

SOLICITATION BID DOCUMENT
FOR
DISPOSAL OF OBSOLETE PRINTED & GENERAL
STATIONERY ITEMS (IN SHREDDED PAPERS FORM) OF
NATIONAL BANK OF PAKISTAN
KARACHI



National Bank of Pakistan
نیشنل بینک آف پاکستان



PROCUREMENT DIVISION
LOGISTICS, COMMUNICATIONS & MARKETING GROUP
NBP HEAD OFFICE
KARACHI

NOTICE FOR DISPOSAL OF OBSOLETE PRINTED &
GENERAL STATIONERY ITEMS (IN SHREDDED PAPERS FORM)

No. Disposal Notice/003/2026

Dated:13.03.2026

NBP invites sealed offers for disposal of the following obsolete printed & general stationery items (in shredded paper form):

| Fixed Assets Head | Sr. No | Description | Approximate Weight at Stationery Store Karachi | Reserve Price | Security Deposit |
|--------------------------------|---------------|----------------------|---|----------------------|-------------------------|
| Bank Standard Forms | 01. | Shredded Papers Form | 18000 KG | PKR 43/- | PKR 85,000/- |
| Bank Standard Books | 02. | Shredded Papers Form | 40000 KG | PKR 43/- | |
| Bank Standard Table Stationery | 03 | Shredded Papers Form | 1500 KG | PKR 43/- | |

All Obsolete Printed & General Stationery Items (in shredded papers form) mentioned above are placed in **NBP Stationery & Store , Meher Sons Building, Karachi (Contact Person: Mr. Asif Bashir 0303-2363903)** and shall disclaim liability after sale. The items can be inspected from 16.03.2026 to 18.03.2026 during office hours between 10:00 AM to 01:30 PM. **All items bearing NBP name / logo shall be shredded before disposal.**

1. Solicitation bid documents containing detailed terms and conditions, etc. may be collected free of cost from the undersigned's address during office hours after publication of Disposal of Obsolete Printed & General Stationery advertisement-till closing thereof, and the same are also available free of cost for the interested bidders on websites: <http://www.ppra.org.pk> and <http://www.nbp.com.pk>
2. Sealed bids/offers along with earnest money /security deposit amount for obsolete printed & general stationery items (in shredded papers form) are mentioned in above list shall be in the form of a Pay order /Demand Draft drawn in favor of NBP must be submitted by **02nd April, 2026, Thursday on or before 11:00 a.m. Bids will be opened on the same day at 11:30 a.m.** at the address given below. Security amount will be returned to the unsuccessful bidders under written request on letterhead wherever required after scrutiny of the offers.
3. This tender is only an offer and National Bank of Pakistan reserves the right to reject all the bids and may reinstate the disposal proposal / process.

Divisional Head (A)

Procurement Division
National Bank of Pakistan,
Logistics, Communications & Marketing Group,
Head Office, Karachi

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I. Instruction to Bidders (ITB)

1. **Obsolete Items:** Disposal of obsolete printed & general stationery items (in shredded papers form) herein after collectively referred to as “Obsolete Items”. Obsolete Items are offered for disposal **without any after sale liability or warranty whatsoever.**
2. **Solicitation Bid Documents:** Solicitation bid documents containing detailed terms and conditions, etc. may be collected free of cost from the undersigned’s address during office hours after publication of disposal of Obsolete Printed & General Stationery Items (in shredded papers form) advertisement till closing thereof, and the same are also available free of cost for the interested bidders on websites: <http://www.ppra.org.pk> and <http://www.nbp.com.pk>
3. **Evaluation of Bids:** Bidder(s) have to submit bid for all items. Bidders will be declared successful on the basis of the highest most advantageous price offered under consideration for disposal.
4. **Deadline of Bid Submission:** Bids shall be submitted by **02nd April 2026, Thursday at 11:00 a.m.**
5. **Late bids submission:** Any bid received after deadline will not be accepted and returned unopened to the Bidder.
6. **Bids Opening Venue and Time:** Bids shall be opened at NBP Auditorium, NBP Head Office Building, Karachi on **02nd April 2026, Thursday at 11:30 a.m.**
7. **Bid Security:** Bid Security shall be submitted along with the bidding documents, in shape of Pay order / Demand Draft drawn in favor of NBP. Bid Security will be refunded to the unsuccessful bidders on receipt of written request on company’s letterhead (wherever required) after announcement of bids evaluation result. Bid Security amount mentioned in Section-II FORM DBV 3 of this document.
8. **Bid Validity:** The Bids shall be valid for **60 days** from the date of bid opening extendable to a further period of **60 days** if so required.
9. **Mode of Payment:** Successful Bidder shall have to deposit **100%** of offered price in the form of Pay Order / Demand Draft / Banker’s Cheque drawn in favor of National Bank of Pakistan before lifting of obsolete items, **within sixty (60) days** from the date of

