



## **BIDDING DOCUMENTS**

**For**

**“DISPOSAL OF MISCELLANEOUS WOODEN  
ITEMS AT SBP BSC LAHORE OFFICE – 2025-26”**

**April – 2026**

**State Bank of Pakistan,  
Banking Services Corporation, Lahore Office  
5th Floor, Main Building, Mall Road, Lahore  
Phone: (92-42)–9902- 2291 / 2503 / 2502**



STATE BANK OF PAKISTAN  
BANKING SERVICES CORPORATION  
LAHORE OFFICE

**Invitation to Bids**

**GSU-LHR)/397340/ Disposal-Miscellaneous Wooden Items/2026**

**DISPOSAL OF MISCELLANEOUS WOODEN ITEMS AT SBP BSC LAHORE OFFICE – 2025-26**

1. State Bank of Pakistan, SBP BSC (Bank), Lahore Office invites sealed offers from the interested parties that are tax filers as per detail given in the bid documents for disposal of unserviceable miscellaneous wooden items valued at Rs. 272,000/-.
2. The items are lying inside SBP BSC Lahore Office's premises at **Mall Road, Lahore** and are being sold on **"As is Where is basis"**. Interested bidders can visit/inspect on working days between 10:00 AM to 04:00 PM.
3. Documents containing detailed terms and conditions are available for the interested bidders at the address given below on submission of a written request/application along with copy of CNIC upon payment of a non-refundable fee of Rs.500/- (Rupees five hundred only) through Bank Draft/Pay Order drawn in favor of SBP BSC (Bank). The bidding documents are also available on the Bank's website ([State Bank of Pakistan \(sbp.org.pk\)](http://State Bank of Pakistan (sbp.org.pk))).
4. Gate Money/Bid Security of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Pay order/demand draft (**cash not acceptable**) shall have to be deposited by the prospective bidders for participation. Bids submitted without the requisite gate money/bid security will be rejected without evaluation. The gate money shall be refundable to the unsuccessful bidders after scrutiny of the offers and conclusion of the bidding process.
5. The highest bidder **will have to deposit 100%** of the total offer price and uplift the items within ten (10) days of issuance of Notification of Award (NoA) failing which, their gate money may be forfeited and the bank reserve the right to award the work to the Next Highest Bidder.
6. 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 currently available for bid.
7. Bids must be delivered to the address on or before **22-April-2026 up to 11:00 AM**. Bids will be opened same day at **11:30 AM**, in the Chamber of Sr. DCM-IMD, SBP BSC (Lahore Office), 3<sup>rd</sup> Floor, Main Building, Mall Road, Lahore–Pakistan.
8. This tender is only an invitation to offer and SBP BSC reserves the right to accept or reject all quotations at any time as per PPRA Rules in vogue.

**Chief Manager**

State Bank of Pakistan, Banking Services Corporation (Lahore Office)

05<sup>th</sup> Floor, Main Building, Mall Road,

Lahore - Pakistan

Phone: (92-42)–9902- 2291 / 2503 / 2502

**DISPOSAL OF MISCELLANEOUS WOODEN ITEMS AT SBP BSC  
LAHORE – 2025-26**

**Index**

<b>Invitation to Bids</b> .....	2
<b>A. Instructions to Bidders &amp; Terms and Conditions</b> .....	4
<b>B. General Conditions</b> .....	4
<b>C. SPECIAL CONDITIONS</b> .....	5
<b>D. BILL OF QUANTITIES – DISPOSAL OF MISCELLANEOUS WOODEN ITEMS AT SBP BSC LAHORE</b> .....	7
<b>E. Firm Details:</b> .....	7

**A. Instructions to Bidders & Terms and Conditions:**

<b><u>INSTRUCTIONS TO BIDDERS/PARTICIPANTS</u></b>	
<b>Scope of Bid</b>	The SBP Banking Service Corporation (hereinafter called “Bank”) wishes to receive Bids as per disposal notice and bidding documents. Bidders must quote for the complete items listed in the document. Any bid covering partial items will be declared as non-responsive.
<b>Clarification of Bidding Document, Meeting and Site Visit</b>	If any prospective bidder(s) have any queries regarding any item mentioned in the document, the same shall be communicated to the Bank at least <b>07 days</b> prior to the date fixed for submission & opening of the quotations. Interested bidders can visit/inspect on working days between 10:00 AM to 04:00 PM
<b>Access to Disposal Waste</b>	The interested bidders are strongly encouraged to visit the site within the specified time to get first-hand information regarding the condition, make etc. of the items and their quantum before submitting the quotations. Interested Bidders shall follow the Bank’s security protocols i.e. Provision of Original ID Card at Bank’s gate, requirement of obtaining visiting card etc.
<b>Condition and Specification</b>	Items of disposal will be sold on <b>“As is Where is basis”</b>
<b>Location of Material</b>	The items are at SBP-BSC Lahore Mall Road Lahore.
<b>Qualification of the Bidder</b>	To qualify for the award of the Contract, bidders must meet the mandatory evaluation criteria, as specified in the Bidding Document.
<b>Deadline for Submission of Bids and Venue for Opening of Bids</b>	<ol style="list-style-type: none"> <li>1. Tenders/quotations submission Schedule: 22-April-2026 up to 11:00 am.</li> <li>2. Quotations Opening Venue/Schedule: Chamber of Sr. DCM-IMD, SBP BSC (Lahore Office), 3<sup>rd</sup> Floor, Main Building, Mall Road, Lahore–Pakistan. 06-April-2026 at 11:30 am.</li> </ol> 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.
<b>Late Bid</b>	Any Bid received (either through an authorized representative or courier/postal service) after the prescribed deadline will be returned unopened to the Bidder.
<b>Quantity</b>	The quantities mentioned in the document are approximate; the successful bidder shall have to deposit the remaining payable amount according to the actual quantities counted on site.

