

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA - II

(To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services and Goods)

1. NAME OF THE ORGANIZATION / DEPTT.	STATE BANK OF PAKISTAN (SBP BANKING SERVICES CORPORATION, HEAD OFFICE, KARACHI)		
2. FEDERAL / PROVINCIAL GOVT.	FEDERAL GOVERNMENT		
3. TITLE OF CONTRACT	Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation-SBPBSC Lahore.		
4. TENDER NUMBER	IFB No. GSD (Proc. II) / CMD-Transportation & Allied Services /49972 /2023		
5. BRIEF DESCRIPTION OF CONTRACT	The scope of contract includes the transportation of fresh, re-issuable and cancelled banknotes from between SBP BSC offices, SBP BSC Offices to PSPC and SBP Offices to NBP Chests or vice versa.		
6. TENDER VALUE (ESTIMATED)	RATE-BASED ESTIMATED COST OF CONTRACT IS RS. 65,920,631 .		
7. ENGINEER'S ESTIMATE (FOR CIVIL WORKS ONLY)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA		
8. ESTIMATED COMPLETION PERIOD	THREE YEARS		
9. WHETHER THE PROCUREMENT WAS INCLUDED IN THE ANNUAL PROCUREMENT PLAN??	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10. ADVERTISEMENT			
(a) PPRA WEBSITE	TS525403E	15-11-2023	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) NEWSPAPERS	ENGLISH: Business Recorder URDU: Roznama Jung		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11. TENDER OPENED ON (DATE & TIME)	04-12-2023		
12. NATURE OF PURCHASE	<input checked="" type="checkbox"/> Local/National <input type="checkbox"/> International		
13. EXTENSION IN DUE DATE (IF ANY)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. NUMBER OF TENDER DOCUMENTS SOLD/ISSUED (ATTACH LIST)	Four (04) (List Enclosed)		
15. WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/ TENDER DOCUMENTS (IF YES, ENCLOSE A COPY)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Copy Enclosed)		

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16. WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS (IF YES, ENCLOSE A COPY)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Copy Enclosed)
17. WHICH METHOD OF PROCUREMENT WAS USED?	
<p>(a) OPEN COMPETITIVE BIDDING</p> <p>i. SINGLE STAGE – ONE ENVELOPE PROCEDURE <input type="checkbox"/></p> <p>ii. SINGLE STAGE – TWO ENVELOPE PROCEDURE <input checked="" type="checkbox"/></p> <p>iii. TWO-STAGE BIDDING PROCEDURE <input type="checkbox"/></p> <p>iv. TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE <input type="checkbox"/></p> <p>(b) PETTY PURCHASE <input type="checkbox"/></p> <p>(c) REQUEST FOR QUOTATIONS <input type="checkbox"/></p> <p>(d) DIRECT CONTRACTING <input type="checkbox"/></p> <p>(e) NEGOTIATED TENDERING <input type="checkbox"/></p> <p>(f) FORCE ACCOUNT <input type="checkbox"/></p> <p>(g) DIRECT CONTRACTING WITH STATE-OWNED ENTITIES <input type="checkbox"/></p> <p>(h) QUALITY-BASED SELECTION METHOD <input type="checkbox"/></p> <p>(i) QUALITY & COST-BASED SELECTION METHOD <input type="checkbox"/></p> <p>(j) LEAST COST SELECTION METHOD <input type="checkbox"/></p> <p>(k) SINGLE SOURCE OR DIRECT SELECTION METHOD <input type="checkbox"/></p> <p>(l) FIXED BUDGET SELECTION METHOD <input type="checkbox"/></p> <p>(m) CLOSED FRAMEWORK AGREEMENT <input type="checkbox"/></p>	
18. WHO IS THE APPROVING AUTHORITY?	MANAGING DIRECTOR- SBPBCS
19. WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
20. NUMBER OF BIDS RECEIVED	One (01)
21. WHETHER THE SUCCESSFUL BIDDER WAS THE MOST ADVANTAGEOUS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22. WHETHER INTEGRITY PACT WAS SIGNED?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS	One (01)
2. NAME AND ADDRESS OF THE SUCCESSFUL BIDDER	

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M/s Shafi & Co, 19-Block-A,Old Officers Colony, Zarar Shaheed Road, Lahore Cantt. Tel: 042-36665762	
3. RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT	<input type="text" value="Most"/> <input type="text" value="Advantageous/Lowest"/> <input type="text" value="Evaluated"/>
4. NEED ANALYSIS (WHY WAS THE PROCUREMENT NECESSARY?)	OPERATIONAL & BUSINESS REQUIREMENT
5. IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS (BRIEFLY DESCRIBE)	<input checked="" type="checkbox"/> NA
6. WHETHER NAMES OF THE BIDDERS AND THEIR PRICES READ OUT AT THE TIME OF OPENING OF BIDS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. DATE OF CONTRACT SIGNING (ATTACH COPY OF THE CONTRACT)	18-01-2024 (Copy Enclosed)
8. CONTRACT AWARD PRICE	RATE BASED RATES GIVEN AT ANNEXURE A.
9. WHETHER A COPY OF THE EVALUATION REPORT WAS GIVEN TO ALL BIDDERS (ATTACH COPY OF THE BID EVALUATION REPORT)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Copy Enclosed)
10. ANY COMPLAINTS RECEIVED (IF YES RESULT THEREOF)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS (IF YES, GIVE DETAILS)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. DEVIATION FROM QUALIFICATION CRITERIA (IF YES, GIVE DETAILS)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. SPECIAL CONDITIONS, IF ANY (GIVE BRIEF DESCRIPTION)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Annexures

1. List of Prospective Bidders who Obtained the Bidding Documents from the Procuring Agency
 2. Bidding Documents
 3. Contract
 4. PPRA Final Evaluation Report
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Annexure-A
M/s Shafi & Co

Rates for Year 1

Fixed Routes for Remittances (Fixed Rates)

	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within City	9,200	19,500	28,800	40,250
	BSC Lahore	Pakistan Mint	10,350	20,000	28,800	40,250
Intercity	BSC Lahore	Mughalpura	9,200	19,500	28,800	40,250
	BSC Lahore	BSC Faisalabad	30,000	40,250	54,000	97,750
	BSC Lahore	BSC Gujranwala	18,600	23,000	36,600	63,250
	BSC Lahore	BSC Rawalpindi/ Islamabad	42,000	57,000	100,000	170,000
	BSC Lahore	BSC Sialkot	35,400	33,950	51,750	103,500
	BSC Lahore	BSC Multan	42,000	57,380	70,600	97,750
	BSC Lahore	BSC Peshawar	58,200	72,000	162,000	212,500
	<i>Average</i>		28327.77778	38064.44444	62372.22222	96166.66667
	<i>Weights</i>		1.50%	2.55%	9.90%	1.05%
	<i>Weighted Score</i>		424.9166667	970.6433333	6174.85	1009.75
	Total Weighted Score		8,580.16			

Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)

	BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
	BSC Lahore	BSC Gujranwala	21,600	28,800	43,700
	BSC Lahore	PSPC	84,000	120,000	205,000
	BSC Lahore	BSC Sialkot	34,800	42,000	84,000
	BSC Lahore	Within City	16,800	23,400	38,400
	BSC Lahore	Mughalpura	16,800	23,400	38,400
	<i>Average</i>		34,800	47520	81900
	<i>Weights</i>		0.40%	1.40%	0.20%
	<i>Weighted Score</i>		139.2	665.28	163.8

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Total Weighted Score		968.28			
Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per Km)					
Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	9,000	253	253	253	253
Closed and Sealed Truck (15-17 ft.)	13,500	345	345	345	345
20 ft. Closed Container Truck	17,250	450	450	450	450
40 ft. Closed Container Truck	23,000	570	570	570	570
Van for Police Escort	8,000	195	195	195	195
<i>Average</i>	<i>14150</i>	<i>362.6</i>	<i>362.6</i>	<i>362.6</i>	<i>362.6</i>
<i>Weights</i>	<i>0.01%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>
<i>Weighted Score</i>	<i>1.415</i>	<i>0.897435</i>	<i>0.897435</i>	<i>0.897435</i>	<i>0.897435</i>
Total Weighted Score		5.00			
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	8,500	225	225	225	225
Closed and Sealed Truck (15-17 ft.)	13,800	345	345	345	345
20 ft. Closed Container Truck	17,250	455	455	455	455
40 ft. Closed Container Truck	23,000	570	570	570	570
<i>Average</i>	<i>15,638</i>	<i>398.75</i>	<i>398.75</i>	<i>398.75</i>	<i>398.75</i>
<i>Weights</i>	<i>0.02%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>
<i>Weighted Score</i>	<i>3.1275</i>	<i>1.9738125</i>	<i>1.9738125</i>	<i>1.9738125</i>	<i>1.9738125</i>
Total Weighted Score		11.02			
Labor Services (Charges Per Labor Per Day)					
Description			Rate	Weights	Weighted Score
For Working Days (8:30 AM to 5:00 PM)			3,100	26%	806
After Working Hours			360	8%	28.8
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours			3,500	3.5%	122.5
For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)			3,300	26%	858
For Operating Fork Lifters/ Hydraulic Stackers After Working Hours			400	8%	32
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)			3,500	3.5%	122.5

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Total Weighted Score				1,969.80		
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa						
Description		Rate	Weights	Weighted Score		
Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container	28,500	1.80%	513		
	40 ft. Container	40,250	0.45%	181.125		
Cost per Container per Day in Transit (over rail)	20 ft. Container	6,000	0.20%	12		
	40 ft. Container	12,000	0.05%	6		
Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container	5,500	1.00%	55		
	Truck for 40 ft. Container	11,000	1.00%	110		
	Crane/ Container Handler/ Reach Stacker	25,000	0.50%	125		
Total Weighted Score				1,002.13		
Grand Total Weighted Score				12,536.39		
Rates for Year 2						
Fixed Routes for Remittances (Fixed Rates)						
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within City	10,000	22,000	33,000	45,000
	BSC Lahore	Pakistan Mint	10,000	22,000	33,000	45,000
	BSC Lahore	Mughalpura	10,000	22,000	33,000	45,000
Intercity	BSC Lahore	BSC Faisalabad	36,000	50,000	65,500	110,000
	BSC Lahore	BSC Gujranwala	22,500	31,800	42,500	70,000
	BSC Lahore	BSC Rawalpindi/ Islamabad	51,000	68,800	118,900	180,000
	BSC Lahore	BSC Sialkot	42,000	40,800	64,800	110,000
	BSC Lahore	BSC Multan	50,500	66,000	80,500	120,000
	BSC Lahore	BSC Peshawar	66,000	80,500	187,000	26,500
	<i>Average</i>		33111.11111	44877.77778	73133.33333	83500
	<i>Weights</i>		1.50%	2.55%	9.90%	1.05%
	<i>Weighted Score</i>		496.6666667	1144.383333	7240.2	876.75
	Total Weighted Score			9,758.00		
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						

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BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
BSC Lahore	BSC Gujranwala	25,800	34,500	48,000	
BSC Lahore	PSPC	102,000	144,000	224,500	
BSC Lahore	BSC Sialkot	40,500	50,500	80,000	
BSC Lahore	Within City	20,500	28,800	47,000	
BSC Lahore	Mughalpura	20,500	28,800	47,000	
<i>Average</i>		<i>41860</i>	<i>57320</i>	<i>89300</i>	
<i>Weights</i>		<i>0.40%</i>	<i>1.40%</i>	<i>0.20%</i>	
<i>Weighted Score</i>		<i>167.44</i>	<i>802.48</i>	<i>178.6</i>	
Total Weighted Score		1,148.52			
Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per Km)					
Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	10,000	280	280	280	280
Closed and Sealed Truck (15-17 ft.)	14,000	350	350	350	350
20 ft. Closed Container Truck	18,000	480	480	480	480
40 ft. Closed Container Truck	25,000	590	590	590	590
Van for Police Escort	9,000	210	210	210	210
<i>Average</i>	<i>15200</i>	<i>382</i>	<i>382</i>	<i>382</i>	<i>382</i>
<i>Weights</i>	<i>0.01%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>
<i>Weighted Score</i>	<i>1.52</i>	<i>0.94545</i>	<i>0.94545</i>	<i>0.94545</i>	<i>0.94545</i>
Total Weighted Score		5.30			
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	9,000	245	245	245	245
Closed and Sealed Truck (15-17 ft.)	14,000	390	390	390	390
20 ft. Closed Container Truck	20,000	500	500	500	500
40 ft. Closed Container Truck	25,000	590	590	590	590
<i>Average</i>	<i>17000</i>	<i>431.25</i>	<i>431.25</i>	<i>431.25</i>	<i>431.25</i>
<i>Weights</i>	<i>0.02%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>

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<i>Weighted Score</i>	3.4	2.1346875	2.1346875	2.1346875	2.1346875
Total Weighted Score	11.94				
Labor Services (Charges Per Labor Per Day)					
Description	Rate	Weights	Weighted Score		
For Working Days (8:30 AM to 5:00 PM)	3,800	26%	988		
After Working Hours	430	8%	34.4		
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours	4,050	3.5%	141.75		
For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)	4,000	26%	1040		
For Operating Fork Lifters/ Hydraulic Stackers After Working Hours	400	8%	32		
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)	4,200	3.5%	147		
Total Weighted Score				2,383.15	
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa					
Description	Rate	Weights	Weighted Score		
Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container	3,200	1.80%	57.6	
	40 ft. Container	45,500	0.45%	204.75	
Cost per Container per Day in Transit (over rail)	20 ft. Container	7,000	0.20%	14	
	40 ft. Container	14,000	0.05%	7	
Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container	6,200	1.00%	62	
	Truck for 40 ft. Container	12,000	1.00%	120	
	Crane/ Container Handler/ Reach Stacker	30,000	0.50%	150	
Total Weighted Score				615.35	
Grand Total Weighted Score				13,922.26	

Rates for Year 3

Fixed Routes for Remittances (Fixed Rates)

	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within City	11,500	25,500	39,000	50,000
	BSC Lahore	Pakistan Mint	13,000	26,000	40,000	50,000
	BSC Lahore	Mughalpora	13,000	26,000	40,000	50,000
Intercity	BSC Lahore	BSC Faisalabad	42,500	61,000	77,000	125,000

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	BSC Lahore	BSC Gujranwala	27,000	37,000	50,000	80,000
	BSC Lahore	BSC Rawalpindi/ Islamabad	60,000	80,000	140,000	210,000
	BSC Lahore	BSC Sialkot	50,000	47,500	74,000	120,000
	BSC Lahore	BSC Multan	60,000	79,000	96,000	130,000
	BSC Lahore	BSC Peshawar	78,000	90,000	220,000	310,000
	<i>Average</i>		39444.44444	52444.44444	86222.22222	125000
	<i>Weights</i>		1.50%	2.55%	9.90%	1.05%
	<i>Weighted Score</i>		591.6666667	1337.333333	8536	1312.5
	Total Weighted Score		11,777.50			
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
	BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
	BSC Lahore	BSC Gujranwala	30,000	38,000	53,000	
	BSC Lahore	PSPC	120,000	170,000	270,000	
	BSC Lahore	BSC Sialkot	47,000	59,000	90,000	
	BSC Lahore	Within City	22,000	32,000	51,500	
	BSC Lahore	Mughalpura	22,000	32,000	51,500	
	<i>Average</i>		48200	66200	103200	
	<i>Weights</i>		0.40%	1.40%	0.20%	
	<i>Weighted Score</i>		192.8	926.8	206.4	
	Total Weighted Score		1,326.00			
Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per Km)						
Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km	
Closed & Sealed Truck (8-12 ft.)	11,000	320	320	320	320	
Closed and Sealed Truck (15-17 ft.)	15,000	395	395	395	395	
20 ft. Closed Container Truck	20,000	550	550	550	550	
40 ft. Closed Container Truck	25,000	650	650	650	650	
Van for Police Escort	10,000	225	225	225	225	
<i>Average</i>	16200	428	428	428	428	

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<i>Weights</i>	<i>0.01%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>
<i>Weighted Score</i>	<i>1.62</i>	<i>1.0593</i>	<i>1.0593</i>	<i>1.0593</i>	<i>1.0593</i>
Total Weighted Score	5.86				
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	10,000	280	280	280	280
Closed and Sealed Truck (15-17 ft.)	15,000	435	435	435	435
20 ft. Closed Container Truck	22,000	550	550	550	550
40 ft. Closed Container Truck	27,000	650	650	650	650
<i>Average</i>	<i>18500</i>	<i>478.75</i>	<i>478.75</i>	<i>478.75</i>	<i>478.75</i>
<i>Weights</i>	<i>0.02%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>
<i>Weighted Score</i>	<i>3.7</i>	<i>2.3698125</i>	<i>2.3698125</i>	<i>2.3698125</i>	<i>2.3698125</i>
Total Weighted Score	13.18				
Labor Services (Charges Per Labor Per Day)					
Description	Rate	Weights	Weighted Score		
For Working Days (8:30 AM to 5:00 PM)	4,500	26%	1170		
After Working Hours	525	8%	42		
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours	4,900	3.5%	171.5		
For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)	4,900	26%	1274		
For Operating Fork Lifters/ Hydraulic Stackers After Working Hours	470	8%	37.6		
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)	5,000	3.5%	175		
Total Weighted Score			2,870.10		
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa					
Description	Rate	Weights	Weighted Score		
Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container	38,000	1.80%	684	
	40 ft. Container	52,000	0.45%	234	
Cost per Container per Day in Transit (over rail)	20 ft. Container	8,000	0.20%	16	
	40 ft. Container	15,000	0.05%	7.5	
Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container	7,500	1.00%	75	
	Truck for 40 ft. Container	14,000	1.00%	140	

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(To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Works, Services and Goods)

	Crane/ Container Handler/ Reach Stacker	35,000	0.50%	175
Total Weighted Score				1,331.50

List of Prospective Bidders

Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation – Lahore & Karachi

IFB No. GSD (Proc. II) / CMD-Transportation & Allied Services /49972 /2023

1. Shahid Ellahi (Currency Contractor)
2. Shafi & Co
3. United Transport
4. Balochistan Transport

Note: In compliance with [Manner of Advertisement Regulations, 2022](#) issued vide S.R.O 91(I)/202 dated May 10, 2022, tender documents are also uploaded on the State Bank of Pakistan website. Hence, the abovementioned list contains the names of Bidders/Consultants who obtained the tender documents from the procuring agency. However, the name and number of prospective bidders/consultants who downloaded the tender documents directly from the SBP website cannot be ascertained.