announcement of successful bidder, failing which, the bid security will be forfeited and the bank reserves the right to award the contract to the Next Higher / most advantageous Bidder.

10. **Disposal Period:** The successful bidder shall bring and operate his own shredding/ cutting machine at NBP premises at his/her own cost, labor, machinery, risk, and responsibility. The obsolete items must be disposed of within **90 (ninety) days** after the announcement of results and subject to realization of payment.
11. **Survey of Obsolete Printed & General Stationery Items:** The bidders are strongly encouraged in their own interest to visit NBP Stationary & Store, Meher Sons Building, Karachi and survey first-hand information regarding the obsolete items from **10:00 am to 1:30 pm** from 16th March 2026 to 18th March, 2026 **before submitting the bids / offers**. In case of any query/clarification kindly contact Mr. Asif Bashir during banking hours on contact number: 0303-2363903
12. **Queries of Bidder:** All queries regarding subject to disposal should be communicated in writing to the office of Departmental Head Tender, Procurement Division, 3rd Floor, NBP Head Office, Karachi as mentioned at least **05 days** prior to the date of opening of bids.
13. **Bid Opening:** Bids will 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. **Evaluation of Prices:** The Bank for any arithmetic / typographic errors will check bids. If any discrepancy found, discrepant bid shall be rejected.
15. **Code of Conduct:** The Bank will reject a bid if any bidder is found in corrupt or fraudulent practices. The Bank will declare such bidder as **“ineligible”** indefinitely or for a period, as per the applicable laws and rules or may blacklist the bidder. Subsequently, bid security will be forfeited in such cases.
16. **Eligibility of Bidder:**
 - 16.1 The bidder valid CNIC
 - 16.2 The bidder Blacklisted or in litigation with any Government / Semi Government organizations shall not be eligible to bid.
 - 16.3 The Bidders must not be a proscribed person directly or indirectly.
 - 16.4 The bidder must be a registered taxpayer and must have the capacity to bid and lift the

items.

- 16.5 Submission of undertaking that I /We hereby declare, affirm and confirm that all the details provided by us are true & correct. I/We have the eligibility and capacity to bid (i.e. not debarred by any public entity, incapacitated under the applicable law, blacklisted for participation in the subject tender by any judicial, quasi-judicial forum, regulator etc.) for participation in the subject tender and purchase the Obsolete printed & general stationery items (in shredded papers form) upon being declared as the successful bidder. Furthermore, confirmed that I/We am / are not an NBP employee or a family member of an employee. Section-III FORM DBV 4 of this document.
17. **Disqualification of Applicants**
- 17.1 NBP shall disqualify an Applicant at any time if the information submitted by the Applicant is found to be false and materially inaccurate or incomplete.
- 17.2 NBP shall disqualify an applicant if they are proscribed person / entity directly or indirectly.
- 17.3 Direct or indirect canvassing, impelling or influencing any representative of NBP for any purpose related to the Disposal process is strictly prohibited, and shall lead to immediate disqualification of the Applicant.
18. **Announcement of Results:** Announcement of Result will be made on the basis of highest offered price for all disposable obsolete items in consideration.
19. **Equality of Offered Prices:** In case, the highest bid/offer of similar amount if quoted by two or more bidders, the Bank shall reject the bids and return the bid security. and re-tendering shall be conducted.
20. **Grievance Redressal Committee:** If any dispute arises between the parties (the bidder & the Bank's Disposal Committee), the matter shall be referred to the **Grievance Redressal Committee, Karachi**. The GRC shall investigate and decide upon the complaint within ten (10) days of its receipt.
21. **NBP Liability:** NBP will have no liability after sale of **Obsolete Printed & General Stationery Items (in shredded paper forms)** .
22. **Loss or Damage:** The Bank reserves the right to recover any amount from the Successful bidder against any losses or damage incurred to the property, data, or persons of the Bank due to the Successful bidder or his worker's negligence without any risk,