**B. General Conditions**

<b>General Conditions</b>	
<b>Currency of Bid</b>	The unit rate and the prices shall be quoted by Bidder entirely in Pak Rupees.

<b>Disputes Resolution Procedure</b>	If any dispute arises between the parties (successful bidder & the Bank), the matter shall be referred to the Director/Head - General Services Department (GSD), who shall examine the matter in detail and reach a decision. The decision given shall be final and binding upon the parties.
<b>Tax Status</b>	Only those bidders can participate in the bidding process whose names appear in the active taxpayer list of FBR.
<b>Blacklisting</b>	Under PPR-2004, SBP BSC can inter alia blacklist and debar bidders as per rules and regulation in place.

**C. SPECIAL CONDITIONS**

<b>Special Conditions</b>	
<b>Title</b>	The Title & Reference of the Disposal is:  <b><u>DISPOSAL OF MISCELLANEOUS WOODEN ITEMS AT SBP BSC LAHORE OFFICE - 2025-26</u></b>  GSU-LHR/397340/Disposal-Miscellaneous Wooden Items Items/2026
<b>Confidentiality</b>	The successful bidder while rendering the required services shall not release any information acquired from the Bank due to their exposure that is sensitive and should be kept strictly confidential irrespective of the fact it is specified or otherwise. Any acquired information shall not be used for any purpose other than to fulfil this contract. The same obligations apply on the employees of the successful bidder as well.
<b>Penalty/Damage to Bank's Property</b>	The successful bidder shall be responsible for any loss or damage caused to the Bank property, data, or persons etc. during the operations carried out under this contract. Further, the Bank reserves the right to recover any amount from the payable amounts to the successful bidder against any losses or damage caused to the Bank by the successful bidder or his workers/representatives.
<b>Bid Validity</b>	Validity of bid from the opening date: <b>120 Days</b>
<b>Bid Security</b>	Gate money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Pay order/demand Draft (cash not acceptable) shall have to be deposited by the prospective bidders for participation. Gate money shall be refunded - after scrutiny of the bids - to the unsuccessful bidders through written request on company letter head.

<b>Payment</b>	<p>Successful bidder shall have to submit the payment as follows:</p> <ul style="list-style-type: none"> <li>a) 100% of quoted amount within 10 days after issuance of letter of acceptance.</li> <li>b) Amount payable as per the actual quantities, before picking up and taking away, the items from the Bank premises.</li> </ul> <p>In case of failure, the Bank reserves the right to forfeit the bid security and to award the work to the next highest bidder. Contractor will have to submit 10% Advance Tax under section 236-A over and above the quoted rate before lifting of disposal lot. Further, the contractor is solely responsible for payment of any other applicable taxes/ levies etc. (if any) to the respective authorities without any cost and consequences to be charged to the Bank. In case of any change in rate of advance tax by Government of Pakistan (GOP), successful bidder shall pay the revised rate notified by the GOP.</p>
<b>Price Adjustment</b>	<p>No Price Adjustment shall be made for any variation in the market prices, taxes/ duties or change in wages or the Law.</p>
<b>Lifting of Equipment/Scrap</b>	<p>The successful bidder would be responsible for lifting unserviceable equipment/scrap from the Bank within two weeks after receiving notification of award of work. The contractor shall be responsible for collecting all the items at the designated location.</p>
<b>Indemnification</b>	<p>In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensation, 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 and after execution of the contract.</p>
<b>Failure to perform Work</b>	<p>In case the successful bidder refuses to take up the work, the bid security shall be forfeited, and the bidder may be barred or banned from participation in future tenders of the Bank.</p>
<b>Rejection of Proposal</b>	<p>The Bank will reject a proposal for an award if it determines that the Bidder recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract in question like pooling or giving bribery/ prizes or any sum of money etc. to the person(s) responsible or engaged in procurement process or to other prospective bidders. Further, the Bank shall declare a firm ineligible, either indefinitely or for a stated period, 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.</p>
<b>Arithmetic Errors</b>	<p>Bids will be checked by the Bank for arithmetic errors. If there is 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.</p>

**D. BILL OF QUANTITIES – DISPOSAL OF MISCELLANEOUS WOODEN ITEMS AT SBP BSC LAHORE**

Sr. No.	Item Description	Qty. (A)	Unit Rate (B)	Total (Rs.) (A X B)
1	Computer Table	84		
2	Hall Table	36		
3	Steel Table with Wooden Top	4		
4	Credenza	34		
5	Side Rack/Drawer/Table	38		
6	Wooden Rostrum	4		
7	File Table	5		
8	Old Wooden Almirah	1		
<b>Total Bid Amount (Rs.) =</b>				
<b>Total Bid Amount in Words =</b>				
Rupees _____				
_____				
_____				
<p><b>* Successful bidder will have to submit 10% Advance Tax under section 236-A over and above the quoted rate and submit tax submission receipt before removing the items from the premises.</b></p>				

**Undertaking by the Bidder:**

I ----- had visited the site and have fully understood the scope of work & specifications. The above rates are inclusive of all labor charges, Tool & Plants, overheads, safety equipment/PPEs/measures etc. I/ we have sufficient resources to carry out above works. All the above Terms & Conditions are acceptable to us. We also undertake that our firm is not blacklisted by the SBP / SBP BSC or any other Government / Semi Organization.

**Date:**

**Signatures of the Bidder**

**CNIC No.:** \_\_\_\_\_

**E. Firm Details:**

Name	
CNIC No.	
NTN	
Company Name	
Phone	
Fax	
Email	
Business Address	