BIDDING DOCUMENTS FOR SERVICES

Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices

**(National Open Competitive Bidding under Single Stage Two Envelope Procedure of
Public Procurement Rules-2004)**

November 2023



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Section I: Invitation to Bid



SBP BANKING SERVICES CORPORATION

Invitation to Bid (ITB)

IFB No. GSD (Proc.) / CMD-Transportation & Allied Services / 49972 /2023

SBP Banking Services Corporation (SBP BSC) invites sealed bids from eligible Bidders, registered with relevant tax authorities, who appear on the Active Taxpayers List of FBR, for ***Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices*** for a period of three years.

The interested bidders can participate in the bidding process for any one office or all offices. However, a separate bid will have to be submitted for each office and similarly evaluation process and award of the contract will also be carried out independently for each office as per the provisions of Bidding Documents.

Bidding Documents containing detailed Terms & Conditions etc. may be obtained free of cost upon submission of an email request at gsd.proc2@sbp.org.pk or can be directly downloaded from SBP website at www.sbp.org.pk. In case of any discrepancy/conflict, provisions of Bidding Documents including any addenda posted on the procuring agency's website, shall prevail.

A pre-bid meeting will be held on **November 21, 2023 at 11:00 AM** via Zoom Meeting Application. Meeting ID & Password is given in the Bidding Documents. The prospective firms can also obtain the Meeting ID & Passcode through an email request at gsd.proc2@sbp.org.pk

The bids prepared in accordance with the instructions provided in the Bidding Documents must be delivered in a hard copy submitted (in person, or by post) at the address given below on or before **December 04, 2023 at 11:00 AM** which shall be opened on the same day at **11:30 AM** at Learning Resource Centre, State Bank of Pakistan, I.I. Chundrigar Road, Karachi, Pakistan in the presence of representatives of firms who may choose to be present. This Invitation to Bid is also available on websites: www.sbp.org.pk & www.ppra.org.pk

Senior Joint Director
Procurement Division-II
General Services Department
4th Floor, BSC House, State Bank of Pakistan
I.I Chundrigar Road, Karachi
Tel: (021) 3311-5420/5477/5963
Email: gsd.proc2@sbp.org.pk



Section II: Instructions to Bidder

A. General

1. Scope of Bid	<p>1.1. SBP, Banking Services Corporation having its principal place of business at I.I. Chundrigar Road, Karachi, hereinafter called the “Bank”, invites sealed bids from tax registered eligible Bidders pursuant to Rule-36(b) “Single stage two envelopes procedure” of PPR-2004 for “<u>Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices</u>” as detailed in the Bidding Documents.</p> <p>1.2. The title and identification number of the Invitation To Bid (ITB) and resulting Contract(s) are provided in the Bid Data Sheet.</p>
2. Eligible Bidders	<p>2.1. Except as provided in Instructions to Bidders Clauses 2.3, 2.4 and 2.5, this bidding process is open to all bidders who meet the minimum eligibility/ qualification criteria given in Bid Data Sheet(BDS).</p> <p>2.2. Joint Ventures and Consortiums shall not be permitted to submit the bid.</p> <p>2.3. Bidder already engaged by the Bank for providing consultancy services related to the above procurement (if applicable) will not be eligible for bidding.</p> <p>2.4. A bidder declared ineligible as a result of corrupt and fraudulent practices under Rule 19 of Public Procurement Rules (PPR)-2004, shall not be permitted to submit the bid(s). The Bidder must not be blacklisted by any Federal or Provincial Government Department, National Counter Terrorism Authority (NACTA), Agency, Organization, or Autonomous Body anywhere in Pakistan.</p> <p>2.5. A bidder who has been declared blacklisted or debarred by a foreign country, international organization, or other foreign institutions shall be treated as blacklisted and debarred from participating. Any bidder who has violated the law of land of any country and recorded in any sanction list will not be eligible to participate in the bidding/procurement process.</p> <p>2.6. Bidders shall provide evidence of their continued eligibility satisfactory to the Bank, as the Bank shall reasonably request.</p> <p>2.7. Bidder should meet all the minimum eligibility conditions as defined in BDS, however, after explicitly fulfilling the criteria (as mentioned in 2.7 of BDS) by the bidders, they will be further evaluated in terms of various parameters as given in Clause 3.2 of BDS.</p>
3. Qualification of the Bidder	<p>3.1. All bidders shall provide, Form of Bid and Qualification Information, as required in BDS.</p> <p>3.2. All bidders shall provide all the documents with their bids as specified in the Bid Data Sheet. To qualify for award of the Contract, bidders shall meet the minimum qualifying criteria as specified in the Bid Data Sheet.</p>
4. One Bid per Bidder	<p>4.1. Each Bidder shall submit separate Bid against each office.</p>



5. Cost of Bidding	5.1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Bank will in no case be responsible or liable for those costs.
6. Visit to Bank's Premises	<p>6.1. If the conditions so permit, the Bank may allow Bidder to visit the Bank premises and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the Contract. The costs of visiting shall be at the Bidder's own expense.</p> <p>6.2. If the conditions so permit, the Bank will arrange for the Bidder and any of its personnel or agents to gain access to the relevant premises to observe the activities that may help them in preparing their bids more competitive, provided that the Bidder gives the Bank adequate notice of a proposed visit of at least seven (07) days prior to deadline for submission of bids. Alternatively, the Bank may organize a visit or visits concurrently with the pre-bid meeting, as specified in the BDS for ITB Clause 8.2. Until otherwise stated in BDS failure of a Bidder to make a visit will not be a cause for its disqualification.</p> <p>6.3. No visits shall be arranged or scheduled after the deadline for the submission of the Bids and prior to the award of Contract.</p>

B. Bidding Documents	
7. Content of the Bidding Documents	<p>7.1. The content of the Bidding Documents is listed below and subscribes to Rule 23 of PPR 2004. These should be read in conjunction with any addenda issued in accordance with ITB Clause 9:</p> <ol style="list-style-type: none"> i. Invitation to Bid. ii. Instructions to Bidders (ITB) iii. Bid Data Sheet (BDS) iv. Form of Bids v. Evaluation Criteria vi. Form of Contract vii. General Conditions of Contract (GCC) viii. Special Conditions of Contract (SCC) ix. Format of Securities x. Description of Services, Performance Specifications & TORs xi. Appendices <p>7.2. Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p>7.3. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</p>
8. Clarification of Bidding Documents and Pre-bid Meeting	8.1. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Bank in writing at the given addresses (i.e. surface mail or email) and by one of the means indicated in the BDS. In accordance with provision of Rule 32 of PPR 2004, if a Bidder feels that any important provision in the documents will be unacceptable; such an issue should be raised as soon as



	<p>possible. The Bank will respond in writing to any request for clarification of the Bidding Documents that it receives no later than seven (07) days prior to the deadline for submission of bids.</p> <p>8.2. The Bank will organize and Bidders are welcome to attend a pre-bid meeting at the time and place indicated in the BDS. The purpose of the meeting will be to provide clarity on scope of services and to answer questions that may be raised at this stage, with particular attention to issues related to the Scope of Services/Technical Requirements. .</p>
9. Amendment of Bidding Documents	<p>9.1. At any time prior to the deadline for submission of bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.</p> <p>9.2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Bank. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.</p> <p>9.3. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPR 2004.</p>
C. Preparation of Bids	
10. Language of Bid	<p>10.1. The bid prepared by the Bidder, as well as all correspondence and documents related to the bid exchanged by the Bidder and the Bank shall be written in English or Urdu. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Urdu in which case, for purposes of interpretation of the Bid, the translation shall govern.</p>
11. Documents Comprising the Bid	<p>11.1. The Bid submitted by the Bidder shall comprise the following:</p> <ol style="list-style-type: none"> a) The Forms of Bid (in the format indicated in Section III i.e. Forms for Technical Proposal & V Forms for Financial Proposal); b) Bid Security; c) Price Schedule; d) Qualification Information Form and Documents; e) Any other materials / services required to be completed and submitted by bidders, as specified in the BDS.
12. Bid Prices	<p>12.1. The Contract shall be executed for the Services, as described in the Appendix A & B of the contract..</p> <p>12.2. The Bidder shall fill in rates / prices for all items of the Services described in the scope of services (or Terms of Reference), and as listed in the Price Schedule.</p> <p>12.3. All duties, indirect taxes, and other levies payable by the Bidder under the Contract, or for any other cause shall be included in the total Bid price/rates submitted by the Bidder. Any</p>



	<p>new indirect tax or duty levied by the Government during the bidding process shall be adjusted/ included in the bid price/rates.</p> <p>12.4. If provided for in the Bid Data Sheet, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.5 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract. In case of more than one bid the price quoted by bidder should not have any nexus with the other bid. All the bids will be treated independently as per the ITB.</p>
13. Currencies of Bid and Payment	13.1. Price quoted by the Bidder and the payments to be made by the Bank will be in Pak Rupees.
14. Bid Validity	<p>14.1. Bids shall remain valid for the period specified in the Bid Data Sheet.</p> <p>14.2. In exceptional circumstances, the Bank may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting the Bid Security. A bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with ITB Clause 15 in all respects.</p>
15. Bid Security	<p>15.1. The bid security shall be denominated in the currency of the bid price/rate:</p> <ol style="list-style-type: none"> a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a schedule bank; b) shall be in accordance with one of the forms of bid security included in bidding documents or other form approved by the Bank prior to bid submission; c) be payable promptly upon written demand by the Bank; d) be submitted in its original form; copies will not be accepted; e) remain valid for a period of at least 28 days beyond the original validity period of bids, or at least 28 days beyond any extended period of bid validity subsequently requested pursuant to ITB Clause 14.2. f) bids submitted with insufficient bid security will be rejected. g) bid security of unsuccessful bidders will be released/ returned after the conclusion of the procurement process, as soon as possible, upon receipt of the authority letter for receiving the instrument. h) the Most Advantageous Bidder's bid security will be released/ returned upon the submission of performance guarantee. i) the bid security shall be issued in the name of the bidder submitting the bid and prepared in favor of SBP BSC. <p>15.2. The bid security may be forfeited:</p> <ol style="list-style-type: none"> i. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or



	<p>ii. in the case of Most Advantageous Bidder, if the Bidder fails to sign the Contract under ITB Clause 29 or fails to provide Performance Guarantee.</p>
16. Format and Signing of Bid	<p>16.1. The Bidder shall prepare one original and at least one copy of the bid specified in the BDS, clearly marking each one as "ORIGINAL BID" and "COPY NO. 1." In the event of any discrepancy between them, the originally submitted hardcopy shall prevail.</p> <p>16.2. The original and all copies of the bid, each consisting of the documents listed in ITB Clause 11.1, shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. The authorization must be in writing and included in the bid under ITB Clause 11.1. The name and position held by each person signing the authorization must be typed or printed below the signature. The person or persons signing the bid shall initial all pages of the bid, except for the un-amended printed literature.</p> <p>16.3. The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.</p>
D. Submission of Bids	
17. Sealing and Marking of Bids	<p>17.1. The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and "COPY NO. [number]." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Bank at the address given in the BDS, and carry the statement "DO NOT OPEN BEFORE [Date & Time of the Bid Submission Deadline]."</p> <p>17.2. In addition to the identification required in Sub-Clause 17.1, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, under ITB Clause 19.</p> <p>17.3. If the outer envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the Bid.</p>
18. Deadline for Submission of Bids	<p>18.1. Bids must be received (through an authorized representative or courier/postal service) by the Bank at the address specified in the BDS, no later than the bid submission deadline specified in the BDS.</p> <p>18.2. The Bank may extend the deadline for submission of bids by issuing an amendment under ITB Clause 9, in which case all rights and obligations of the Bank and the bidders previously subject to the original deadline will then be subject to the new deadline.</p>
19. Late Bids	<p>19.1. Any Bid received (through an authorized representative or courier/postal service) by the Bank after the deadline prescribed in ITB Clause 18 will be returned unopened to the Bidder.</p>
20. Modification and	<p>20.1. The Bidder may modify or withdraw its bid against one or all offices after the bid's submission, provided that written notice of</p>



<p>Withdrawal of Bids</p>	<p>the modification, including substitution or withdrawal of the bids, is received by the Bank before the deadline prescribed for submission of bids under ITB Clause 18.</p> <p>20.2. No bid can be modified after the deadline for submission of bids.</p> <p>20.3. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity, specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval will result in forfeiture of bid security of such Bidder.</p>
<p>E. Bid Opening & Evaluation</p>	
<p>21. Bid Opening</p>	<p>21.1. The Bank will open all bids, including withdrawals and modifications, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the BDS.</p> <p>21.2. For in person meeting, the bidders' representatives shall sign an attendance sheet as proof of their participation.</p>
<p>22. Process to Be Confidential</p>	<p>22.1. Information relating to evaluation of bids and recommendations concerning to award of the Contract shall not be disclosed by the Bank to the bidder or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>22.2. 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 Bank's prior written consent.</p> <p>22.3. In case of any disclosure related to the bidding process and contractual obligations at any stage by any Bidder, the Bank may reject its bid and/or terminate the Contract.</p>
<p>23. Clarification of Bids</p>	<p>23.1. During the bid evaluation, the Bank may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.</p>
<p>24. Preliminary Examination</p>	<p>24.1. The Bank will examine the bids to determine whether;</p> <ul style="list-style-type: none"> i. they are complete, ii. bid validity is provided accordingly, iii. required bid security/bid securing declaration have been furnished, iv. the documents have been properly signed, v. the bids are generally in order; vi. Bidder has provided all forms of Technical Proposal under Section III and relevant documents under Section IV. <p>24.2. Bidders have to submit bids for COMPLETE REQUIREMENTS, partial and incomplete bids will be rejected.</p> <p>24.3. Bids submitted without a signed Bid Form by the authorized nominee of the Bidder will be rejected.</p>



	<p>24.4. Bids with material deviation, exception, objection, conditionality, or reservation will be rejected.</p> <p>24.5. Bids submitted late will also be rejected.</p>
25. Correction of Errors	<p>25.1. Bids determined to be substantially responsive will be checked by the Bank for any arithmetic errors. Arithmetical errors will be rectified by the Bank on the following basis:</p> <ul style="list-style-type: none"> i. if there is a discrepancy between prices exclusive of tax and the total price that is obtained by adding the exclusive of tax price and tax amount, the price exclusive of tax shall prevail, and the total price shall be corrected; ii. if there is a discrepancy between the amounts in figures and words, the amount in words will prevail. <p>25.2. The amount stated in the Bid will be adjusted by the Bank as per the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.</p>
F. Award of Contract	
26. Award Criteria	<p>26.1. The contract(s) against each successful bid shall be executed independently for each office. The contract will be awarded to the successful Bidder whose bid has been found technically & commercially compliant, who has offered the lowest evaluated cost, and emerged as the most advantageous bidder. Provided further that the Bidder is determined to perform the contract satisfactorily.</p>
27. Bank's Right to Reject all the Bids	<p>27.1. The Bank reserves the right to annul the bidding process and reject all bids for any specific office or all offices at any time before award of Contract under Rule 33 of PPR-2004, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for such rejection. The grounds for rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, but the Bank will not be liable to provide any justification for the grounds of rejection. Notice of the rejection of all the bids shall be given promptly to all the bidders.</p>
28. Bank's Right to Vary Scope of Services at Time of Award	<p>28.1. Bank reserves the right at the time of contract award to increase or decrease scope of services without any change in unit price or other terms and conditions, provided such variation should be in line with the provisions of PPR-2004.</p>
29. Notification of Award and Signing of Agreement	<p>29.1. Prior to the expiration of the period of bid validity, the Bank will notify the successful Bidder, for each office in writing, via registered letter/email, that its bid has been accepted.</p> <p>29.2. The notification of award will constitute the formation of the Contract.</p> <p>29.3. Upon the successful Bidder's furnishing of the performance guarantee pursuant to ITB Clause 31, the Bank will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15</p> <p>29.4. Successful bidder shall sign Contract on stamp paper after paying stamp duty as per applicable stamp duty act and will return to the Client within 15 days.</p>



<p>30. Disqualification Prior to Contract Signing</p>	<p>30.1. After issuance of Notification of Award and before execution of procurement contract with the most advantageous Bidder, if the Bidder has been disqualified pursuant to Rule 18 and Rule 19 of PPR-2004 or any other reason has led to the disqualification of the most advantageous Bidder or if the conditions of his qualification are invalid, the next Most Advantageous Bidder will be considered as responsive provided accepting this bid does not conflict with applicable laws.</p> <p>30.2. For rejecting the Most Advantageous bid and opting for the second Most Advantageous Bidder, an opportunity of being heard should be provided to the Bidder with the Most Advantageous bid, and prior approval of the competent authority of the Bank must also be obtained.</p>
<p>31. Performance Guarantee</p>	<p>31.1. After the receipt of Notification of Award, the Most Advantageous Bidder, within the specified time, shall deliver to the Bank, a Performance Guarantee in the amount and in the form stipulated in the BDS. Performance guarantee against every bid will be submitted separately in accordance with ITB</p> <p>31.2. Failure of the Most Advantageous Bidder to comply with the requirements of ITB Clause 31.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security, and award of Contract to the next Most Advantageous Bidder.</p> <p>31.3. The Performance guarantee may be forfeited if a Bidder:</p> <ul style="list-style-type: none"> i. fails to fulfill all the contractual and legal obligations; ii. fails to agree with the decision made by the Bank as a result of arbitration; or iii. violates any law(s) during execution of Contract. iv. fails to start the execution of services or stop providing services without prior approval of the Bank.
<p>32. Advance Payment and Security</p>	<p>32.1. The Bank will not provide an Advance Payment.</p>
<p>33. Grievances Redressal</p>	<p>33.1. Any bidder aggrieved by any act during the procurement process may lodge a written complaint concerning his grievances to the Grievance Redressal Committee (GRC), as per Rule 48 of PPR-2004. The details of GRC is given on the PPRA website: www.ppra.org.pk.</p>



34. Code of Conduct

34.1. It is the Bank's policy to require that Bidder shall observe the highest standard of ethics during the procurement and execution of such Contract. In pursuit of this policy, the Bank follows, inter alia, the instructions contained in Rule 2(1)(f) of the PPR-2004 which defines:

"corrupt and fraudulent practices" in respect of procurement process, shall be either one or any combination of the practices including,-

- i. *"coercive practices" which means any impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;*
- ii. *"collusive practices" which means any arrangement between two or more parties to the procurement process designed to stifle open competition for any wrongful gain, and to establish prices at artificial, non-competitive levels;*
- iii. *"corrupt practices" which means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;*
- iv. *"fraudulent practices" which means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; and*
- v. *"obstructive practices" which means harming or threatening to harm, directly or indirectly, persons to influence their participation in a procurement process, or affect the execution of a contract;"*

34.2. Under **Rule 19 of PPR-2004**, the Bank can inter alia blacklist the bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to Public Procurement Regulatory Authority (PPRA).