responsibility and sales.

23. **Safe Removal:** The bidder will ensure safe and swift removal of disposable obsolete printed & general stationery items (in shredded paper form) award in his/her favor, from Bank premises, further, no incidental claim will be borne by the Bank.
24. **Security Compliance:** The successful bidder and his authorized representative shall have to strictly follow the rules & regulations of the Bank's Security Department.
25. **Confidentiality:** No Information will be shared during evaluation of bids until and unless Bid Evaluation Result are announced and successful bidder are declared by the bank.
26. **Corporate Governance:** As per Corporate Governance Regulatory Framework by Banking Policy and Regulation Department, Clause No. G-15, the bidder should not be an employee or a family member of an employee.

II. CONDITIONS OF CONTRACT AND CONTRACT FORMS

**GENERAL CONDITIONS OF CONTRACT (GCC) FOR
DISPOSAL OF OBSOLETE PRINTED & GENERAL STATIONERY ITEMS
(IN SHREDDED PAPERS FORM)**

| | | | |
|-----------|---------------------------------------|------------|---|
| 1. | Definitions | 1.1 | <p>The following words and expressions shall have the meanings hereby assigned to them:</p> <ul style="list-style-type: none"> a) The “Authority” means Public Procurement Regulatory Authority. b) The “Arbitrator” is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract GCC Clause 3.1 hereunder. c) The “Disposal” means the definition as prescribed in Section 2 (ca) of PPRA ordinance 2002 (disposal means auction, rental, lease, donations, destruction and recycling of public assets or any combination thereof. d) The “e-advertisement” means advertisement for disposal of Public Assets through EPADS portal e) The “e-Auction” means an online, real-time dynamic auction for disposal for public assets between a procuring agency and number of buyers who shall submit an open offer / price and compete against each other to win the contract by submitting successively higher price tenders. f) The “Mis-disposition” means disposal of public assets in contravention of any provision of PPRA ordinance, 2002, public Procurement Rules, 2004 and Disposal of Public Assets Regulations, 2025, orders or instructions made thereunder in respect of or related to disposal of public assets. g) The “Reserve Price” means the minimum price determined by the procuring agency for the disposal of public assets. h) “Project Name” means the name of the project stated in SCC l) The “GCC” mean the General Conditions of contract for disposal of public assets. m) The “SCC” mean the Special Conditions of contract for disposal of public assets. n) The “Day” means calendar day. |
| 2. | Application and interpretation | 2.1 | These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract. |
| | | 2.2 | In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and |

