



**NATIONAL INSTITUTE OF BANKING AND FINANCE
ISLAMABAD**

REQUEST FOR QUOTATIONS

FOR

Disposal of Unserviceable items and Scrap at NIBAF Islamabad

March 2024



**NATIONAL INSTITUTE OF BANKING AND FINANCE
ISLAMABAD**

No: NIBAF/248/24

Date: 18-March-2024

INVITATION TO BID

1. National Institute of Banking and Finance (NIBAF), Islamabad invites sealed offers from the interested parties for disposal of Unserviceable and Scrap items as per detail given in documents.
2. The items are lying at NIBAF, Islamabad and being auctioned on "As is Where is basis". Interested bidders can visit/inspect on working days between **11:00 AM to 03:00 PM**.
3. The prospective bidders may download the advertisement and bidding documents containing detailed terms and conditions, procedure for submission of bids, gate money / bid security etc. from website of NIBAF, SBP or PPRA i.e. www.nibaf.gov.pk, www.sbp.org.pk or www.ppra.org.pk free of cost or obtain the same from Engineering Unit, NIBAF, Pitras Bukhari Road, Sector H-8/1, Islamabad (Phone No. 9269846, 9269850-53, Ext: 3521/3941) on written application.
4. Gate Money/Bid Security in the form of Pay order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation as per the details below:

Package	Gate Money / Bid Security Rs.
Lot – I Computers, Scanners, ACs etc.	17,000/-
Lot – II Other Scrap Items	28,000/-

5. The gate money shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
6. The highest bidder will have to deposit 100% of the total offer price for disposal and applicable withholding tax over and above the quoted rate & lift the material within seven (07) days of issuance of Notification of Award (NoA) failing which, their gate money may be forfeited and NIBAF, Islamabad reserve the right to award the work to Next Highest Bidder.
7. The bids along with Gate money/ Bid Security of fixed amount, must be dropped in box kept in the Office of the PA to Director Administration NIBAF, Pitras Bukhari Road, Sector H-8/1, Islamabad on or before **25-March-2024 till 11:00AM**. The proposals will be opened on same date and venue at 11:30AM. In case bid opening date is falling on a public holiday, the bid will be opened on next working day at the same time and venue.
8. This tender is only an invitation to offer and NIBAF reserves the right to accept or reject all the quotations at any time as per PPRA Rules in vogue.

Sd-
Director (Administration)
National Institute of Banking & Finance (NIBAF),
Pitras Bukhari Road, Sector H-8/1, Islamabad
Phone: +92-51-9269846, 9269850-53 (3941/3521)

A. Instructions to Bidders & Terms and Conditions:

1. The quantities mentioned in the document are approximate; Quoted price for each lot must be furnished separately. An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF. The successful bidder (for each lot) shall have to deposit the full amount of disposal and withholding tax according to their offer.
2. **Tender / Bid Submission time: Monday 25-March-2024 at 11:00AM**
3. **Quotations Opening Venue/Schedule:** NIBAF Pitras Bukhari Road, Sector H-8/1, Islamabad on 25-03-2024 at 11:30AM
4. Bids Validity is 30 Days from the date fixed for bid submission.
5. Gate Money/Bid Security in the form of Pay order/demand draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation as per the details below:

Package	Gate Money / Bid Security Rs.
Lot – I Computers, Scanners, ACs etc.	17,000/-
Lot – II Other Scrap Items	28,000/-