34.3. Under **Rule 19 of PPR-2004**, the following mechanism and manner for permanently or temporarily barring, from participating in their respective procurement proceedings will be followed as per the guidance of Bank management:



Nature of Offense/ Fault	Means of Verification	Action By the Committee
Corrupt and Fraudulent Practices	<ul style="list-style-type: none"> • Results of Bid/Proposal analysis resulting in substantive evidence of collusion. • Actual instance verifiable as per law of land and applicable Rule and Regulations of SBP Banking Services Corporation • Cross verification of documentary undertaking submitted by Service Provider. 	Blacklisted and cross-debarred for the period up to 10 years.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded to or defended by Service Provider.	Blacklisted and cross-debarred for the period up to 03 years.
Bidder failed to abide the Bid Form / Bid Securing Declaration.	Failed to abide with Bid Form / Bid Securing Declaration.	Blacklisted and cross-debarred for the period up to 06 months.

However, such barring action shall be undertaken only after providing an adequate opportunity of being heard to the Bidder who is to be barred and blacklisted.

34.4. The receipt for any money paid by the bidders will not be considered as an acknowledgment of payment to the Bidder unless such receipt is signed by a duly authorized officer of the Bank, and the Bidder shall be solely responsible for seeing that a proper receipt is provided.

34.5. Under Rule 7 of PPR 2004, Bidder undertakes to sign an Integrity pact in accordance with the prescribed format attached hereto at Section VI (Appendix J) for all the procurements estimated to exceed Rs. 10.00 million or any other limit prescribed by Bank.

34.6. Bank's policy requires that selected Bidder provide professional, objective, and impartial advice, supplies, and services and at all times hold the Bank's interests' paramount, strictly avoid conflicts with other assignments or their corporate interests and act without any consideration for future work. Bidders must disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bank, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the



Bidder and termination of Contract arising out of this procurement.

34.7. Without limitation on the generality of the foregoing, bidders, and any of their affiliates shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- i. A bidder that has been engaged by the Bank to provide goods, works, or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works, or services. Conversely, bidders providing consulting services for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
- ii. A bidder (including its Personnel) or any of its affiliates shall not be engaged for any assignment that, by its nature, may conflict with another assignment of the Bidder to be executed for the same or another client.
- iii. A bidder (including its Personnel) that has a business or family relationship with a member of the Bank's staff who is directly or indirectly involved in any part of
 - a. the preparation of the specifications of the goods,
 - b. the selection process for such assignment, or
 - c. Supervision of the Contract may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the appropriate authority within the Bank.
- iv. Bidders shall not recruit or hire any agency or current employees of the Bank. Recruiting former employees of the Bank or other civil servants to work for the bidders is acceptable provided no conflict of interest exists. When the Bidder nominates any government employee as Personnel in their bid, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Bank by the Bidder as part of the bid.



35. Overriding Effect of PPR-2004	35.1. Whenever in conflict with these documents the stipulation of PPR-2004 shall prevail.
--	--

G. Bid Data Sheet																				
The following specific data for services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over ITB.																				
ITB Clause #	Description																			
(1)	<ul style="list-style-type: none"> • Procurement Title: <i>Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices</i> • Reference Number: <i>IFB No. GSD (Proc.) / CMD-Transportation & Allied Services / 49972 /2023</i> • Procurement Method: <i>Open Competitive Bidding as per Rule 21 of PPR-2004</i> <p>Procurement Procedure: <i>“Single Stage Two Envelopes Procedure” as per Rule-36(b) of PPR-2004</i></p>																			
(2.7) & (3.2 & 3.3)	<p>The mandatory eligibility/qualification criteria is as follows:</p> <table border="1" data-bbox="336 1122 1385 1995"> <thead> <tr> <th data-bbox="336 1122 419 1182" style="text-align: center;">Sr.#</th> <th data-bbox="419 1122 938 1182" style="text-align: center;">Eligibility & Qualification Criteria</th> <th data-bbox="938 1122 1385 1182" style="text-align: center;">Means of Verification</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1182 419 1294" style="text-align: center;">1.</td> <td data-bbox="419 1182 938 1294">The bidder entity/firm must appear on the Active Tax Payers List of FBR.</td> <td data-bbox="938 1182 1385 1294">Proof of ATL and copy of Tax Registration Certificate</td> </tr> <tr> <td data-bbox="336 1294 419 1480" style="text-align: center;">2.</td> <td data-bbox="419 1294 938 1480">The bidder must have at least 5 years of experience of providing transportation services to reputable organizations (Government/Private).</td> <td data-bbox="938 1294 1385 1480">Copies of Contracts/Completion Certificates or any other relevant document.</td> </tr> <tr> <td data-bbox="336 1480 419 1704" style="text-align: center;">3.</td> <td data-bbox="419 1480 938 1704">The bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).</td> <td data-bbox="938 1480 1385 1704">Affidavit on stamp paper of Rs. 100/- as per format given at Form 5-Section IV of the Pre-Qualification Documents.</td> </tr> <tr> <td data-bbox="336 1704 419 1890" style="text-align: center;">4.</td> <td data-bbox="419 1704 938 1890">The bidder must have a Sales Turnover/Total Revenue/ Income of at least PKR 10 million per annum in any of the last five (05) financial years.</td> <td data-bbox="938 1704 1385 1890">Copy of Audited Financial Statements/FBR Tax Returns or any other relevant document acceptable to the Client.</td> </tr> <tr> <td data-bbox="336 1890 419 1995" style="text-align: center;">5.</td> <td data-bbox="419 1890 938 1995">The bidder must have a registered office.</td> <td data-bbox="938 1890 1385 1995">Relevant and sufficient Documentary evidence</td> </tr> </tbody> </table>		Sr.#	Eligibility & Qualification Criteria	Means of Verification	1.	The bidder entity/firm must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate	2.	The bidder must have at least 5 years of experience of providing transportation services to reputable organizations (Government/Private).	Copies of Contracts/Completion Certificates or any other relevant document.	3.	The bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format given at Form 5-Section IV of the Pre-Qualification Documents.	4.	The bidder must have a Sales Turnover/Total Revenue/ Income of at least PKR 10 million per annum in any of the last five (05) financial years.	Copy of Audited Financial Statements/FBR Tax Returns or any other relevant document acceptable to the Client.	5.	The bidder must have a registered office.	Relevant and sufficient Documentary evidence
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5.	The bidder must have a registered office.	Relevant and sufficient Documentary evidence																		



	<p>Notes:</p> <ul style="list-style-type: none"> • The responses should be submitted in sealed envelopes separately for each office. • Only one bid is required to be submitted against each office as alternative proposals are not permitted. • Any bidder participating for more than one office will have to submit separate bid for each office along with required documents. • Separate evaluation process will be carried out for each office and qualification of a bidder against one office will not be construed as implied qualification against bids submitted for other offices. • No preferential treatment will be given to any bidder having submitted the bids for more than one offices. <p>The bidder must provide undertaking that it will fulfill/ comply all the requirements mentioned in Appendix A & B "Description of the Services/Performance Specifications and Terms of Reference.</p>									
8.2	<p>A Pre-Bid meeting will be held on November 21, 2023 at 11:00 AM via Zoom Application.</p> <p>Zoom Meeting ID & Password are given as:</p> <ul style="list-style-type: none"> • Meeting Link: <p>https://us04web.zoom.us/j/75302106346?pwd=sDcoXino5dbCoaBoVD5qBTvXF9kD15.1</p> <p>Meeting ID: 753 0210 6346 Passcode: Sbp1234</p> <ul style="list-style-type: none"> • Bidders are encouraged to attend the pre-bid meeting. 									
(12.4)	<p>The Contract is NOT subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional indirect tax or duty during the currency of Contract that impacts the contract price, would be equally accounted for by both the parties of the Contract. i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new indirect tax or duty, the contract price would be adjusted accordingly.</p>									
(14.1)	<p>The period of Bid validity shall be 180 (One Hundred Eighty Days) after the opening of the Bids.</p>									
(15)	<p>Separate Bid Security against each office must accompany the respective bid (technical proposal) for the respective office. Bid Security in favor of SBP BSC (FTN# 9022604-6) should be submitted as per following details:</p> <table border="1" data-bbox="331 1778 1257 1955"> <thead> <tr> <th>Sr.</th> <th>Offices</th> <th>Bid Security Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Karachi (I.I Chundrigar Road & North Nazimabad Offices)</td> <td>2,316,054</td> </tr> <tr> <td>2.</td> <td>Lahore</td> <td>1,318,413</td> </tr> </tbody> </table>	Sr.	Offices	Bid Security Amount (Rs.)	1.	Karachi (I.I Chundrigar Road & North Nazimabad Offices)	2,316,054	2.	Lahore	1,318,413
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	<p>Bid security can be submitted in the form of Pay Order / Bank Draft/ Call Deposit/Bank Guarantee drawn in favor of SBP BSC along with Technical Bid/Proposal in sealed envelope. Bid/s found deficient or without bid security will be rejected. Bid security should be prepared in favor of SBP BSC.</p> <p><i>*In case of Bank Guarantee, the validity of guarantee should be 28 days beyond bid validity period.</i></p>																		
(16)	<p>The Original Bid shall comprise a single sealed package containing two separate sealed envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal. The inner envelopes shall be marked as “ORIGINAL TECHNICAL PROPOSAL” and “ORIGINAL FINANCIAL PROPOSAL” in bold letters.</p> <p>The outer envelope shall be addressed to the Bank at the address given in the BDS, and carry the statement “DO NOT OPEN BEFORE [Date & Time of the Bid Submission Deadline]”. The content of the Technical and Financial Proposal is mentioned in BDS.</p> <p>All participating bidders are required to submit a scanned copy of the submitted Original Technical Proposal Only after the opening of the Financial Proposal at gsd.proc2@sbp.org.pk.</p>																		
(17.1)	<p>Following should be the contents of the Technical Proposal Envelope:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Form-I of Section III – Authorization Form of Bidder’s Representative</td> </tr> <tr> <td>2.</td> <td>Form-II of Section III – Technical Proposal Submission Form</td> </tr> <tr> <td>3.</td> <td>Form-III of Section III – Bid Security Form/Bank Guarantee</td> </tr> <tr> <td>4.</td> <td>Form-IV of Section III – Technical Compliance Form</td> </tr> <tr> <td>5.</td> <td>Form-V of Section III – Undertaking</td> </tr> </tbody> </table> <p>Following should be the contents of the Financial Proposal Envelope:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Form-I of Section V – Financial Proposal Submission Form</td> </tr> <tr> <td>2.</td> <td>Form-II of Section V – Price Schedule in Pak. Rupees</td> </tr> </tbody> </table> <p>Important Note:</p> <p>i. Above mentioned forms are pre-requisite, non-availability of the above-mentioned documents will result in the rejection of a bid.</p>	#	Description	1.	Form-I of Section III – Authorization Form of Bidder’s Representative	2.	Form-II of Section III – Technical Proposal Submission Form	3.	Form-III of Section III – Bid Security Form/Bank Guarantee	4.	Form-IV of Section III – Technical Compliance Form	5.	Form-V of Section III – Undertaking	#	Description	1.	Form-I of Section V – Financial Proposal Submission Form	2.	Form-II of Section V – Price Schedule in Pak. Rupees
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1.	Form-I of Section V – Financial Proposal Submission Form																		
2.	Form-II of Section V – Price Schedule in Pak. Rupees																		
(18.1)	<p>The bids must be submitted no later than: December 04, 2023, 11:00 AM (Karachi Local Time)</p> <p>The Bid submission address is:</p> <p style="text-align: center;">Senior Joint Director, Procurement Division II General Services Department (GSD) BSC House, State Bank of Pakistan</p>																		



	<p>I.I. Chundrigar Road, Karachi Tel: +92-21-3311-5420/5477/5963 gsd.proc2@sbp.org.pk</p> <p>The Procuring Agency will communicate the opening of the Financial Proposal to the eligible/qualified bidders after the completion of Technical Evaluation.</p>
(21)	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The opening shall take place at:</p> <p style="text-align: center;">Learning & Resource Center/Heritage Meeting Room, State Bank of Pakistan, I.I. Chundrigar Road, Karachi</p> <p>Date & Time of Bid Opening: <u>December 04, 2023 11:30 AM</u> (Karachi Local Time).</p>
(31.1)	<p>The Bidder must furnish Performance Guarantee @ 5% (Five Percent) of the Contract Price in the shape of either Pay Order/demand draft/call deposit or an unconditional Bank Guarantee from a Scheduled Bank, or in another form acceptable to the Bank. The Bank Guarantee must remain valid 28 days beyond the Contract's expiry date.</p> <p>Since separate contract will be signed for each office therefore separate performance guarantee must be submitted by The Most Advantageous Bidder/s against each contract.</p>



Section III: Forms for Technical Proposal

1. **TECH Form 1- Authorization Form for Bidder's Representative**
2. **TECH Form 2 - Technical Proposal Submission Form**
3. **TECH Form 3 - Bid Security Form/Bank Guarantee**
4. **TECH Form 4 - Technical Compliance Form**
5. **TECH Form 5 - Undertaking**



Tech Form 1: Authorization Form for Bidder's Representative

_(ON SERVICE PROVIDER'S LETTERHEAD)

Date: _____

IFB No: IFB No. GSD (Proc.) / CMD-Transportation & Allied Services / 49972 /2023
Title: Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices

We, **M/s <Firm Title>** , incorporated under <mention the relevant Act/ordinance/ regulation> having its registered office at <**complete business address**> do hereby nominate **Mr. <Complete Name>**, <**Designation**>, CNIC# <xxxxxx-xxxxxxx-x> as our lawful representative to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject procurement on our behalf.

Official Seal & Signature of Bidder: _____

Date: _____



TECH Form 2: Technical Proposal Bid Submission Form

(ON SERVICE PROVIDER'S LETTERHEAD)

Date: _____

To:

The Director
General Services Department
SBP Banking Services Corporation-
4th Floor, BSC House,
I.I Chundrigar Road,
Karachi.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid. We are submitting our proposal for providing transportation & allied labor services at SBP BSC, -----.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in **Appendix A** and other terms and conditions of the Contract.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5%** of the contract amount for the due performance of the Contract, in the form prescribed by the Bank.

We agree to abide by this Bid for a period of **180 (One Hundred Eighty Days)** from the date fixed for Bid opening under **Clause 21** of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Signed: [insert signature(s) of an authorized representative(s) of the Bidder]

Name: [insert full name of the person signing the Bidder]

In the capacity of [insert capacity of the person signing the Bidder]

Duly authorized to sign the Bid for and on behalf of: [insert full name of the Bidder]

Address: [insert street number/town or city/country address]

Dated: [insert date the document is signed i.e. day number] day of [insert month], [insert year]



TECH Form 3: Bid Security Form/Bank Guarantee

[insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: *[insert: Name and Address of Bank]*

Date: *[insert: date]*

BID GUARANTEE No.: *[insert: Bid Guarantee Number]*

Whereas, M/s ----- (hereinafter called "the Service Provider") has submitted its Bid dated ----- for **Procurement of Transport & Allied Labour Services for SBP BSC** _____ (hereinafter called "the Bid").

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Bid. We the Guarantor **[name of Financial Institution]** having our registered office at **[address of Financial Institution]** (hereinafter called "the Commercial Bank"), are bound unto *SBP Banking Services Corporation (SBP BSC)* (hereinafter called "the Bank") in the sum stated [Bid Security Amount], for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Commercial Bank this ____ day of _____ 2023.

THE CONDITIONS of this obligation are:

1. If the Bidder

- a) has withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
- b) Disagreement to an arithmetical correction made to the Bid price; or
- c) having been notified of the acceptance of our Bid by the Bank during the period of Bid Validity, (i) failure to sign the contract if required by Bank to do so or (ii) fail or refuse to furnish the Performance Guarantee or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

2. We undertake to pay to the Bank up to the above amount upon receipt of its first written demand, without the Bank having to substantiate its demand, provided that in its demand the Bank states the amount claimed by it is due to it, owing to the occurrence of one or any of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Commercial Bank not later than the above date.

Name: in the capacity of

Signed: _____ **[Signature of the Commercial Bank]** _____

Dated on day of 2023



TECH Form 4: Technical Compliance Form

(ON SERVICE PROVIDER'S LETTERHEAD)

Sr.#	Description	Bidder Response (Yes/No)
1	All the requirements mentioned in Appendix A "Description of the Services."	
2	All the stated Terms and Conditions of the Contract.	
3	Bid submitted for complete scope of respective office covering all categories of services.*	

*Bid for partial scope of an office will not be considered.

Seal and Signature of Bidder: _____

General Note

- *The Financial Proposal of only eligible/qualified bidders in each office will be opened and the bid found to be the Most Advantageous i.e. having fulfilled the eligibility/qualification criteria and Lowest Aggregate Weighted Score shall be accepted and will be awarded the Contract.*



TECH Form 5: Undertaking

(Over Stamp Paper of Rs. 100)

Affidavit for Bidder's Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that I/We, M/s -----, has neither been Blacklisted/debarred under **Rule 19 of PPR-2004** nor sanctioned by National Counter Terrorism Authority (NACTA).

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of Contract.

