

Section I: Invitation to Bid



SBP BANKING SERVICES CORPORATION

Invitation to Bid (ITB)

ITB No. GSD (Proc. II) / GSD-Office Equipment Maintenance/365804/2025

SBP Banking Services Corporation invites electronic bids from eligible Bidders, registered with relevant tax authorities, who appear on the Active Taxpayers List of FBR, for the *Maintenance Services of Office Equipment installed at SBP & SBP BSC* for a period of three years, under following packages:

Package No.	Category	Equipment Included
I	Business Appliances	i. Fax machines ii. Photocopiers iii. Projectors.
II	Utility Appliances	i. Microwave ovens ii. Refrigerators, iii. Water dispensers iv. LED TVs v. Electric Fans

An interested bidder can participate in the bidding process for any one or both packages. The scope of both packages are mentioned separately in TORs of the bidding document. Further, evaluation process and award of the contract will be carried out independently for each package.

The Bidding Documents containing a detailed description of the assignment and other Terms & Conditions etc. are available on E-PADS at www.eprocure.gov.pk.

A Pre-bid meeting will be held on **January 16, 2026, at 11:00 AM (PKT)** via Zoom Meeting Application. Meeting ID & Password is given in the Bidding Documents. The prospective bidders can also obtain the Meeting ID & Passcode through an email request at gsd.proc2@sbp.org.pk

The electronic bids, prepared in accordance with the instructions provided in the bidding Documents, must be submitted by using E-PADS on or before **January 29, 2026 at 11:00 AM** which shall be opened on the same day at **11:30 AM** in the presence of representatives of firms who may choose to be present. Manual bids shall not be accepted.

Bid Security of **Rs 75,000 for Package I and Rs. 120,000 for Package II** will be required to be submitted along with the Technical Proposal of the relevant package in the shape of Pay Order / Demand Draft /Deposit at Call or Bank Guarantee in favor of SBP-Banking Service Corporation. In case of Bank Guarantee, it should be valid for a period of 28 days beyond the Bid Validity date. Scanned copy of Bid Security is to be submitted through E-PADS and Bid Security in Original is to be dispatched to the following address and the same must reach before bid submission deadline. Non-receipt of original bid Security before the bid submission deadline will lead to rejection of bid.

Joint Director

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