| | | | |
|-----------|--------------------------------|------------|--|
| | | | vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined. |
| | | 2.3 | <p>The documents forming the Contract shall be interpreted in the following order of priority:</p> <ol style="list-style-type: none"> (1) Detail of disposal of Public Assets, (2) Special Conditions of Contract, (3) General Conditions of Contract, (4) Bid Form, (5) Bidder's Representative, (6) Financial Bid Form, (7) Undertaking by the Bidder. (8) Agreement for disposal of Fixed Assets (only for successful bidder) <p>Any other document listed in the Special Conditions of Contract as forming part of the Contract.</p> |
| 3. | Conditions Precedent | 3.1 | <p>Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: -</p> <ol style="list-style-type: none"> a) Submission of Undertaking by the Bidder b) Furnishing of 100% Payment. c) Agreement for Disposal of Obsolete Printed & General Stationery Items (in shredded Paper Form). |
| | | 3.2 | If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the SCC this contract shall not come into effect; |
| | | 3.3 | If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the supplier a certificate of Contract commencement, which shall confirm the start date. |
| 4. | Governing Language | 4.1 | The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the language specified in SCC. Subject to GCC Clause 4.1 , the version of the Contract written in the specified language shall govern its interpretation. |
| 5. | Applicable Law | 5.1 | The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC. |
| 6. | Survey of Public Assets | 6.1 | The bidders are strongly encouraged in their own interest to visit and survey to get first hand information regarding the condition. |
| 7. | Delivery | 7.1 | Delivery of the Goods shall be made by in accordance with the terms specified in SCC. |
| 8. | Disputes Resolution | 8.1 | If any dispute arises between the parties (the bidder & the Bank's Disposal Committee), the matter shall be referred to the Grievance Redressal Committee, Head Office, Karachi . The GRC shall |

| | | | |
|------------|--|------|--|
| | | | investigate and decide upon the complaint within ten (10) days of its receipt. |
| 9. | Procedure for Disputes Resolution | 9.1 | The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and, in the place, shown in the SCC. |
| | | 9.2 | The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses. |
| 10. | Replacement of Arbitrator | 10.1 | Should the Arbitrator resign or die or should the Procuring Agency and the Supplier agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties. |
| 11. | Notice | 11.1 | Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC. |

**SPECIAL CONDITIONS OF CONTRACT (SCC) FOR
DISPOSAL OF OBSOLETE PRINTED & GENERAL STATIONERY ITEMS
(IN SHREDDED PAPERS FORM)**

| SCC for Disposal Clause Number | GCC for Disposal Clause Number | Amendments of, and Supplements to, Clauses in the GCC for Disposal |
|--|--------------------------------|--|
| Definitions (GCC 1) | | |
| 1 | 1.1(h) | The Disposal Agency is: National Bank of Pakistan Project Name: Disposal of Obsolete Printed & General Stationery Items (In Shredded Papers Form) Karachi |
| Conditions Precedent (GCC 3) | | |
| 2. | 3.1 | a) Submission of undertaking by the bidder: FORM DBV 4 b) Furnishing of 100% Payment: c) Agreement for disposal of Obsolete Printed & General Stationery Items (In Shredded Paper Form) |
| Governing Language (GCC 4) | | |
| 3. | 4.1 | The Governing Language shall be: English |
| Applicable Law (GCC 5) | | |
| 4. | 5.1 | The Applicable Law shall be: Laws of the Pakistan |
| Survey of Public Assets (GCC 6) | | |
| 5. | 6.1 | The bidders are strongly encouraged in their own interest to visit and survey to get first- hand information regarding the condition, etc. of the Bank's Obsolete Printed & General Stationery Items (In Shredded Paper Form) from 16 th March, 2026 to 18 th March, 2026 during office hours between 10:00 AM to 01:30 PM before submitting the bids / offer. |
| Delivery (GCC 7) | | |
| 6.. | 7.1 | Successful bidder shall lift/move disposable of obsoleted Printed & General Stationery Items (in Shredded Paper Form) at his/her own safety, risk, responsibility, cost labor and machine whatever required to remove from NBP |

| | | |
|--|-----|--|
| | | premises, within 90 (ninety) days after announcement of results subject to realization of the Pay Order / Demand Draft/ Banker's Cheque in NBP and transfer of obsolete items in the name of successful bidder. |
| Procedure for Dispute Resolution (GCC Clause 9) | | |
| 7. | 9.1 | Place: Karachi |
| | 9.2 | <p>Dispute Resolution:</p> <ol style="list-style-type: none"> 1. If any dispute of any kind whatsoever shall arise between the National Bank of Pakistan and the bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 10 (Ten) calendar days following a notice sent by one Party to the other Party in this regard. 2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of both parties. 3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of both parties. The Arbitration shall take place in Karachi and proceedings will be conducted in English language 4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion, however both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute. |

| | | |
|--------------------------------|------|---|
| | | <p>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may commence prior to, during or after delivery of goods.</p> <p>6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier.</p> <p>7. The cost of the mediation and arbitration shall be shared by the parties in equal proportion, however the both parties shall bear their own costs and Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</p> <p>8. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier.</p> |
| Notices (GCC Clause 11) | | |
| 8. | 11.1 | <p>— Procuring Agency’s address for notice purposes:</p> <p>Divisional Head (A) Procurement Division National Bank of Pakistan Logistics, Communications & Marketing Group, National Bank of Pakistan, Head Office, Karachi</p> |