Seal & Signature of Bidder: _____

Date: _____



Section IV: Minimum Eligibility/Qualification Criteria

The mandatory eligibility/qualification criteria is as follows:

Mandatory Requirement		
Sr. #	Evaluation Parameter	Means of Verification
1	The bidder entity/firm must appear on the Active Tax Payers List of FBR.	Proof of ATL and copy of Tax Registration Certificate
2	The bidder must have at least 5 years of experience of providing transportation services to reputable organizations (Government/Private).	Copies of Contracts/Completion Certificates or any other relevant document.
3	The bidder must never been blacklisted or debarred by any organization and is not in the sanctioned list of NACTA (National Counter Terrorism Authority).	Affidavit on stamp paper of Rs. 100/- as per format given at Form 5-Section IV of the Pre-Qualification Documents.
4.	The bidder must have a Sales Turnover/Total Revenue/Income of at least PKR 10 million per annum in any of the last five (05) financial years.	Copy of Audited Financial Statements/FBR Tax Returns or any other relevant document acceptable to the Client.
5.	The bidder must have a registered office.	Relevant and sufficient Documentary evidence.

Note:

1. The bidders must submit documentary evidences in support of above. In case of non-submission hereof, the relevant bid will be rejected.
2. Any bidder participating for more than one office will have to submit separate bid for each office along with required documents.
3. Separate evaluation process will be carried out for each office and qualification of a bidder against one office will not be construed as implied qualification against bids submitted for other offices.
4. No preferential treatment will be given to any bidder having submitted the bids for more than one office. The Financial Proposals of the only technically compliant bidders will be opened and the bid found to be the most advantageous bid against each office shall be accepted.
5. Total Weighted score for each service category under respective office shall be calculated by multiplying the rate (or average of rates as the case may be) provided in the bid with the predefined weights for the service category. Overall weighted average shall be obtained by adding all the weighted scores for the respective office.
6. The Most Advantageous Bidder for each office will be determined based on Lowest Aggregate Weighted Score for respective office.

Seal and Signature of Bidder: _____



Section V: Forms for Financial Proposal

1. **Fin. Form 1- Financial Proposal Submission Form**
2. **Fin. Form 2 - Price Schedule**



Fin. Form 1: Financial Proposal Submission Form

(ON SERVICE PROVIDER'S LETTERHEAD)

3. Date: _____

To:

The Director
General Services Department
SBP Banking Services Corporation
4th Floor, BSC House,
I.I Chundrigar Road,
Karachi

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer requisite services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, in case our Bid is accepted, to deliver the services in accordance with the schedule specified in the **Appendix A** and other terms and conditions of the Contract.

If our Bid is accepted for providing transportation & allied labor services at SBP BSC, -----, we will obtain the guarantee of a bank in a sum equivalent to **5%** of the contract amount for the due performance of the Contract, in the form prescribed by the SBP Banking Services Corporation.

We agree to abide by this Bid for a period of **180 (One Hundred Eighty Days)** from the date fixed for Bid opening under **Clause 21** of the Instructions to Bidders, and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

If our Bid is accepted then until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this _____ day of _____ 2023.

[Seal & signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Fin. Form 2: Price Schedule

(Forms Fin. 1 - Letter of Financial Proposal AND Relevant Form Fin. 2 must be Submitted Separately for Each Location/Office in a Sealed Envelope)

PRICE SCHEDULE FOR RATES QUOTED FOR FIRST YEAR

1. Lahore Office

Fixed Routes for Remittances (Fixed Rates)						
	BSC Office	From/ To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within the city				
	BSC Lahore	Pakistan Mint				
	BSC Lahore	Mughalpura				
Inter-city	BSC Lahore	Faisalabad				
	BSC Lahore	Gujranwala				
	BSC Lahore	Rawalpindi/ Islamabad				
	BSC Lahore	Sialkot				
	BSC Lahore	Multan				
	BSC Lahore	Peshawar				
		Average				
		Weights	1.50%	2.55%	9.90%	1.05%



		Weighted Score				
		Total Weighted Score				
-						
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
	BSC Office	To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
	Lahore	Gujranwala				
	Lahore	PSPC				
	Lahore	Sialkot				
	Lahore	Within City				
	Lahore	Mughalpura				
		Average				
		Weights	0.40%	1.40%	0.20%	
		Weighted Score				
		Total Weighted Score				
-						
Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)						
	Description	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km
Remittance						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Van for Police Escort					
	Average					
	Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%



	Weighted Score					
	Total Weighted Score					
Return of Empty Boxes/ Empty Container						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					

-

Labor Services (Per Labor per Day)				
	Description	Rate	Weights	Weighted Score
	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Hour after Working Hours		8%	
	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%	



	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
	Total Weighted Score				
-					
Direct loading of Container through Crane from a Truck onto a Train or vice versa					
	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	
		Crane/Container Handler/Reach Stacker		0.5%	
	Total Weighted Score-(W1Y1)				

2. Karachi/ North Nazimabad

Fixed Routes for Remittances (Fixed Rates)						
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck



Within City	PSPC, Karachi	Within City				
	BSC Karachi/ BSC N. Nazimabad	Within the city (Other than PSPC)				
Intercity	Karachi	NBP Uthal				
		Average				
		Weights	1.50%	2.55%	9.90%	1.05%
		Weighted Score				
		Total Weighted Score				

-

Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)

	BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
	Karachi	PSPC			
	North Nazimabad	PSPC			
	Karachi	Within City			
		Average			
		Weights	0.40%	1.40%	0.20%
		Weighted Score			
		Total Weighted Score			

-

Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)



		Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km
Remittance						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Van for Police Escort					
	Average					
	Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%
	Weighted Score					
	Total Weighted Score					
Return of Empty Boxes/ Empty Container						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					
-						
Labor Services (Per Labor per Day)						
	Description		Rate	Weights	Weighted Score	



	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%		
	Charges Per Labor Per Hour after Working Hours		8%		
	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
Total Weighted Score					
-					
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa					
	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	



		Crane/Container Handler/Reach Stacker		0.5%	
Total Weighted Score-(W1Y1)					

PRICE SCHEDULE FOR RATES QUOTED FOR SECOND YEAR

1. Lahore Office

Fixed Routes for Remittances (Fixed Rates)						
	BSC Office	From/ To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within the city				
	BSC Lahore	Pakistan Mint				
	BSC Lahore	Mughalpura				
Inter-city	BSC Lahore	Faisalabad				
	BSC Lahore	Gujranwala				
	BSC Lahore	Rawalpindi/ Islamabad				
	BSC Lahore	Sialkot				
	BSC Lahore	Multan				
	BSC Lahore	Peshawar				
		Average				
		Weights	1.50%	2.55%	9.90%	1.05%
		Weighted Score				



		Total Weighted Score				
-						
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
BSC Office	To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck		
Lahore	Gujranwala					
Lahore	PSPC					
Lahore	Sialkot					
Lahore	Within City					
Lahore	Mughalpura					
	Average					
	Weights	0.40%	1.40%	0.20%		
	Weighted Score					
	Total Weighted Score					
-						
Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)						
Description	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km	
Remittance						
Closed & Sealed Truck (8-12 ft.)						
Closed and Sealed Truck (15-17 ft.)						
20 ft. Closed Container Truck						
40 ft. Closed Container Truck						
Van for Police Escort						
Average						
Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%	
Weighted Score						



	Total Weighted Score					
Return of Empty Boxes/ Empty Container						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					

-

Labor Services (Per Labor per Day)				
	Description	Rate	Weights	Weighted Score
	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Hour after Working Hours		8%	
	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	



Total Weighted Score					
-					
Direct loading of Container through Crane from a Truck onto a Train or vice versa					
	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	
		Crane/Container Handler/Reach Stacker		0.5%	
Total Weighted Score-(W2Y2)					

2. Karachi/ North Nazimabad

Fixed Routes for Remittances (Fixed Rates)						
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	PSPC, Karachi	Within City				



Intercity	BSC Karachi/ BSC N. Nazimabad	Within the city (Other than PSPC)				
	Karachi	NBP Uthal				
		Average				
		Weights	1.50%	2.55%	9.90%	1.05%
		Weighted Score				
		Total Weighted Score				

Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)

BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Karachi	PSPC			
North Nazimabad	PSPC			
Karachi	Within City			
	Average			
	Weights	0.40%	1.40%	0.20%
	Weighted Score			
	Total Weighted Score			

Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)

Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km
Remittance				



	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Van for Police Escort					
	Average					
	Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%
	Weighted Score					
	Total Weighted Score					

Return of Empty Boxes/ Empty Container

	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					

Labor Services (Per Labor per Day)

	Description	Rate	Weights	Weighted Score
	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Hour after Working Hours		8%	



	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
Total Weighted Score					
-					
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa					
	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	
		Crane/Container Handler/Reach Stacker		0.5%	
Total Weighted Score-(W2Y2)					



PRICE SCHEDULE FOR RATES QUOTED FOR THIRD YEAR

1. Lahore Office

Fixed Routes for Remittances (Fixed Rates)						
	BSC Office	From/ To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within the city				
	BSC Lahore	Pakistan Mint				
	BSC Lahore	Mughalpura				
Inter-city	BSC Lahore	Faisalabad				
	BSC Lahore	Gujranwala				
	BSC Lahore	Rawalpindi/ Islamabad				
	BSC Lahore	Sialkot				
	BSC Lahore	Multan				
	BSC Lahore	Peshawar				
		Average				
		Weights	1.50%	2.55%	9.90%	1.05%
		Weighted Score				
		Total Weighted Score				
-						
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						



	BSC Office	To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
	Lahore	Gujranwala				
	Lahore	PSPC				
	Lahore	Sialkot				
	Lahore	Within City				
	Lahore	Mughalpura				
		Average				
		Weights	0.40%	1.40%	0.20%	
		Weighted Score				
		Total Weighted Score				
-						
Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)						
	Description	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km
Remittance						
	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Van for Police Escort					
	Average					
	Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%
	Weighted Score					
	Total Weighted Score					
Return of Empty Boxes/ Empty Container						



	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					

Labor Services (Per Labor per Day)

	Description	Rate	Weights	Weighted Score
	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Hour after Working Hours		8%	
	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	
	Total Weighted Score			

Direct loading of Container through Crane from a Truck onto a Train or vice versa



	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	
		Crane/Container Handler/Reach Stacker		0.5%	
Total Weighted Score-(W3Y3)					

2. Karachi/ North Nazimabad

Fixed Routes for Remittances (Fixed Rates)						
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	PSPC, Karachi	Within City				
Inter-city	BSC Karachi/ BSC N. Nazimabad	Within the city (Other than PSPC)				
	Karachi	NBP Uthal				



		Average				
		Weights	1.50%	2.55%	9.90%	1.05%
		Weighted Score				
		Total Weighted Score				

Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)

BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Karachi	PSPC			
North Nazimabad	PSPC			
Karachi	Within City			
	Average			
	Weights	0.40%	1.40%	0.20%
	Weighted Score			
	Total Weighted Score			

Calculation of Fare for Other Routes (Fixed Cost & Rate per Truck per Km)

	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 km	151-300 km	Above 300 km
Remittance					
Closed & Sealed Truck (8-12 ft.)					
Closed and Sealed Truck (15-17 ft.)					
20 ft. Closed Container Truck					



	40 ft. Closed Container Truck					
	Van for Police Escort					
	Average					
	Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%
	Weighted Score					
	Total Weighted Score					

Return of Empty Boxes/ Empty Container

	Closed & Sealed Truck (8-12 ft.)					
	Closed and Sealed Truck (15-17 ft.)					
	20 ft. Closed Container Truck					
	40 ft. Closed Container Truck					
	Average					
	Weights	0.02%	0.495%	0.495%	0.495%	0.495%
	Weighted Score					
	Total Weighted Score					

Labor Services (Per Labor per Day)

	Description	Rate	Weights	Weighted Score
	Charges Per Labor per Day (8:30 am to 5:00 pm on working Days)		26%	
	Charges Per Labor Per Hour after Working Hours		8%	
	Charges Per Labor Per Day (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%	
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8:30 am to 5:00 pm on working Days)		26%	



	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers after Working Hours		8%		
	Charges Per Labor Per Day for operating fork lifters/ Hydraulic stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		3.5%		
Total Weighted Score					
-					
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa					
	Description		Rate	Weights	Weighted Score
	Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container		1.80%	
		40 ft. Container		0.45%	
	Cost per Container per Day in Transit (over rail)	20 ft. Container		0.20%	
		40 ft. Container		0.05%	
	Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container		1.00%	
		Truck for 40 ft. Container		1.00%	
		Crane/Container Handler/Reach Stacker		0.5%	
Total Weighted Score-(W3Y3)					



Formula for Calculation of Most Advantageous Bid for respective Office:

- i. **Weighted Score of a Category:** *Average Rate x Weights* (Separately for Three Years against each office)
- ii. **Aggregate Weighted Score:** *Sum of Total Weighted Scores for Three Years of all categories related to an office (W1Y1+W2Y2+W3Y3 for specific office)*

Important Note:

- i. Bidder having **Lowest Aggregate Weighted Score for all three years based** on the above calculation shall be considered as the most advantageous for an office.
- ii. All Rates are in Pak Rupees (PKR) and shall be exclusive of Indirect Taxes (e.g. Provincial Sales Tax).
- iii. The quoted rates should assume only one-way trip between two points.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____



Section VI: Form of Contract

(Payment of Stamp Duty as Per the Prevailing Rates Will Be the Responsibility of the Successful Bidder)

CONTRACT FOR SERVICES

(Separate contract will be signed for each office)



Procurement of Transport & Allied Labour Services for SBP Banking services Corporation (SBP BSC) Lahore and Karachi Offices

Between

SBP Banking Services Corporation

and

Most Advantageous Bidder

DD-MM-YYYY



Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the **[number]** day of the month of **[month]**, **[year]**, between, **SBP Banking Services Corporation** (hereinafter referred to as the "Client" which expression shall, wherever the context so permits, include its successors in interest and assigns) through _____ who is duly authorized in this behalf, of the First Part) having its office at State Bank of Pakistan SBP BSC, 4th Floor, BSC House, I.I Chundrigar Road, Karachi

AND

[name of service provider] incorporated/registered under the applicable laws in Pakistan, having its principal office at _____. (hereinafter referred to as the "service provider" which expression shall, wherever the context so permits, include its successors in interest and assigns) through _____ who is duly authorized in this behalf of the other Part).

(THE CLIENT and THE SERVICE PROVIDER are hereinafter collectively referred to as the "Parties" and individually as a "Party").

WHEREAS,

- (a) the Client has requested the services provider to provide certain services at ____office as defined in **Appendix 'A & B'** of in this Contract (hereinafter called the "Services");
- (b) the service provider, having represented to the Client that it has the required experience and expertise, and agreed to provide the Services to ____office on the terms and conditions set forth in this Contract;

NOW, THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of the Contract;
 - (c) Appendices:
 - i. Appendix A&B: *Description of the Services, Performance Specifications & Terms of Reference*
 - ii. Appendix C: *Services and Facilities Provided by the Client*
 - iii. Appendix D: *Key Personnel Names*
 - iv. Appendix E: *Breakdown of the Contract Price*
 - v. Appendix F: *Schedule of Payments*
 - vi. Appendix G: *Service Provider's Bid*
 - vii. Appendix H: *Notification of Award*
 - viii. Appendix I: *Letter of Acceptance*
 - ix. Appendix J: *Performance Guarantee*
 - x. Appendix K: *Integrity Pact*
 - xi. Appendix L: *Non-Disclosure Agreement*
 - xii. Appendix M: *Beneficial Ownership Information*

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C & Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the service provider shall be as set forth in the Contract, in particular:



- (a) The service provider shall carry out the Services in accordance with the provisions of the Contract;
and
- (b) The Client shall make payments to the service provider in accordance with the provisions of the Contract.
3. The Service provider shall provide the Services during the period commencing dd-mm-yyyy and continuing through dd-mm-yyyy or any other period as may be subsequently agreed by the parties in writing.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the SBP Banking Services Corporation	For and on behalf of the Most Advantageous Bidder
<i>[Authorized Representative]</i> <i>(Name, Designation, Official Stamp and signature)</i>	<i>[Authorized Representative]</i> <i>(Name, Designation, Official Stamp and signature)</i>
Witness 1	Witness 1
Name: _____	Name: _____
CNIC# _____	CNIC# _____
Signature: _____	Signature: _____
Witness 2	Witness 2
Name: _____	Name: _____
CNIC# _____	CNIC# _____
Signature: _____	Signature: _____



General Conditions of Contract (GCC)

A. General Provisions	
1. Definitions	<p>a. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <p>(b) “Applicable Law” means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan.</p> <p>(c) “Client” means SBP Banking Services Corporation, ----- that signs the contract with the Service Provider</p> <p>(d) “Contract” means the legally binding written agreement signed between the Client and the service provider and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).</p> <p>(e) “Day” means a calendar day unless indicated otherwise.</p> <p>(f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 10.</p> <p>(g) “Experts” means Staff of the Contractor</p> <p>(h) “</p> <p>(i) “Government” means the Government of Pakistan.</p> <p>(j) “Key Personnel” means key Staff of the service provider mentioned in Appendix D who will officially coordinate with Client/office and other staff of the Client</p> <p>(k) “Local Currency” means the currency of Islamic Republic of Pakistan.</p> <p>(l) “Party” means the Client or the service provider, as the case may be, and “Parties” means both of them.</p> <p>(m) SCC means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.</p> <p>(n) “Services” means the work to be performed by the service provider pursuant to this Contract, as described in Appendix A & B hereto.</p> <p>(o) “Service Provider”</p>
2. Relationship between the Parties	<p>2.1 Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the service provider. The service provider, subject to this Contract, has complete expertise and experience for performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.</p> <p>2.2 The parties agree that this contract creates an independent Service Provider relationship, not an employment relationship. The Service Provider acknowledges and agrees that the Client will not provide the Service Provider or the Service Provider’s employee(s) any fringe benefits or for the reimbursement of any expenses, including without limitation any medical or pension payments, and that income tax / withholding tax is Service Provider’s responsibility.</p> <p>2.3 The Service Provider shall be exclusively responsible for paying the salary and other emoluments and providing the benefits to which each of The Service Provider employee (s) is entitled under his/her contract with The Service Provider. All claims made by the Service Provider’s employee (s) shall be dealt with exclusively by the Service Provider. None of the Service Provider’s employee (s) shall be entitled to seek employment with the Client merely on the ground that he/she had been</p>



	engaged by the Service Provider during the tenure of this Contract or was engaged by the Service Provider for the provision of the services to the Client or was deployed to the Client.
3. Applicable Law	3.1. The Contract shall be governed by the laws of the Islamic Republic of Pakistan.
4. Language	4.1 This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
5. Headings	5.1 The headings shall not limit, alter or affect the meaning of this Contract.
6. Communications	6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC. 6.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.
7. Authorized Representatives	7.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the services provider may be taken or executed by the officials specified in the SCC
8. Corrupt and Fraudulent Practices	8.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices In pursuance of this policy, the Client: (a) Defines, for the purpose of this paragraph, the terms set forth below as follows: <i>“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty or bid rigging;</i> (b) will terminate the contract if it determines that the service provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question; (c) will sanction a service provider, including declaring the service provider ineligible, either indefinitely or for a stated period of time, to be awarded a client agreement if at any time it determines that the service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a SBP BSC agreement; and (d) Under Rule 19 of PPR-2004, “The Client can inter alia blacklist consultants/ service provider found to be indulging in corrupt or



