone no	
Email	
Business Address	