**DETAILS OF OBSOLETE PRINTED & GENERAL STATIONERY ITEMS
(IN SHREDDED PAPER FORMS) (KARACHI) TO BE DISPOSED OFF**

Detail of Disposal of Obsolete Printed & General Stationery Items (In Shredded Papers Form).

| Fixed Assets Head | Sr. No | Description | Approximate Weight at Store & Stationery Karachi | Reserve Price | Security Deposit |
|--------------------------------|---------------|----------------------|---|----------------------|-------------------------|
| Bank Standard Forms | 01. | Shredded Papers Form | 18,000 KG | PKR 43/- | PKR 85,000/- |
| Bank Standard Books | 02. | Shredded Papers Form | 40,000 KG | PKR 43/- | |
| Bank Standard Table Stationery | 03 | Shredded Papers Form | 1500 KG | PKR 43/- | |

III. Forms of Proposals

| Following should be the contents of the Proposal in a sealed Envelope: | | |
|---|--|------------|
| 1. | Bid Form | Form DBV 1 |
| 2. | Bidder's Representative | Form DBV 2 |
| 3. | Financial Bid Form | Form DBV 3 |
| 4. | Bidder's Undertaking | Form DBV 4 |
| 5 | Agreement for disposal (only for Successful bidder) (ON LETTER HEAD OR NON JUDICIAL STAMP PAPER OF PKR.100). | Form DBV 5 |

NOTE: All Forms should be provided on plain white paper in case of individuals. And in case of an entity (e.g., partnership firm, proprietorship concern company etc.) on its letter head **or** plain white paper containing stamp of the entity.

FORM DBV 2 – Bidder’s Representative

IFB No: No. Disposal Notice / (0003) /2026

Title “DISPOSAL OF OBSOLETE PRINTED & GENERAL STATIONERY ITEMS
(IN SHREDDED PAPERS FORM) ” KARACHI

Bidder: _____

M/S. _____ hereby confirm, declare and affirm that Mr.
S/O _____, CNIC # _____
whose signature is as under is an authorized signatory of M/s. _____ for
the purpose of Tender for Disposal of obsolete printed & general stationery items (in Shredded Papers
form) and is therefore fully authorize and empower to deal with & finalize all the aspects of this tender
and transaction(s) on our behalf with the bank.

Specimen Signature of the authorized representative:

For and on Behalf of M/s. [Signatures and seal of the Company/Firm/Proprietorship Concern]

(To be used by person participating as an Individual bidder)

I, [Please mention] s/o [Please mention] do hereby declare and confirm that I am fully authorized and legally
entitled to participate in the bidding process and to bid for the Obsolete Printed & General Stationery Items and to
complete the transaction in case I am declared as the successful bidder.

[Signature as per CNIC]

FORM DBV 3 – FINANCIAL BID FORM

IFB No: No. Disposal Notice / (0003) /2026

Title: "DISPOSAL OF OBSOLETE PRINTED & GENERAL STATIONERY ITEMS (IN SHREDDED PAPAERS FORMS)" KARACHI

Bidder: _____

| S.No | Items | Approximate Weight in KG | Bid Amount per KG | Total Amount (A*B) | Applicable Tax @10% of bid Amount | Total Bid Amount including Tax (C+D) | Bid Security Payment Order No & | Bid Security |
|----------------------------|--------------------------------|--------------------------|-------------------|--------------------|-----------------------------------|--------------------------------------|---------------------------------|--------------|
| | | (A) | (B) | (C) | (D) | (E) | Bank Name | Amount |
| | | (KG) | (PKR) | (PKR) | (PKR) | (PKR) | | (PKR) |
| 1 | Bank Standard Forms | | | | | | | 85,000 |
| 2 | Bank Standard Books | | | | | | | |
| 3 | Bank Standard Table Stationery | | | | | | | |
| Total Amount in PKR | | | | | | | | |