	<p>fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.</p> <p>8.2 Under Rule 19 of PPR-2004, following mechanism and manner for permanently or temporarily bar, from participating in their respective procurement proceedings will be followed as per guidance of SBP management:</p>															
	<table border="1"> <thead> <tr> <th>Nature of Offense/ Fault</th> <th>Means of Verification</th> <th>Proposed Action under Rule 19</th> </tr> </thead> <tbody> <tr> <td>Corruption</td> <td>Actual instance verifiable as per law of land and applicable rules and regulations of SBP</td> <td>Permanent blacklisting.</td> </tr> <tr> <td>Fraud</td> <td>Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.</td> <td>Blacklisting for 3-5 years (depending on severity of fraud)</td> </tr> <tr> <td>Collusion</td> <td>Results of Bid/Proposal analysis resulting in substantive evidence of collusion.</td> <td>Blacklisting for 3 years.</td> </tr> <tr> <td>Performance Deficiencies</td> <td>Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/ consultant.</td> <td>Blacklisting for 1-2 years. (depending on severity of non-performance). To be blacklisted for procurements during the period of debarment.</td> </tr> </tbody> </table>	Nature of Offense/ Fault	Means of Verification	Proposed Action under Rule 19	Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of SBP	Permanent blacklisting.	Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)	Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.	Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/ consultant.	Blacklisting for 1-2 years. (depending on severity of non-performance). To be blacklisted for procurements during the period of debarment.
Nature of Offense/ Fault	Means of Verification	Proposed Action under Rule 19														
Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of SBP	Permanent blacklisting.														
Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)														
Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.														
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/ consultant.	Blacklisting for 1-2 years. (depending on severity of non-performance). To be blacklisted for procurements during the period of debarment.														
B. Commencement, Completion, Modification and Termination of Contract																
9. Effectiveness of Contract	9.1. This Contract shall come into force and effect on the date (the "Effective Date") as mentioned in the SCC.															
10. Termination of Contract for Failure to Become Effective	10.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC. The client shall consider termination of contract besides forfeiture of performance guarantee except the conditions specified under GCC 15 including temporary/permanent debarment if considered necessary.															
11. Commencement of Services	11.1. The service provider shall commence the Services not later than the number of days after the Effective Date specified in the SCC.															
12. Expiration of Contract	12.1. Unless terminated earlier pursuant to Clause GCC 17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.															
13. Entire Agreement	13.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.															
14. Modifications or Variations	14.1. Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties in compliance with PPR-2004.															
15. Force Majeure	15.1. Definition For this Contract, "Force Majeure" means an unforeseeable event that is beyond the reasonable control of a Party, and which makes a															



	<p>Party's performance of its obligations under the Contract impossible or to be considered impossible under the circumstances. The Party affected by Force Majeure shall on the occurrence of such event leading to Force Majeure, immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists, the affected Party may terminate this Contract as per clause 2.6 of the Contract because of Force Majeure.</p> <p>15.2. No Breach of Contract The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of or default under this Contract, insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event;</p> <ol style="list-style-type: none"> a. has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and b. has informed the other Party as soon as possible about the occurrence of such an event. <p>15.3. Extension of Time Any period within which a Party shall, under this Contract, complete any action or task or additional task shall be extended for a period equal to the time during which such Party was unable to perform such activities as a result of Force Majeure or on the advice of Client.</p>
16. Suspension	<p>16.1. The Client may, by written notice of suspension to the service provider, suspend all the payments to the service provider hereunder if the service provider fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension</p> <ol style="list-style-type: none"> i. shall specify the nature of the failure, and ii. shall request the service provider to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the service provider of such notice of suspension.
17. Termination	<p>17.1. This Contract may be terminated by either Party as per provisions set up below:</p> <p>(a) By the Client</p> <p>17.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the service provider in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):</p> <ol style="list-style-type: none"> a. If the service provider fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 17; b. If the service provider becomes (or, if the service provider or any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;



	<p>c. If the service provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 35;</p> <p>d. If as the result of Force Majeure, the service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;</p> <p>e. If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</p> <p>f. If the service provider fails to confirm availability of Key Personnel as required in Clause GCC 24.</p> <p>17.1.2. Furthermore, if the Client determines that the service provider has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen-(14) calendar days written notice to the service provider, terminate the service provider's employment under the Contract.</p>
	<p>(b) By the service provider</p>
	<p>17.1.3. The service provider may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.</p> <p>a. If the Client fails to pay any money due to the service provider pursuant to this Contract and not subject to dispute pursuant to Clause GCC 35 within forty-five (45) calendar days after receiving written notice from the service provider that such payment is overdue.</p> <p>b. If, as the result of Force Majeure, the service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.</p> <p>c. If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 35.</p> <p>d. If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the service provider may have subsequently approved in writing) following the receipt by the Client of the service provider's notice specifying such breach.</p>
	<p>(c) Cessation of Rights and Obligations</p>
	<p>17.1.4. Upon termination of this Contract pursuant to Clauses GCC 10 or GCC 17 hereof, or upon expiration of this Contract pursuant to Clause GCC 12, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 20, (iii) the service provider's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 24, and (iv) any right which a Party may have under the Applicable Law.</p>
	<p>(d) Cessation of Services</p>
	<p>17.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 18 (a) or GCC 18 (b), the service provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a</p>



	<p>close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.</p> <p>(e) Payment upon Termination</p> <p>17.1.6. Upon termination of this Contract, the Client shall make the following payments to the service provider:</p> <ol style="list-style-type: none"> a. payment for Services satisfactorily performed prior to the effective date of termination; and b. in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 17.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.
C. Obligations of the Service Provider	
18. General	<p>(a) Standard of Performance</p> <p>18.1. The service provider shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The service provider shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.</p> <p>18.2. The service provider shall employ and provide such qualified and experienced Experts and Sub- service provider as are required to carry out the Services.</p>
	<p>(b) Law Applicable to Services</p> <p>18.3. The service provider shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-service provider, comply with the Applicable Law.</p>
19. Conflict of Interests	<p>19.1. The service provider shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.</p>
	<p>(a) Prohibition of Conflicting Activities</p> <p>19.1.1. The service provider shall not engage, and shall cause its Experts not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.</p>
	<p>(b) Strict Duty to Disclose Conflicting Activities</p> <p>19.1.2. The service provider has an obligation and shall ensure that its Experts shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the service provider or the termination of its Contract.</p>
20. Confidentiality	<p>20.1. Information relating to evaluation of bids and recommendations concerning to award of the Contract shall not be disclosed by the Bank to the bidder or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p>



	<p>20.2. 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 Bank's prior written consent.</p> <p>20.3. In case of any disclosure related to the bidding process and contractual obligations at any stage by any Bidder, the Bank may reject its bid and/or terminate the Contract.</p>
21. Liability of the service provider	21.1. Subject to additional provisions, if any, set forth in the SCC, the service provider liability under this Contract shall be provided by the Applicable Law.
22. Reporting Obligations	<p>22.1. The service provider shall submit to the Client any and all such reports pertaining to the services directly or indirectly if and when required by the Client.</p> <p>22.2. There will be no employer employee relationship with the Client to any of the employees of the service provider.</p>
23. Proprietary Rights of the Client in Reports and Records	23.1. The service provider will not share any details or information with anyone except after prior permission of the Client.
D. Service Provider's personnel	
24. Description of Key Personnel	24.1. Key personnel Means, the Staff of the service provider who will officially coordinate with Client/office and other staff of the Client as enlisted at Appendix D ,
25. Replacement of Key personnel	25.1. Any replacement in key personnel at clause 24 will be communicated in writing to the designated official of the Client, who will communicate the same to all concerned quarters.
26. Removal of Experts or Sub-contractors	26.1. Any removal in key personnel at clause 24 will be communicated in writing to designated official of the Client, however total strength in this regard cannot be less than 2.
E. Obligations of the Client	
27. Assistance	27.1. No assistance regarding exemption will be provided by the Client.
28. Payment Obligation	28.1. In consideration of the Services performed by the service provider under this Contract, respective BSC Offices shall make such payments to the service provider for transportation and labor services specified in Appendix A & B and in such manner as is provided by GCC F below.
F. Payments to the Service Provider	
29. Contract Price	29.1. The Contract rates are fixed and is set forth in the Appendix E.
30. Taxes and Duties	30.1. The service provider is responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.
31. Currency of Payment	31.1. Any payment under this Contract shall be made in the Pak Rupees.
32. Mode of Billing and Payment	<p>32.1. The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 29.1.</p> <p>32.2. The payments will be made according to the payment schedule stated in the SCC.</p> <p>32.2.1. The Client shall pay the service provider within thirty (30) days after the receipt by the Client of the services/ deliverable(s) and the cover invoice for the related lump-sum payment. The payment can be withheld if the Client does not approve the services/ deliverable(s) as satisfactory in which case the Client</p>



	shall provide comments to the service provider within the same thirty (30) days period. The service provider shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.
G. Fairness and Good Faith	
33. Good Faith	33.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
H. Settlement of Disputes	
34. Amicable Settlement	34.1. The Parties shall seek to resolve any dispute amicably by mutual consultation. 34.2. If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 35 shall apply.
35. Dispute Resolution	35.1. Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably will be resolved through Mediation. Both the parties will engage a mediator to help them resolve the dispute by clarifying the issues, facilitating the negotiation of key points to reach an amicable settlement 35.2. Any dispute between the Parties arising under or related to this Contract that cannot be settled through mediation may be referred to by either Party to the adjudication/arbitration in accordance with the Pakistan Arbitration Act, 1940.
36. Liquidated Damages	36.1. The service provider shall pay liquidated damages to the Client at the rate stated in the SCC. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Client may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities
37. Performance Guarantee	37.1. The service provider shall provide the Performance Guarantee to the Client not later than 21 days from the date of notification of award. The Performance Guarantee shall be issued in an amount and form and by a bank acceptable to the Client, and denominated in currency in which the Contract Price is payable. The Performance Guarantee shall be valid until a date 28 days after the Completion Date of the Contract.



Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a) and 3.1	The Contract shall be construed in accordance with the law of Islamic Republic of Pakistan.
4.1	The language is <u>English or Urdu</u> .
6.1 and 6.2	<p>The addresses are:</p> <p>Clients:</p> <p style="text-align: center;">Chief Manager State Bank of Pakistan - Banking Services Corporation Karachi Office.</p> <p style="text-align: center;">Chief Manager State Bank of Pakistan - Banking Services Corporation Lahore Office.</p> <p>Service Provider : _____ Attention : _____ Facsimile : _____ E-mail (where permitted) : _____</p>
7.1	<p>The Authorized Representatives are:</p> <ul style="list-style-type: none"> • For the Client: Name: _____ Designation: _____ • For the Service Provider: (Name & Designation) Name: _____ Designation: _____
9.1	The contract shall become effective from _____ .
10.1	Termination of Contract for Failure to Become Effective: The time period shall be fifteen (15) days.
11.1	Commencement of Services: _____



	The number of days shall be maximum of fifteen (15) from the effectiveness date.						
12.1	Expiration of Contract: The contract is three years from the effectiveness date. Contract will expire on _____ .						
29.1 Contract Price	Rates as contained in Appendix - E. Monthly payment will be made to the service provider after receipt of invoice and satisfactory confirmation of services by the concerned official of the office.						
36.1	Client can impose liquidated damages as specified in scope of services in case of non-compliance of any requirement defined in Appendix A & B of contract agreement. Decision of the Client for imposition of liquidated damages will be final and binding on the service provider. The amount of liquidated damages is in addition to the deduction of amount of unperformed services. The maximum amount of liquidated damages is 10% of the estimated cost of each office. Once the maximum amount is reached, the Client may consider termination of the contract.						
37.1	<p>5% of estimated contract price (based on estimated contract prices/historical information of respective office as mentioned below) for entire period of the contract which should remain valid 28 days beyond expiry date of the contract.</p> <table border="1"> <thead> <tr> <th>Office</th> <th>Total Annual Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>SBP BSC Karachi Office</td> <td></td> </tr> <tr> <td>SBP BSC Lahore Office</td> <td></td> </tr> </tbody> </table>	Office	Total Annual Amount (Rs.)	SBP BSC Karachi Office		SBP BSC Lahore Office	
Office	Total Annual Amount (Rs.)						
SBP BSC Karachi Office							
SBP BSC Lahore Office							



APPENDICES

(To be finalized at the contract award stage)

1. Appendix A & B: *Description of the Services, Performance Specifications & Terms of Reference*
2. Appendix C: *Services and Facilities Provided by the Client*
3. Appendix D: *Key Personnel Names*
4. Appendix E: *Breakdown of the Contract Price*
5. Appendix F: *Schedule of Payments*
6. Appendix G: *Service Provider's Bid*
7. Appendix H: *Notification of Award*
8. Appendix I: *Letter of Acceptance*
9. Appendix J: *Performance Guarantee*
10. Appendix K: *Integrity Pact*
11. Appendix L: *Non-Disclosure Agreement*
12. Appendix M: *Beneficial Ownership Information*



Appendix A & B

Description of the Services, Performance Specification and Terms of Reference

1. Transport Services

- 1.1. The service provider shall, at all times during the term of the Agreement, within twelve hours from receipt of written notice from the respective Chief Manager/Currency Officer, supply to the office / destination with appropriate intimation of the same to such officer(s) of the Client, as mentioned in the notice, all such motor trucks and / or other transport vehicles and covered containers capable of being sealed, as may be required for the office / destination specified in such notice. As specified in the price schedule, the contractor shall be required to provide transport services via the following vehicles:-
 - a. Closed and Sealed pickup trucks with hard metallic cover and length of 8-12 ft. of the truck bed/ container.
 - b. Closed and Sealed loaded trucks with hard metallic cover and length of 15-17 ft. of the truck bed/ container.
 - c. Trucks carrying a 20 ft. or 40 ft. shipping container.
 - d. Vans for police escort capable of carrying 07 guards. Rates provided for fixed routes in this category shall consist of one way transport.
- 1.2. The service provider shall also supply container trucks and / or other covered & sealed transport vehicles, as may at any time be required by a notice from the Chief Manager/Currency Officer, in respect of any number of remittance boxes held by the Client or which may be received by the Client from other field offices/ destinations.
- 1.3. The service provider may be required to equip GPS trackers on vehicles provided for the purpose of remittances as and when required by the Client. Access of tracking software shall be exclusively provided to the Chief Manager/ Currency Officer of the office availing transport services. Vehicles carrying empty boxes/ bags however, may not be fitted with GPS tracking devices.
- 1.4. The service provider shall ensure that the drivers provided are skilled, qualified and competent and they shall be deemed to be employees of the service provider for the purpose of this contract.
- 1.5. The service provider shall be responsible to carry and deliver all such remittance boxes as may be specified in the notice from and to such places as specified in the contract safely and expeditiously.
- 1.6. The service provider shall provide adequate and appropriate space for police guards while carrying out its services. The service provider may also be required to provide separate transport van/ coaster for police escort as required to accompany the remittances.
- 1.7. In case the service provider is unable to provide the vehicle requested by respective Field Office and instead provides alternative arrangements e.g. two 20 ft. container trucks instead of one 40 ft. container truck, cost of the lower of the arrangement between the one requested by the Office and the one provided by the service provider shall be applicable.
- 1.8. Any consignment intended from railway station to SBP BSC office or vice versa/ office to PSpC (in case of empty plywood boxes), shall be treated as a single consignment and cannot be broken up into multiple consignments for payment purposes.



- 1.9. If trucks provided by the service provider need to be parked idly at the dispatching SBP BSC Office for 08 hours or more, service provider shall be entitled for payment of Rs. 1,000 for every hour beyond the initial 08 hours. However, this is only applicable at the time of remittance dispatch. Further, the term “idly” implies that no activity, such loading of plywood boxes/pallets, venesta boxes etc., is being carried out.
- 1.10. For determining distance, the recommended route as per google maps or a reputable equivalent application shall be reckoned. In case an alternative route has been taken due to cogent reasons, payment for the same may be allowed with the approval of respective Chief Manager.
- 1.11. For inter-city remittances, the service provider may only provide vehicles whose make/model is not more than 10 years old. In case of non-compliance, the service provider shall only be paid half the fare for the route’s transport services. Respective BSC office availing such services shall be responsible to confirm the same.
- 1.12. For within city remittances, the service provider shall provide a fitness certificate, duly signed by relevant authorities, for the vehicle being used prior to dispatch. In case of non-availability of said certificate(s), the service provider shall only be paid half the fare for the route’s transport services. Respective BSC office availing such services shall be responsible to confirm the same.