6. The gate money shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
7. **Disposal period:** 07 Days after work order, however, in case of delay bidder may inform the NIBAF cogent reason in writing to take extension in disposal time.
8. **Mode of Payment:** Bidder shall pay 100% quoted amount plus 10% applicable withholding tax in shape of pay order in favour of NIBAF Islamabad within seven (07) days after work order.
9. Bidders shall quote single rate against each lot in BOQ.
10. The successful bidder shall be responsible for collection of all the items at designated location from NIBAF premises.
11. The bidder shall have to remove all the materials contained in the Work Order from NIBAF premises at sector H-8/1, Islamabad as per the directions of the NIBAF. All loading and un-loading expenses/efforts required will be the responsibility of the bidder.
12. The bidder should visit the site to get first-hand information regarding the condition of the items and their quantum before submitting the bid.
13. The NIBAF 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 currently available for bid.
14. If any dispute arises between the parties (Contractor/supplier & the NIBAF), the matter shall be referred to the Director Administration, who will examine the matter in detail and give the decision which will be final & binding upon the parties.
15. The NIBAF reserves the right to recover any amount from the payable amounts to the Successful bidder against any losses or damages incurred to the property or persons due to the Successful bidder or his workers negligence.
16. 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.
17. If the bidders have any queries, the same shall be communicated to the NIBAF at least 03 days prior to the date fixed for submission & opening of the quotations.

B. Schedules to Bid-

FINANCIAL BID

Schedule of Prices

Lot-I Computers Scanners, ACs etc.;		
Sr. No	Description of Unserviceable items for disposal on as is where is basis;	Approximate Qty.
1	Desktop Computers	17
2	Printers	13
3	Scanners	3
4	Multimedia / projectors	20
5	AC Indoor/outdoor/window	16
6	Other office equipment	-

Quoted Amount for Lot-I Rs. _____

Note: An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF.

Lot-I in words;
(Rupees _____ only)

Undertaking by the Bidder:

I had visited the site and have fully understood the scope of disposal. The quoted rates are inclusive of all labour charges, Transportation charges, applicable taxes (i.e. GST, Income tax)/duties, overheads, profit etc. I/we have sufficient resources to buy the above items as is where is basis. All the above Terms & Conditions are acceptable to us unconditionally.

Dated: _____

Signatures of the Contractor

Name & CNIC No.			
Designation			
Firm Name			
NTN No.			
GST No.			
Phone No.		Fax No.	
Cell No.		Email ID	
Business Address:			

Lot-II Other Scrap Items; Scrap Items on as is where is basis;			
Sr. No	Scrap Items on as is where is basis;	Sr. No	Scrap Items on as is where is basis;
1	Microwave Oven (02 Nos)	11	Water Dispensers (05Nos)
2	Treadmill, (03Nos)	12	Room Refrigerates (02Nos)
3	Dishwasher 01(Nos)	13	Buffet Table (01No)
4	Stove (03Nos)	14	Iran Table Broken (03Nos)
5	Geyser (03Nos)	15	Broken Table Tops (17Nos)
6	Kitchen Service Trolley (04Nos)	16	Computer Tables Broken (14Nos)
7	AC Units Scarp Comprising of; Damaged Evaporators, Filters, Inner, Outer covers , compressor (02), condensers (02), cooling coils hanging plates etc.		
8	Scrap of empty paint boxes, broken pipes, old damaged wooden items		
9	Scrap of Chairs, comprising of broken chairs in unserviceable condition		
10	Scrap of electric & plumbing fixtures comprising of capacitors, energy savers, bulbs, tube rods, switches, sockets etc. Showers, handles , locks etc.		
Quoted Amount for Lot-II Rs. _____ Note: An additional 10% of quoted amount on account of applicable withholding tax to be included in amount payable to NIBAF			
Lot-II in words; (Rupees _____ only)			

Undertaking by the Bidder:

I had visited the site and have fully understood the scope of disposal. The quoted rates are inclusive of all labour charges, Transportation charges, applicable taxes (i.e. GST, Income tax)/duties, overheads, profit etc. I/we have sufficient resources to buy the above items as is where is basis. All the above Terms & Conditions are acceptable to us unconditionally.

Dated: _____

Signatures of the Contractor

Name & CNIC No.			
Designation			
Firm Name			
NTN No.			
GST No.			
Phone No.		Fax No.	
Cell No.		Email ID	
Business Address:			