Note:

- i. 10% Advance tax shall be applicable for Active Tax Payer
- ii. Prices should be inclusive of all applicable taxes and duties.
- iii. Before filling this form kindly read Instructions to Bidders at Section I.
- iv. The prices should include the price of incidental services. No separate payment shall be made for the incidental Services
- v. The quantity mentioned in the table is approximate, payment shall be made on the basis of actual weight after award of tender.

| | | | |
|----------------------------------|---------|------------------|--|
| Name of the Bidder: | S/o Mr. | | |
| CNIC of Bidder: | | | |
| Date of Birth : | | Place of Birth : | |
| Email & Mobile number of Bidder: | | | |
| Date: | | | |
| Seal & Signature of Bidder : | | | |

FORM DBV 4 - Undertaking by the Bidder

I/We hereby declare, affirm and confirm that all the particulars provided by us are true & correct. I/We have the eligibility and capacity to bid (i.e. not debarred by any public entity, incapacitated under the applicable law, blacklisted for participation in the subject tender by any judicial, quasi-judicial forum, regulator etc.) for participation in the subject tender and purchase the Obsolete Printed & General Stationery Items (In shredded Paper forms) upon being declared as the successful bidder. Furthermore, confirmed that I/We not be an NBP employee or a family member of an employee.

Moreover, in case I/We are declared as successful bidder & my/our bid is accepted by the bank I/We shall abide by the terms & conditions mentioned in this document for completing the transaction.

All the terms & conditions of the bid solicitation document has been read & understood by me/us and I/We agree to the same.

Dated: [Please mention]

For and on Behalf of M/s. [Please mention]

[Stamp of the entity (firm, company, proprietorship concern etc.)

Name of Authorized Signatory/ies: [Please mention]

Signature: _____

CNIC # _____

OR

In case of Individual:

Name: [Please mention]

Signature as per CNIC: [Please mention]

CNIC no. [Please mention]

Signature: _____

CNIC # _____

FORM DBV 5 - Agreement for Disposal of Obsolete Printed & General Stationery Items
(in shredded paper forms) (Karachi)

This agreement for disposal of Obsolete Printed & General Stationery Items is made and entered into *[Please mention]* on this *[Please mention]* day of *[Please mention]*, 20*[Please mention]*.

By and Between

National Bank of Pakistan *[Please mention]* (Hereinafter referred to as the “Seller”)

AND

[Please mention], [Hereinafter referred to as the “Purchaser” or “Buyer”]

WHEREAS:

- A. The Seller has offered for disposal certain assets. Details of the assets are appearing in Annexure “A” hereto. (Hereinafter “Assets”).

AND WHEREAS:

- B. The Purchaser, after competitive bidding, has agreed to purchase the said assets for the consideration and upon the terms set forth herein and the bidding documents (which shall be considered to be the integral part of this agreement).

(The “Seller” and the “Purchaser” may hereinafter be called “Party” individually and “Parties” collectively).

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. DESCRIPTION OF ASSETS:

The assets covered under this agreement are described in detail in Annexure “A” hereto.

2. PURCHASE PRICE:

The Purchaser agrees to pay the Seller a sum of PKR. *[Please mention in figures and words]* being the total sale consideration, as accepted in the bid dated *[Please mention]*.

3. PAYMENT TERMS:

Full payment must be made by the Purchaser to the Seller as per the time lines provided in Annexure “B” hereto.

4. TRANSFER OF OWNERSHIP:

Ownership and any and all risks associated with the assets shall transfer to the Purchaser upon full payment and handing over of the Assets.

5. CONDITIONS OF THE ASSETS:

Assets are sold on “AS IS, WHERE IS” basis, without any warranties, express or implied.