2. Labor Services

- 2.1. The service provider shall be responsible to supply the necessary labor as may be specified by the Chief Manager including the following:-
 - a. Loading/ unloading of plywood/ venesta boxes/ coin bags onto/ from trucks at office premises and to/from trucks or trains at railway stations.
 - b. Handling and shifting of boxes/ bags within the office premises.
 - c. Packing, weighing, storing and stacking of plywood boxes, venesta boxes, coin bags or any related articles, that are to be received or dispatched by the Client.
 - d. Skilled labor for operating hydraulic stackers and forklifts shall also be provided.
 - e. Any other tasks related to currency management at field offices.
- 2.2. The Currency Officer/DCM I&T of the BSC Office availing such services shall determine minimum productivity levels of the persons engaged for labor services.
- 2.3. Where direct loading/unloading of containers does not take place, service provider shall arrange ample hydraulic hand pallets for loading/unloading of pallets/plywood boxes, venesta boxes, coin bags or any related articles from railway bogies.
- 2.4. It must be ensured that the labor is wearing pocket-less jumpsuits/ uniforms for the entire duration of engagement in currency related works.
- 2.5. Special timings as declared by the Bank shall be observed during the month of Ramadan and the same shall be used as reference for calculation of payments and overtime.

3. For Direct Loading/Unloading of Container from Truck onto Train and Vice Versa

- 3.1. The service provider may also be required to utilize cranes/container handlers/reach stackers to directly load entire containers from trucks to trains or vice versa at railway stations.



- 3.2. It shall be the responsibility of the service provider to ensure availability of container handlers/cranes etc. for direct loading/unloading of sealed containers from trucks to trains or vice versa
- 3.3. As per the price schedule, the service provider shall be entitled to the following payment:-
 - a. Cost of loading/ unloading via cranes/container handlers/reach stackers.
 - b. Cost per container per day it has been in transit over rail. Time shall be considered from the time the container was loaded onto the train till it was released by the Client at the intended destination. Partial days shall be rounded up for calculating number of days.
 - c. Demurrage charges per hour, if the truck and container remain parked at the railway station for 6 hours or more.

4. Prompt Performance of Services

- 4.1. The service provider shall provide its services under the Agreement within twelve hours from receipt of notice issued by the Chief Manager or an officer of the Client authorized by him/her. However, in the event that services have to be provided on an urgent basis by the service provider, then a three hours' notice in lieu of twelve hours' notice will be complied with by the service provider.
- 4.2. The notice so issued shall be complied with even if it is necessary for the service provider to provide its services outside ordinary business hours or on days recognized as "Public Holidays" under the Negotiable Instruments Act, 1881 or any other Act or Notification of the Government of Pakistan and/ or of the Government of the Province in which the relevant office(s) is / are located.
- 4.3. Any urgent notice may be countermanded on giving a like notice of such countermand, not less than three hours before the hours fixed for supply, and the service provider shall be entitled to no remuneration or payment in respect thereof, provided always that where the motor trucks and / or other transport vehicles, as given under the notice, have been supplied but not used and no countermand has been given, the service provider shall be entitled for payment as mentioned at Sr. 1.9 above.
- 4.4. In the event of any delay by the service provider in complying with any notice given, the Chief Manager may at his discretion impose a fine not exceeding Rs. 500/- for every hour or part of any hours delay, provided also that if delay be less than half an hour on any occasion, the Chief Manager shall not impose the penalty, but shall warn the service provider in writing. If there is a delay by the service provider even after such warning, whether on the next day or on any succeeding occasion and whether such delay be for half an hour or less, the said penalty may be imposed by the Chief Manager.
- 4.5. In case of breakdown in transit of a vehicle in transit, the service provider shall be liable to repair it or provide another truck on urgent basis. In such cases, the service provider shall be liable to a penalty of Rs. 5,000 per hour of delay or part of any hours delay.
- 4.6. The service provider shall be responsible for recuperating any loss or mishap arising out of negligence or willful mala fide actions on part of the service provider or any of its employees.



5. Police Clearance

- 5.1. The service provider shall be responsible to obtain and provide necessary clearance from the local police about the antecedents of all its employees and labor that will be performing services under this Agreement including, but not limited to, drivers, helpers, packers, coolies who are involved in providing services to the Client and who shall be deemed to be employees of the service provider for all purposes of this Agreement.

6. Health, Safety and Environment

- 6.1. The service provider shall be responsible to ensure that drivers/ labor being engaged are adequately protected from any safety and health hazard arising in the course of providing services to the Client. To this end, the service provider shall also provide any tools and equipment necessary for safety of its employees.
- 6.2. The service provider shall also provide pocket-less jumpsuits/uniforms to its labor who shall be wearing the same for the entire duration of their presence at office premises and other site(s) where currency related works are being undertaken. Violation of the same shall incur penalty amounting to Rs. 1,000/- per instance and concerned personnel would not be allowed entry

7. Availability Local Representative of the Service Provider

- 7.1. The service provider shall ensure that a local representative shall remain present in the city of each BSC office of the specific region. Name and contact details of all such persons shall be provided to the respective office at the time of contract initiation and promptly updated in case of any change.

8. General Requirements:

- 8.1. The Service provider at its end shall maintain sufficient record of services executed at Client premises.
- 8.2. The Service Provider will indemnify the Client from all kinds of losses, which includes but not limited to legal, security and financial, that may arise due to any non-compliance by the service provider. Service provider may provide Contractual Liability Insurance, which should be not less than the total ceiling amount of the Contract. The Service Provider would be liable to all kind of damages caused due to leakage of any information and misplacement of any paper, record or file etc.
- 8.3. The Service Provider will ensure that all regulatory requirements & applicable laws are fully met and accordingly indemnify the Client against any claims
- 8.4. The Service Provider will arrange/ bring at site and keep in working order, the equipment necessary to carry out the services under the contract.
- 8.5. The Service Provider will provide obtain all permits, NOCs, licenses, certificates or registrations etc. that may be required to perform the services under this contract.
- 8.6. The Service Provider shall provide the Client information about its working practices, materials and equipment and shall operate in a manner, which does not compromise Client's security or environmental standards.
- 8.7. Service Provider shall also provide the Client with any information, which can be related to a potential or actual security threat to the Client.



9. **Obligation of the Service Provider:**

- 9.1. It shall be responsibility of the service provider to ensure compliance of prevailing labor laws including payment of minimum wages, health insurance etc. as declared by the Government of Pakistan.



Appendix C
Services and Facilities Provided by the Client

Not Applicable



Appendix D
Key Personnel Names

[Insert name, designation, and contact numbers of the key personals]



Appendix E
Break Down of Contract Price



Appendix F
Payment Schedule

Payment shall be made on monthly basis by the respective field office after confirmation of satisfactory execution of services by designated official.



Appendix G
Service Provider's Bid



Appendix H
Notification of Award



Appendix I
Letter of Acceptance





Appendix J
Performance Guarantee

To:

The Chief Manager
SBP BSC
-----,
-----,
----- -Pakistan

WHEREAS *[name of Service provider]* (hereinafter called "the Service provider") has undertaken, in pursuance of Contract No. *[reference number of the contract]* to provide services *[description of services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Service provider shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as guarantee for compliance with the Service provider's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Service provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service provider, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Service provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ____ day of _____ 2023

Signature and seal of the Guarantors

[name of bank or financial institution]



Appendix K
Integrity Pact

STATE BANK OF PAKISTAN BANKING SERVICES CORPORATION

*Integrity Pact pursuant to Rule 7 Public Procurement Rules 2004 Declaration of Fees,
Commissions and Brokerage etc.*

_____ **[the Service provider]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Service provider] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Service provider] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Service provider] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Service provider] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Service provider] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Appendix L

Non-Disclosure Agreement

THIS AGREEMENT made on _____ between **SBP Banking Services Corporation (SBP BSC)** having its registered office ----- hereinafter referred to as the **DISCLOSING PARTY**

-and-

The M/s ----- a company having its registered office at _____, hereinafter referred to as the **RECEIVING PARTY** the (hereinafter together referred to as "the parties")

WHEREAS, the parties believe that they would mutually benefit by sharing certain **Confidential/Proprietary Information** (as defined herein) and believe it is in the interest of both the parties to ensure that all such confidential/proprietary information of the **DISCLOSING PARTY** will be safeguarded and carefully protected by the **RECEIVING PARTY**.

NOW THEREFORE, for consideration the adequacy of which is hereby acknowledged and intending to be legally bound, the parties hereby agree as follows:

1. Purpose of this Non-Disclosure Agreement

This Non-Disclosure Agreement serves to protect all confidential information and intellectual property to which Receiving Party shall have access to and/or developed for SBP BSC.

Confidentiality and Acknowledgement

"Confidential Information" means any information directly or indirectly concerning, or related to the:

- Information about the activities of the SBP BSC.
- Information including but not limited to:
 - ◆ Policies
 - ◆ Procedures
 - ◆ Business Rules and Plans
 - ◆ Validation Checks, all project related information
 - ◆ Process followed etc.
- Any other information that recipient obtained from SBP deliberately or otherwise during the course of this exercise.

Whereas parties have agreed that the Disclosing Party has disclosed or may disclose certain confidential and proprietary information (*including, without limitation, internal policies & procedures, computer programs, technical drawings, algorithm, know-how, formulas, processes, ideas, whether patent or not and other technical, business, financial, customer and product development plans, forecast, strategies and information which to the extent previously, presently or subsequently disclosed to the Receiving party is hereinafter referred to as the **Confidential/Proprietary Information** of the Disclosing Party*) to the Receiving Party as per agreed scope of services. Confidential Information also includes proprietary or confidential information of any third party that may disclose such information to either party in the course of the other party's business.



The Receiving Party agrees to treat above types of information as secret and shall not at any time for any reason is permitted to disclosed to any person or otherwise use any unpublished information relating to the State Bank.

Further, the Receiving party agrees:

- (i) To hold the DISCLOSING PARTY's PROPRIETARY INFORMATION in confidence and take reasonable precautions to protect such PROPRIETARY INFORMATION (including, without limitation, all precautions the RECEIVING PARTY employs with respect to its confidential materials).
- (ii) Not to divulge any such PROPRIETARY INFORMATION or any information derived therefrom to any third person.
- (iii) Not to make any use whatsoever at any time of such PROPRIETARY INFORMATION except to evaluate internally its relationship with the DISCLOSING PARTY
- (iv) Not to copy or reverse-engineer any such PROPRIETARY INFORMATION,
- (v) To provide Disclosing Party, upon request, a list of all such persons who have been given access to Confidential Information.

2. Term of agreement

This agreement shall commence as of the effective date and shall remain in full force and effect for 10 years.

3. Remedies

The RECEIVING PARTY acknowledges that breach of this Agreement, SBP BSC, in addition to terminating the RECEIVING PARTY project or contract and taking other actions available to it, may obtain preliminary and permanent court injunctions to stop the breach, and may also sue to recover from the Recipient an amount equal to the damages that may be caused by the breach together with all costs and expenses, including attorney's fees incurred by SBP BSC in taking.

4. Applicable laws

This agreement shall be governed by and constructed in accordance with the laws of Pakistan.

This Agreement constitutes the sole understanding of the parties about this subject matter and may not be amended or modified except in writing signed by each of the parties to the Agreement.

<p><u>SBP Banking Services Corporation (Disclosing Party)</u></p> <hr/> <p>Signature of nominated officer and Date</p> <hr/> <p>Name</p> <p><u>WITNESS:</u></p> <hr/> <p>CNIC No. _____</p>	<p><u>Agreed to and Accepted by M/s ----- (Receiving Party)</u></p> <hr/> <p>Signature of authorized representative and Date</p> <hr/> <p>Name</p> <p><u>WITNESS:</u></p> <hr/> <p>CNIC No. _____</p>
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Appendix M

Under Declaration of Beneficial Owners' Information of Public Procurement Contract Awarded Regulations, 2022 of Public Procurement Regulatory Authority

Name	
Father's Name/Spouse's Name	
CNIC/NICOP/Passport no.	
Nationality	
Residential address	
Email address	
The date on which shareholding, control, or interest was acquired in the business.	

In case of indirect shareholding, control, or interest being exercised through intermediary companies, entities, or other legal persons or legal arrangements in the chain of ownership or control, the following additional particulars are to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

Information about the Board of Directors (details shall be provided regarding the number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---



Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
Total number of shares taken (in figures and words)							

Any other information incidental to or relevant to Beneficial Owner(s)

Name of the Bidder: [insert complete name of the participating Entity]

Name of Authorized Person: _____

Title of the person signing the Response: _____

Signature of the person named above: _____

Date: _____

******End of Document******





CONTRACT FOR SERVICES

*Procurement of Transport & Allied Labour Services for
SBP Banking services Corporation (SBP BSC) Lahore*

Between

SBP Banking Services Corporation, Lahore

And

M/s Shafi & Co.

SHAFI & CO.
Malik Zubair Kazim
Managing Director

January 2024



0025-24961581	E-STAMP	PB-LHR-7E14E489597EBC11
Non-Judicial		Rs 165,000/-

Description : CONTRACT - 22A(b)
 First Party : STATE BANK OF PAKISTAN LAHORE [35000-0000000-0]
 Second Party : SHAFI AND CO [35000-0000000-0]
 Agent : Malik Saad [35201-4689563-3]
 Stamp Duty Paid by : SHAFI AND CO [35000-0000000-0]
 Issue Date : 18-Jan-2024, 11:39:18 AM
 Paid Through Challan : 20243E2FD484616A
 Amount in Words : One Lac Sixty Five Thousand Rupees Only

Please Write Below This Line

Form of Contract

This CONTRACT (hereinafter called the "Contract") is made on the 18th day of the month of January 2024, between, **SBP Banking Services Corporation Lahore** (hereinafter referred to as the "Client" which expression shall, wherever the context so permits, include its successors in interest and assigns) through Chief Manager who is duly authorized in this behalf, (of the First Part) having its office at Shahrah-e-Quaid-e-Azam, Lahore

AND

M/s Shafi & Co. incorporated/registered under the applicable laws in Pakistan, having its principal office at 19A Old Officer Colony Saddar Lahore Cantt. (hereinafter referred to as the "service provider" which expression shall, wherever the context so permits, include its successors in interest and assigns) through Mr. Malik Zubair Kazim who is duly authorized in this behalf of the other Part).

(THE CLIENT and THE SERVICE PROVIDER are hereinafter collectively referred to as the "Parties" and individually as a "Party").

WHEREAS,

- the Client has requested the services provider to provide certain services at Lahore office as defined in **Appendix 'A & B'** of in this Contract (hereinafter called the "Services");
- the service provider, having represented to the Client that it has the required experience and expertise, and agreed to provide the Services to Lahore office on the terms and conditions set forth in this Contract;

NOW, THEREFORE the parties hereto hereby agree as follows:

- The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - The General Conditions of Contract;
 - The Special Conditions of the Contract;

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SHAFI & CO.
 Malik Zubair Kazim
 Managing Director





(a) Appendices:

- i. Appendix A&B: Description of the Services, Performance Specifications & Terms of Reference
- ii. Appendix C: Services and Facilities Provided by the Client
- iii. Appendix D: Key Personnel Names
- iv. Appendix E: Breakdown of the Contract Price
- v. Appendix F: Schedule of Payments
- vi. Appendix G: Service Provider's Bid
- vii. Appendix H: Notification of Award
- viii. Appendix I: Letter of Acceptance
- ix. Appendix J: Performance Guarantee
- x. Appendix K: Integrity Pact
- xi. Appendix L: Non-Disclosure Agreement
- xii. Appendix M: Beneficial Ownership Information

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C & Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

1. The mutual rights and obligations of the Client and the service provider shall be as set forth in the Contract, in particular:
 - (a) The service provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Client shall make payments to the service provider in accordance with the provisions of the Contract.

3. The Service provider shall provide the Services during the period commencing and continuing through 18-01-2024 to or any other period as may be subsequently agreed by the parties in writing. 17-01-2027

16/5/23

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the SBP Banking Services Corporation, Lahore	For and on behalf of the M/s Shafi & Co.
[Authorized Representative] (Name, Designation, Official Stamp and signature)	[Authorized Representative] (Name, Designation, Official Stamp and signature)
 TARIQ RIAZ Chief Manager State Bank of Pakistan SBP-BSC Lahore	 SHAFI & CO. Malik Zubair Kazim Managing Director
Witness 1	Witness 1
Name: <u>Muhammed Nuuman Nadeem</u>	Name: <u>Malik Saad Zubair</u>
CNIC# <u>35202-2862727-9</u>	CNIC# <u>37201-4689563-3</u>
Signature:	Signature: <u>Saad</u>
Witness 2	Witness 2
Name: <u>SARA RIAZ</u>	Name: <u>Rohan Khalid</u>
CNIC# <u>38403-0395333-4</u>	CNIC# <u>37202-6382943-9</u>
Signature:	Signature: <u>Rohan</u>

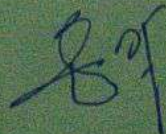
General Conditions of Contract (GCC)

A. General Provisions

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "**Applicable Law**" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan.
- (b) "**Client**" means **SBP Banking Services Corporation, Lahore** that signs the contract with the Service Provider
- (c) "**Contract**" means the legally binding written agreement signed between the Client and the service provider and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- (d) "**Day**" means a calendar day unless indicated otherwise.
- (e) "**Effective Date**" means the date on which this Contract comes into force and effect pursuant to Clause GCC 10.
- (f) "**Experts**" means Staff of the Contractor
- (g) "**Government**" means the Government of Pakistan.
- (h) "**Key Personnel**" means key Staff of the service provider mentioned in Appendix D who will officially coordinate with Client/office and other staff of the Client
- (i) "**Local Currency**" means the currency of Islamic Republic of Pakistan.
- (j) "**Party**" means the Client or the service provider, as the case may be, and "Parties" means both of them.
- (k) "**SCC**" means the Special Conditions of Contract by which the GCC may be



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<p>services to the Client or was deployed to the Client.</p>	
<p>3.1 The Contract shall be governed by the laws of the Islamic Republic of Pakistan.</p>	
<p>4.1 This Contract has been executed in the language specified in the SCC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.</p>	
<p>5.1 The headings shall not limit, after or affect the meaning of this Contract.</p>	
<p>6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.</p> <p>6.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.</p>	
<p>7.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the services provider may be taken or executed by the officials specified in the SCC.</p>	
<p>8.1 The Client requires compliance with its policy in regard to corrupt and fraudulent practices in pursuance of this policy, the Client (a) Defines, for the purpose of this paragraph, the terms set forth below as follows:</p> <p>"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the</p>	

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supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty or bid rigging;