6. AFTER SALE RESPONSIBILITY:

The Seller shall not be responsible for any defects or future liabilities after the handing over of the assets to the Purchaser.

7. HANDING OVER AND COLLECTION OF ASSETS:

The Purchaser must take physical possession of the assets with **90** days of the final payment confirmation by the Seller. Any delay beyond **90** days may incur storage/holding charges or cancellation of the award of contract.

8. DEFAULT OF THE PURCHASER:

If the Purchaser fails to pay or collect the assets within the stipulated time, the Seller reserves the right to:

- a. Forfeit the bid security; and/or
- b. Cancel the Award and offer the assets to the next highest bidder or re-tender/re-auction.

9. INDEMNIFICATION:

The Purchaser shall indemnify and hold harmless the Seller against any claims, damages, or liabilities arising from the possession or use of the Assets.

10. GOVERNING LAW AND JURISDICTION:

This agreement shall be governed and construed in accordance with the laws of Islamic Republic of Pakistan and courts at *[Please mention]* shall have exclusive jurisdiction.

11. GENERAL CONDITIONS:

- a. No alteration or variation of the terms of this agreement shall be effective unless made in writing and signed by both the Parties.
- b. Any dispute arising out of this agreement shall be resolved through mutual/direct discussions between the Parties.
- c. Notices if served on the addresses mentioned above shall suffice.

IN WITNESS WHEREOF, the Parties have executed this agreement through its authorized representatives as of the day and year first above mentioned.

FOR SELLER _____ .

FOR BUYER _____ .

WITNESSES:

FOR SELLER _____ .

FOR BUYER _____ .

CHECKLIST
Disposal of Obsolete Printed & General Stationery Items
(In Shredded Papers Form)(Karachi)

Instructions:

- I. Responses against ALL questions MUST be in “YES” or “NO” only (Column-C).
- II. Responses against ALL questions MUST be in affirmative (“YES”) for Bidders to qualify for the next stage of procurement process, as such, any response in negative (“NO”) Blank response in column- C will be consider as Negative (“NO”) and shall lead to disqualification of the Bidder/Bid.
- III. All documents/documentary evidences (as required) MUST be attached with the Bid.

| Bidder’s Eligibility/Qualification Criteria | | |
|--|--|------------------------------|
| (A.) | (B.) | (C.) |
| Sr. | Questions | Response "Yes" or "No" |
| 01 | The bidder should be a Registered Tax Payer and must have the capacity to bid and purchase the obsolete printed and general stationery items | |
| 02 | Undertaking that I/We hereby declare, affirm and confirm that all the particulars provided by us are true & correct. I/We have the eligibility and capacity to bid (i.e. not debarred by any public entity, incapacitated under the applicable law, blacklisted for participation in the subject tender by any judicial, quasi-judicial forum, regulator etc.) for participation in the subject tender and purchase the Obsolete Printed & General Stationery Items (in shredded paper forms) upon being declared as the successful bidder. Furthermore, confirmed that I/We not be an NBP employee or a family member of an employee. (Section-III FORM DBV 4 of this document). | |
| 03 | Bid Security shall be submitted along with the bidding documents, in shape of Pay order / Demand Draft drawn in favor of NBP as mentioned in this document. | |

ATTACHEMENT

Disposal of Obsolete Printed & General Stationery Items Karachi

| (A.) | (B.) | (C.) |
|------|--|-------------------------------|
| Sr. | Description | Attach at following Annexures |
| 01 | Please attach attested copy of NTN Certificates with Active Taxpayer List (ATL) confirmation | A |
| 02 | Bid Form DBV 1 | B |
| 03 | Bidder's Representative DBV 2 | C |
| 04 | Financial Bid Form DBV 3 | D |
| 05 | Bidder's Undertaking DBV 4 | E |

VI. BLANK PAGE FOR ATTACHMENT OF

ANNEXURE “A”

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ANNEXURE “B”

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ANNEXURE “C”

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ANNEXURE “D”

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ANNEXURE “E”