- (b) will terminate the contract if it determines that the service provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;
- (c) will sanction a service provider, including declaring the service provider ineligible, either indefinitely or for a stated period of time, to be awarded a client agreement if at any time it determines that the service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a SBP BSC agreement; and
- (d) Under Rule 19 of PPR-2004, "The Client can inter alia blacklist consultants/ service provider found to be indulging in corrupt or fraudulent practices. Such barring action

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Mallik Zia
Managing Director

shall be duly publicized and communicated to the PPRA.
 8.2 Under Rule 19 of PPR-2004, following mechanism and manner for permanently or temporarily bar, from participating in their respective procurement proceedings will be followed as per guidance of SBP management:

Nature of Offense / Fault	Means of Verification	Proposed Action under Rule 19
Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of SBP	Permanent blacklisting.
Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)
Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/consultant.	Blacklisting for 1-2 years. (depending on severity of non-performance). To be blacklisted for procurements during the period

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SHAFI & CO
 Malik Zia
 Managing Director
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		of debarment
B. Commencement, Completion, Modification and Termination of Contract		
9. Effectiveness of Contract	9.1. This Contract shall come into force and effect on the date (the "Effective Date") as mentioned in the SCC.	
10. Termination of Contract for Failure to Become Effective	10.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC. The client shall consider termination of contract besides forfeiture of performance guarantee except the conditions specified under GCC 15 including temporary/permanent debarment if considered necessary.	
11. Commencement of Services	11.1. The service provider shall commence the Services not later than the number of days after the Effective Date specified in the SCC.	
12. Expiration of Contract	12.1. Unless terminated earlier pursuant to Clause GCC 17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.	
13. Entire Agreement	13.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.	
14. Modifications or Variations	14.1. Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties in compliance with PPR-2004.	
15. Force Majeure	15.1. Definition For this Contract, "Force Majeure" means an unforeseeable event that is beyond the reasonable control of a Party, and which makes a	

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SHAFI & CO
 Malik Zuhair
 Managing Director

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	<p>Party's performance of its obligations under the Contract impossible or to be considered impossible under the circumstances. The Party affected by Force Majeure shall on the occurrence of such event leading to Force Majeure, immediately notify the other Party in writing and take all reasonable steps to overcome the Force Majeure. If the Force Majeure persists, the affected Party may terminate this Contract as per clause 2.6 of the Contract because of Force Majeure.</p> <p>15.2. No Breach of Contract The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of or default under this Contract, insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event;</p> <ul style="list-style-type: none"> a. has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and b. has informed the other Party as soon as possible about the occurrence of such an event. <p>15.3. Extension of Time Any period within which a Party shall, under this Contract, complete any action or task or additional task shall be extended for a period equal to the time during which such Party was unable to perform such activities as a result of Force Majeure or on the advice of Client.</p>
<p>16. Suspension</p>	<p>16.1. The Client may, by written notice of suspension to the service provider, suspend all the</p>

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Malik Z.
Managing Director

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	<p>payments to the service provider hereunder if the service provider fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension</p> <ol style="list-style-type: none"> i. shall specify the nature of the failure, and ii. shall request the service provider to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the service provider of such notice of suspension.
<p>17. Termination</p>	<p>17.1. This Contract may be terminated by either Party as per provisions set up below:</p> <p>(a) By the Client</p> <p>17.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the service provider in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):</p> <ol style="list-style-type: none"> a. If the service provider fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 17; b. If the service provider becomes (or, if the service provider or

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 Malik Z
 Managing Director *[Handwritten signature]*

any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the service provider fails to comply with any final decision reached as a result of arbitration

proceedings pursuant to Clause GCC 35;

d. If as the result of Force Majeure, the service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

f. If the service provider fails to confirm availability of Key Personnel as required in Clause GCC 24.

17.1.2. Furthermore, if the Client determines that the service provider has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving fourteen-(14) calendar days written notice to the service provider, terminate the service provider's employment under the Contract.

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Malik Ziaat K...
Managing Director

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(b) By the service provider

17.1.3. The service provider may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- a. If the Client fails to pay any money due to the service provider pursuant to this Contract and not subject to dispute pursuant to Clause GCC 35 within forty-five (45) calendar days after receiving written notice from the service provider that such payment is overdue.
- b. If, as the result of Force Majeure, the service provider is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- c. If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 35.
- d. If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the service provider may have subsequently approved in writing) following the receipt by the Client of the service provider's notice specifying such

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Malik Zubair Kazim
Managing Director

<p>breach</p> <p>(c) Cessation of Rights and Obligations</p> <p>17.1.4. Upon termination of this Contract pursuant to Clauses GCC 10 or GCC 17 hereof, or upon expiration of this Contract pursuant to Clause GCC 12, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 20, (iii) the service provider's obligation to permit auditing of their accounts and records set forth in Clause GCC 24, and (iv) any right which a Party may have under the Applicable Law.</p>	
<p>(d) Cessation of Services</p> <p>17.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 18 (a) or GCC 18 (b), the service provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.</p>	
<p>(e) Payment upon Termination</p> <p>17.1.6. Upon termination of this Contract, the Client shall make the following payments to the service provider:</p> <p>a. payment for Services satisfactorily performed</p>	

SHAFI & CO
 MAUK ZUBAR KAHIN
 Managing Director

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	<p>prior to the effective date of termination; and</p> <p>b. in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 17.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.</p>
C. Obligations of the Service Provider	
18. General	<p>(a) Standard of Performance</p> <p>18.1. The service provider shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The service provider shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.</p> <p>18.2. The service provider shall employ and provide such qualified and experienced Experts and Sub-service provider as are required to carry out the Services.</p> <p>(b) Law Applicable to Services</p> <p>18.3. The service provider shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-service provider, comply with the Applicable Law.</p>
19. Conflict of Interests	<p>19.1. The service provider shall hold the Client's interests paramount, without any consideration for</p>

SHAFI & CO.
Mallik Z
Managing Director

	<p>future work, and strictly avoid conflict with other assignments or their own corporate interests.</p> <p>(a) Prohibition of Conflicting Activities</p> <p>19.1.1. The service provider shall not engage, and shall cause its Experts not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.</p> <p>(b) Strict Duty to Disclose Conflicting Activities</p> <p>19.1.2. The service provider has an obligation and shall ensure that its Experts shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the service provider or the termination of its Contract.</p>
<p>20. Confidentiality</p>	<p>20.1. Information relating to evaluation of bids and recommendations concerning to award of the Contract shall not be disclosed by the Bank to the bidder or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>20.2. 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 Bank's prior written consent.</p> <p>20.3. In case of any disclosure related to the bidding process and contractual obligations at any stage by any Bidder, the Bank may reject its bid and/or terminate the</p>

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SHAFI & CO.
 Malik Z. A. ...
 Managing Director

	Contract
21. Liability of the service provider	21.1. Subject to additional provisions, if any, set forth in the SCC, the service provider liability under this Contract shall be provided by the Applicable Law.
22. Reporting Obligations	22.1. The service provider shall submit to the Client any and all such reports pertaining to the services directly or indirectly if and when required by the Client. 22.2. There will be no employer employee relationship with the Client to any of the employees of the service provider.
23. Proprietary Rights of the Client in Reports and Records	23.1. The service provider will not share any details or information with anyone except after prior permission of the Client.
D. Service Provider's personnel	
24. Description of Key Personnel	24.1. Key personnel Means, the Staff of the service provider who will officially coordinate with Client/office and other staff of the Client as enlisted at Appendix D ,
25. Replacement of Key personnel	25.1. Any replacement in key personnel at clause 24 will be communicated in writing to the designated official of the Client, who will communicate the same to all concerned quarters.
26. Removal of Experts or Sub-contractors	26.1. Any removal in key personnel at clause 24 will be communicated in writing to designated official of the Client, however total strength in this regard cannot be less than 2.
E. Obligations of the Client	
27. Assistance	27.1. No assistance regarding exemption will be provided by the Client.
28. Payment Obligation	28.1. In consideration of the Services performed by the service provider under this Contract, respective BSC Offices shall make such payments to the service provider for transportation and labor services specified in Appendix A & B and in such manner as is provided by GCC F below.
F. Payments to the Service Provider	
29. Contract Price	29.1. The Contract rates are fixed and is set forth in the Appendix E.

27

SHAFIQ
Mall Training
Managing Director

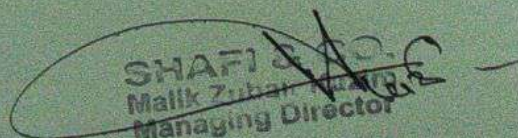
30. Taxes and Duties	30.1. The service provider is responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.
31. Currency of Payment	31.1. Any payment under this Contract shall be made in the Pak Rupees.
32. Mode of Billing and Payment	<p>32.1. The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 29.1.</p> <p>32.2. The payments will be made according to the payment schedule stated in the SCC.</p> <p>32.2.1. The Client shall pay the service provider within thirty (30) days after the receipt by the Client of the services/ deliverable(s) and the cover invoice for the related lump-sum payment. The payment can be withheld if the Client does not approve the services/ deliverable(s) as satisfactory in which case the Client shall provide comments to the service provider within the same thirty (30) days period. The service provider shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.</p>
G. Fairness and Good Faith	
33. Good Faith	33.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
H. Settlement of Disputes	
34. Amicable Settlement	<p>34.1. The Parties shall seek to resolve any dispute amicably by mutual consultation.</p> <p>34.2. If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the</p>

[Handwritten Signature]

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 Managing Director

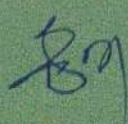
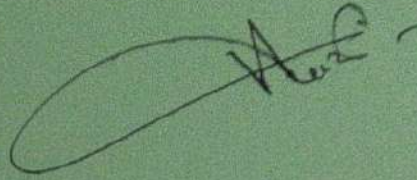
	<p>basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 35 shall apply.</p>
35. Dispute Resolution	<p>35.1. Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably will be resolved through Mediation. Both the parties will engage a mediator to help them resolve the dispute by clarifying the issues, facilitating the negotiation of key points to reach an amicable settlement</p> <p>35.2. Any dispute between the Parties arising under or related to this Contract that cannot be settled through mediation may be referred to by either Party to the adjudication/arbitration in accordance with the Pakistan Arbitration Act, 1940.</p>
36. Liquidated Damages	<p>36.1. The service provider shall pay liquidated damages to the Client at the rate stated in the SCC. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Client may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities</p>
37. Performance Guarantee	<p>37.1. The service provider shall provide the Performance Guarantee to the Client not later than 21 days from the date of notification of award. The Performance Guarantee shall be issued in an amount and form and by a bank acceptable to the Client, and denominated in currency in which the Contract</p>

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 SHAFI & CO.
 Malik Zubair
 Managing Director

	Price is payable. The Performance Guarantee shall be valid until a date 28 days after the Completion Date of the Contract.
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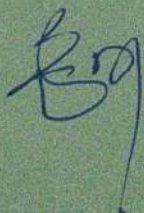


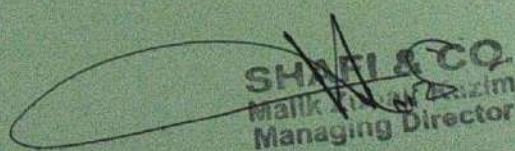
SHAFI & CO
Malik Zuber
Managing Director

Special Conditions of Contract


The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a) and 3.1	The Contract shall be construed in accordance with the law of Islamic Republic of Pakistan.
4.1	The language is <u>English or Urdu</u> .
6.1 and 6.2	<p>The addresses are:</p> <p>Client:</p> <p style="text-align: center;">Chief Manager State Bank of Pakistan - Banking Services Corporation Lahore Office.</p> <p>Service Provider: <u>M/S Shafi & Co</u> Attention: <u>Mr. Malik Zubair Kazim</u> Facsimile: _____ E-mail: <u>shafico2020@gmail.com</u></p>
7.1	<p>The Authorized Representatives are:</p> <ul style="list-style-type: none"> • For the Client: Name: _____ Designation: <u>Assistant chief Manager</u> • For the Service Provider: (Name & Designation) Name: <u>Mr. Malik Zubair Kazim</u> Designation: <u>Chief Executive officer (CEO)</u>
9.1	The contract shall become effective from <u>18th January 2024</u> .
10.1	Termination of Contract for Failure to Become Effective: The time period shall be fifteen (15) days.
11.1	Commencement of Services: <u>18th January 2024</u> The number of days shall be maximum of fifteen (15) from the effectiveness date.
12.1	Expiration of Contract: The contract is <u>three years</u> from the effectiveness date. Contract will expire on <u>17th January 2027</u> .

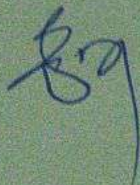



SHAFI & CO
 Malik Zubair Kazim
 Managing Director

29.1 Contract Price	Rates as contained in Appendix - E . Monthly payment will be made to the service provider after receipt of invoice and satisfactory confirmation of services by the concerned official of the office.
36.1	Client can impose liquidated damages as specified in scope of services in case of non-compliance of any requirement defined in Appendix A & B of contract agreement. Decision of the Client for imposition of liquidated damages will be final and binding on the service provider. The amount of liquidated damages is in addition to the deduction of amount of unperformed services. The maximum amount of liquidated damages is 10% of the estimated cost of each office. Once the maximum amount is reached, the Client may consider termination of the contract.
37.1	5% of estimated contract price i.e. Rs. 3,296,032 /- (based on estimated contract price i.e. Rs. 65,920,631 /-) for entire period of the contract in the shape of either Pay Order/demand draft/call deposit or an unconditional Bank Guarantee from a Scheduled Bank, or in another form acceptable to the Bank. The Bank Guarantee must remain valid 28 days beyond the Contract's expiry date.

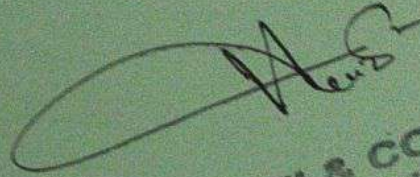
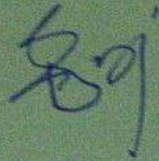


SHAFI & CO.
Malik Zaidur Razvi
Managing Director



APPENDICES

1. Appendix A & B: Description of the Services, Performance Specifications & Terms of Reference
2. Appendix C: Services and Facilities Provided by the Client
3. Appendix D: Key Personnel Names
4. Appendix E: Breakdown of the Contract Price
5. Appendix F: Schedule of Payments
6. Appendix G: Service Provider's Bid
7. Appendix H: Notification of Award
8. Appendix I: Letter of Acceptance
9. Appendix J: Performance Guarantee
10. Appendix K: Integrity Pact
11. Appendix L: Non-Disclosure Agreement
12. Appendix M: Beneficial Ownership Information



SHAFI & CO.
Malik Fakhri K. Zilm
Managing Director

Appendix A & B

Description of the Services, Performance Specification and Terms of Reference

1. Transport Services

- 1.1. The service provider shall, at all times during the term of the Agreement, within twelve hours from receipt of written notice from the respective Chief Manager/Currency Officer, supply to the office / destination with appropriate intimation of the same to such officer(s) of the Client, as mentioned in the notice, all such motor trucks and / or other transport vehicles and covered containers capable of being sealed, as may be required for the office / destination specified in such notice. As specified in the price schedule, the contractor shall be required to provide transport services via the following vehicles:-
 - a. Closed and Sealed pickup trucks with hard metallic cover and length of 8-12 ft. of the truck bed/ container.
 - b. Closed and Sealed loaded trucks with hard metallic cover and length of 15-17 ft. of the truck bed/ container.
 - c. Trucks carrying a 20 ft. or 40 ft. shipping container.
 - d. Vans for police escort capable of carrying 07 guards. Rates provided for fixed routes in this category shall consist of one way transport.
- 1.2. The service provider shall also supply container trucks and / or other covered & sealed transport vehicles, as may at any time be required by a notice from the Chief Manager/Currency Officer, in respect of any number of remittance boxes held by the Client or which the Client from other field offices / destinations may receive.
- 1.3. GPS trackers may be installed/placed on the vehicles provided by the Service Provider for the purpose of remittances, as and when required by the Client.
- 1.4. The service provider shall ensure that the drivers provided are skilled, qualified and competent and they shall be deemed to be employees of the service provider for the purpose of this contract.
- 1.5. The service provider shall be responsible to carry and deliver all such remittance boxes as may be specified in the notice from and to such places as specified in the contract safely and expeditiously.
- 1.6. The service provider shall provide adequate and appropriate space for police guards while carrying out its services. The service provider may also be required to provide separate transport van/ coaster for police escort as required to accompany the remittances.
- 1.7. In case the service provider is unable to provide the vehicle requested by respective Field Office and instead provides alternative arrangements e.g. two 20 ft. container trucks instead of one 40 ft. container truck, cost of the lower of the arrangement between the one requested by the Office and the one provided by the service provider shall be applicable.
- 1.8. Any consignment intended from railway station to SBP BSC office or vice versa/ office to PSPC (in case of empty plywood boxes), shall be treated as a single consignment and cannot be broken up into multiple consignments for payment purposes.
- 1.9. If trucks provided by the service provider need to be parked idly at the dispatching SBP BSC Office for 08 hours or more, service provider shall be entitled for payment of Rs. 1,000 for every hour beyond the initial 08 hours. However, this is only applicable at the time of remittance dispatch. Further, the term "idly" implies that no activity, such loading of plywood boxes/pallets, venesta boxes etc., is being carried out.



SHAFI & CO.
Malik Zubair Kazim
Managing Director


- 1.10. For determining distance, the recommended route as per google maps or a reputable equivalent application shall be reckoned. In case an alternative route has been taken due to cogent reasons, payment for the same may be allowed with the approval of respective Chief Manager.
- 1.11. For inter-city remittances, the service provider may only provide vehicles whose make/model is not more than 10 years old. In case of non-compliance, the service provider shall only be paid half the fare for the route's transport services. Respective BSC office availing such services shall be responsible to confirm the same.
- 1.12. For within city remittances, the service provider shall provide a fitness certificate, duly signed by relevant authorities, for the vehicle being used prior to dispatch. In case of non-availability of said certificate(s), the service provider shall only be paid half the fare for the route's transport services. Respective BSC office availing such services shall be responsible to confirm the same.

2. Labor Services

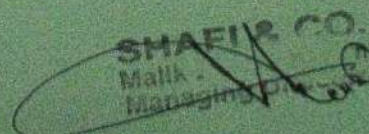
- 2.1. The service provider shall be responsible to supply the necessary labor as may be specified by the Chief Manager including the following:-
- Loading/ unloading of plywood/ venesta boxes/ coin bags onto/ from trucks at office premises and to/from trucks or trains at railway stations.
 - Handling and shifting of boxes/ bags within the office premises.
 - Packing, weighing, storing and stacking of plywood boxes, venesta boxes, coin bags or any related articles, that are to be received or dispatched by the Client.
 - Skilled labor for operating hydraulic stackers and forklifts shall also be provided.
 - Any other tasks related to currency management at field offices.
- 2.2. The Currency Officer/DCM I&T of the BSC Office availing such services shall determine minimum productivity levels of the persons engaged for labor services.
- 2.3. Where direct loading/unloading of containers does not take place, service provider shall arrange ample hydraulic hand pallets for loading/unloading of pallets/plywood boxes, venesta boxes, coin bags or any related articles from railway bogies.
- 2.4. It must be ensured that the labor is wearing pocket-less jumpsuits/ uniforms for the entire duration of engagement in currency related works.
- 2.5. Special timings as declared by the Bank shall be observed during the month of Ramadan and the same shall be used as reference for calculation of payments and overtime.

3. For Direct Loading/Unloading of Container from Truck onto Train and Vice Versa

- 3.1. The service provider may also be required to utilize cranes/container handlers/reach stackers to directly load entire containers from trucks to trains or vice versa at railway stations.
- 3.2. It shall be the responsibility of the service provider to ensure availability of container handlers/cranes etc. for direct loading/unloading of sealed containers from trucks to trains or vice versa
- 3.3. As per the price schedule, the service provider shall be entitled to the following payment:-
- Cost of loading/ unloading via cranes/container handlers/reach stackers.
 - Cost per container per day it has been in transit over rail. Time shall be considered from the time the container was loaded onto the train till it was released by the Client at the intended destination. Partial days shall be rounded up for calculating number of days.



SHAFIQ CO.
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Managing Director



- c. Demurrage charges per hour, if the truck and container remain parked at the railway station for 6 hours or more.

4. Prompt Performance of Services

- 4.1. The service provider shall provide its services under the Agreement within twelve hours from receipt of notice issued by the Chief Manager or an officer of the Client authorized by him/her. However, in the event that services have to be provided on an urgent basis by the service provider, then a three hours' notice in lieu of twelve hours' notice will be complied with by the service provider.
- 4.2. The notice so issued shall be complied with even if it is necessary for the service provider to provide its services outside ordinary business hours or on days recognized as "Public Holidays" under the Negotiable Instruments Act, 1881 or any other Act or Notification of the Government of Pakistan and/ or of the Government of the Province in which the relevant office(s) is / are located.
- 4.3. Any urgent notice may be countermanded on giving a like notice of such countermand, not less than three hours before the hours fixed for supply, and the service provider shall be entitled to no remuneration or payment in respect thereof, provided always that where the motor trucks and / or other transport vehicles, as given under the notice, have been supplied but not used and no countermand has been given, the service provider shall be entitled for payment as mentioned at Sr. 1.9 above.
- 4.4. In the event of any delay by the service provider in complying with any notice given, the Chief Manager may at his discretion impose a fine not exceeding Rs. 500/- for every hour or part of any hours delay, provided also that if delay be less than half an hour on any occasion, the Chief Manager shall not impose the penalty, but shall warn the service provider in writing. If there is a delay by the service provider even after such warning, whether on the next day or on any succeeding occasion and whether such delay be for half an hour or less, the said penalty may be imposed by the Chief Manager.
- 4.5. In case of breakdown in transit of a vehicle in transit, the service provider shall be liable to repair it or provide another truck on urgent basis. In such cases, the service provider shall be liable to a penalty of Rs. 5,000 per hour of delay or part of any hours delay.
- 4.6. The service provider shall be responsible for recuperating any loss or mishap arising out of negligence or willful mala fide actions on part of the service provider or any of its employees.

5. Police Clearance

- 5.1. The service provider shall be responsible to obtain and provide necessary clearance from the local police about the antecedents of all its employees and labor that will be performing services under this Agreement including, but not limited to, drivers, helpers, packers, coolies who are involved in providing services to the Client and who shall be deemed to be employees of the service provider for all purposes of this Agreement.

6. Health, Safety and Environment

- 6.1. The service provider shall be responsible to ensure that drivers/ labor being engaged are adequately protected from any safety and health hazard arising in the course of providing services to the Client. To this end, the service provider shall also provide any tools and equipment necessary for safety of its employees.



S. H. & Co.
Maitani
Khatim
19/11/2024

- 6.2. The service provider shall also provide pocket-less jumpsuits/uniforms to its labor who shall be wearing the same for the entire duration of their presence at office premises and other site(s) where currency related works are being undertaken. Violation of the same shall incur penalty amounting to Rs. 1,000/- per instance and concerned personnel would not be allowed entry

7. Availability Local Representative of the Service Provider

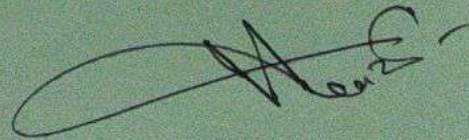
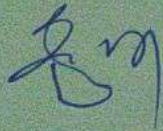
- 7.1. The service provider shall ensure that a local representative shall remain present in the city of each BSC office of the specific region. Name and contact details of all such persons shall be provided to the respective office at the time of contract initiation and promptly updated in case of any change.

8. General Requirements:

- 8.1. The Service provider at its end shall maintain sufficient record of services executed at Client premises.
- 8.2. The Service Provider will indemnify the Client from all kinds of losses, which includes but not limited to legal, security and financial, that may arise due to any non-compliance by the service provider. Service provider may provide Contractual Liability Insurance, which should be not less than the total ceiling amount of the Contract. The Service Provider would be liable to all kind of damages caused due to leakage of any information and misplacement of any paper, record or file etc.
- 8.3. The Service Provider will ensure that all regulatory requirements & applicable laws are fully met and accordingly indemnify the Client against any claims
- 8.4. The Service Provider will arrange/ bring at site and keep in working order, the equipment necessary to carry out the services under the contract.
- 8.5. The Service Provider will provide obtain all permits, NOCs, licenses, certificates or registrations etc. that may be required to perform the services under this contract.
- 8.6. The Service Provider shall provide the Client information about its working practices, materials and equipment and shall operate in a manner, which does not compromise Client's security or environmental standards.
- 8.7. Service Provider shall also provide the Client with any information, which can be related to a potential or actual security threat to the Client.

9. Obligation of the Service Provider:

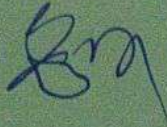
- 9.1. It shall be responsibility of the service provider to ensure compliance of prevailing labor laws including payment of minimum wages, health insurance etc. as declared by the Government of Pakistan.



SHAFI & CO
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Managing Director

Appendix C
Services and Facilities Provided by the Client

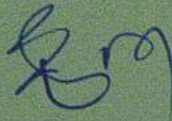
Not Applicable



SMITH & CO.
M. Nazim
Managing Director

Appendix D
Key Personnel Names

Sr.#	Name	Designation	Email	Contact#
1.	Malik Zubair Kazim	M.D	Shafi Co 2020 RGM	0300-4337330
2.				
3.				
4.				



SHAFI & CO.
Malik Zubair Kazim
Managing Director

Appendix E
Break Down of Contract Price

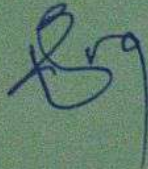
- Rates given at Appendix G.



SHAFI & CO.
Malik Zubair Kazim
Managing Director

Appendix F
Payment Schedule

Payment shall be made on monthly basis by the respective field office after confirmation of satisfactory execution of services by designated official.



SHAFI & CO.
Malik Zubair Kazim
Managing Director

Appendix H
Notification of Award



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

NOA No. GSD (Proc. II)/ CMD-Transportation & Allied Services/3416/2024

January 18, 2024

Mr. Malik Zubair Kazim (Managing Director),
M/s Shafi & Co,
19-Block-A, Old Officers Colony,
Zarar Shaheed Road, Lahore Cantt.
Tel: 042-36665762

Subject: Notification of Award of Contract - Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation-SBPBSC Lahore| IFB No. GSD (Proc. II) / CMD-Transportation & Allied Services /49972 /2023

Dear Sir,

Concerning the subject procurement, I am pleased to inform you that the proposals submitted by M/s Shafi & Co have been declared most advantageous by the Evaluation Committee as per the evaluated rates, duly approved by the Competent Authority. The approved rates are given at Annexure-A.

Kindly acknowledge the receipt of this Notification of Award and submit a Letter of Acceptance by January 18, 2024 to ensure the timely signing and execution of the contract. In case of any related queries, please feel free to contact the undersigned.

Regards,

Hummaira
(Hummaira Mazhar)
Assistant Director
021-3311-5477

GM

Malik Zubair Kazim

SHAFI & CO.
Malik Zubair Kazim
Managing Director

Appendix I
Letter of Acceptance



Shafi & Co.

Currency Contractor State Bank of Pakistan, SBP, BSC (Bank)
19-Block A, Old Officers Colony, Zairat Shaheed Road, Lahore Cantt.
Email: shafico2025@gmail.com

Ph No: 042-36653335
042-99022006
Cell: 0300-4337330
0323-8466898

Bill No. _____

Dated _____

Tender Acceptance Undertaking

To,

The Director,
SBP BANKING SERVICES CORPORATION General Services Department Procurement Division-II

Tender Ref No: 3416/2024
NOA No. GSD (Proc. II)/ CMD-Transportation & Allied Services /49972 /2023

Dear Sir/Madam,

1. We have obtained the tender documents for the above-mentioned tender work.
2. We hereby certified that We have read the entire terms and conditions of the tender documents including all schedule etc. which will be the part of the contract/agreement and we shall abide here by the terms, conditions and clauses contained therein.
3. The corrigendum's issue from time to time by your centre to have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above-mentioned tender document in its entirety.
5. We do hereby declare that our firm has not been black listed by any government department sector undertaking/government organization.
6. We certified that all information furnish by our firm is true and correct and, in the event, that the information is found to be incorrect or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

SHAFI & CO.
Malik Zubair Kazim
Managing Director

Name: Malik Zubair Kazim (Shafi and CO)

SHAFI & CO.
Malik Zubair Kazim
Managing Director



Shafi & Co.

Currency Contractor State Bank of Pakistan, SBP, BSC (Bank)
19-Block-A, Old Officers Colony, Zarrar Shaheed Road, Lahore Cantt.
Email: shafico2020@gmail.com

Ph No: 042-36663335
042-36665762
042-99022006
Cell: 0300-4337330

Ref. No. _____

Dated _____

Appendix M

Under Declaration of Beneficial Owners' Information of Public Procurement Contract Awarded Regulations, 2022 of Public Procurement Regulatory Authority

Name	MALIK ZUBAIR KAZIM
Father's Name/Spouse's Name	MUHAMMAD KAZIM
CNIC/NICOP/Passport no.	35201-1360653-1
Nationality	PAKISTANI
Residential address	19A, Old Officer Colony, Saddar Lahore Cantt
Email address	shafico@gmail.com
The date on which shareholding, control, or interest was acquired in the business.	

In case of indirect shareholding, control, or interest being exercised through intermediary companies, entities, or other legal persons or legal arrangements in the chain of ownership or control, the following additional particulars are to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/ Limited Liability Partnership/ Association of Persons/ Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering Authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement
Malik Zubair Kazim	Partnership Firm	12-07-2006	FBR	19A, Old Officer Colony, Saddar Lahore Cantt,	Pakistan	shafico2020@gmail.com	50%	50% Malik Nadeem Kazim	Malik Zubair Kazim

SHAFI & CO.
Malik Zubair Kazim
Managing Director



Shafi & Co.

Ph No: 042-36663335
042-36665762
042-99022006
Cell: 0300-4337330

Currency Contractor State Bank of Pakistan, SBP, BSC (Bank)
19-Block-A, Old Officers Colony, Zarrar Shaheed Road, Lahore Cantt.
Email: shafico2020@gmail.com

Ref. No _____

Dated _____

Information about the Board of Directors (details shall be provided regarding the number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (In figures and words)
Malik Zubair Kazim	35201-0360653-1	Muhammad Kazim	Pak	-----	Contr	19A, Old Officer Colony, Saddar Lahore Cantt	50%
Total number of shares taken (In figures and words)							

Any other information incidental to or relevant to Beneficial Owner(s)

Name of the Bidder: SHAFI & CO

Name of Authorized Person: MALIK ZUBAIR KAZIM

Title of the person signing the Response: MALIK ZUBAIR KAZIM

Signature of the person named above: _____

Date: 15-01-2024

SHAFI & CO.
Malik Zubair Kazim
Managing Director



Shafi & Co.

Currency Contractor State Bank of Pakistan, SBP, BSC (Bank)
19-Block-A, Old Officers Colony, Zarrar Shaheed Road, Lahore Cantt.
Email: shafico2020@gmail.com

Ph No: 042-36663335
042-99022006
Cell: 0300-4337330
0323-8466898

Bill No. _____

Dated _____

Tender Acceptance Undertaking

To,

The Director,
SBP BANKING SERVICES CORPORATION General Services Department Procurement Division-II

Tender Ref No: 3416/2024
NOA No. GSD (Proc. II)/ CMD-Transportation & Allied Services /49972 /2023

Dear Sir/Madam,

1. We have obtained the tender documents for the above-mentioned tender work.
2. We hereby certified that We have read the entire terms and conditions of the tender documents including all schedule etc. which will be the part of the contract/agreement and we shall abide here by the terms, conditions and clauses contained therein.
3. The corrigendum's issue from time to time by your centre to have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above-mentioned tender document in its entirety.
5. We do hereby declare that our firm has not been black listed by any government department sector undertaking/government organization.
6. We certified that all information furnish by our firm is true and correct and, in the event, that the information is found to be incorrect or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice or remedy including the forfeiture of the full said EMD absolutely.

SHAFI & CO.
Malik Zubair Kazim
Managing Director

Name: Malik Zubair Kazim (Shafi and CO)

E-STAMP



ID : PB-LHR-01TY39IJ649QA429
Type : Low Denomination
Amount : Rs 100/-



Scan for online verification

Description : CERTIFICATE OR OTHER DOCUMENTS - 19
Applicant : SHAFI AND CO [35000-0000000-0]
Representative From : SHAFI AND CO
Agent : Malik Zubair Kazim [35201-1360653-1]
Address : Lahore
Issue Date : 18-Jan-2024 5:36:25 PM
Delisted On/Validity : 25-Jan-2024
Amount in Words : One Hundred Rupees Only
Reason : Agreement in favor of State Bank of Pakistan Lahore
Vendor Information : Basharat Ali | PB-LHR-1066 | BARKI ROAD

ATTESTED
Saad-ul-Hassan Sabri Advo
Deputy Commissioner, Lahore



نوٹ: یہ ٹرانزیکشن تاریخ اجرا سے سات دنوں تک کے لیے قابل استعمال ہے، اسٹامپ کی تصدیق بذریعہ ویب سائٹ، کیو آر کوڈ یا ایس ایم ایس کی جاسکتی ہے۔

Type "eStamp <16 digit eStamp Number>" send to 8100

Appendix L

Non-Disclosure Agreement

THIS AGREEMENT made on 18th January 2024 between **SBP Banking Services Corporation (SBP BSC) Lahore** having its registered office at 54- Shahrah-e-Quaid ^{e-Azam, Lahore} hereinafter referred to as the **DISCLOSING PARTY**

-and-

The **M/s Shafi & Co.** a company having its registered office at 19A Old Officers Colony, Saddar Lahore Cantt, hereinafter referred to as the **RECEIVING PARTY** (hereinafter together referred to as "the parties")

WHEREAS, the parties believe that they would mutually benefit by sharing certain **Confidential/Proprietary Information** (as defined herein) and believe it is in the interest of both the parties to ensure that all such confidential/proprietary information of the **DISCLOSING PARTY** will be safeguarded and carefully protected by the **RECEIVING PARTY**.

NOW THEREFORE, for consideration the adequacy of which is hereby acknowledged and intending to be legally bound, the parties hereby agree as follows:

1. Purpose of this Non-Disclosure Agreement

This Non-Disclosure Agreement serves to protect all confidential information and intellectual property to which Receiving Party shall have access to and/or developed for SBP BSC.

Confidentiality and Acknowledgement

"Confidential Information" means any information directly or indirectly concerning, or related to the:

- Information about the activities of the SBP BSC.
- Information including but not limited to:
 - ◆ Policies
 - ◆ Procedures
 - ◆ Business Rules and Plans
 - ◆ Validation Checks, all project related information
 - ◆ Process followed etc.
- Any other information that recipient obtained from SBP deliberately or otherwise during the course of this exercise.

Whereas parties have agreed that the Disclosing Party has disclosed or may disclose certain confidential and proprietary information (including, without limitation, internal policies & procedures, computer programs, technical drawings, algorithm, know-how, formulas, processes, ideas, whether patent or not and other technical, business, financial, customer and product development plans, forecast, strategies and information which to the extent previously, presently or subsequently

SHAFI & CO.
Malik Zubair Kazim
Managing Director

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disclosed to the Receiving party is hereinafter referred to as the Confidential/Proprietary Information of the Disclosing Party) to the Receiving Party as per agreed scope of services. Confidential Information also includes proprietary or confidential information of any third party that may disclose such information to either party in the course of the other party's business.

The Receiving Party agrees to treat above types of information as secret and shall not at any time for any reason is permitted to disclosed to any person or otherwise use any unpublished information relating to the State Bank.

Further, the Receiving party agrees:

- (i) To hold the DISCLOSING PARTY's PROPRIETARY INFORMATION in confidence and take reasonable precautions to protect such PROPRIETARY INFORMATION (including, without limitation, all precautions the RECEIVING PARTY employs with respect to its confidential materials).
- (ii) Not to divulge any such PROPRIETARY INFORMATION or any information derived therefrom to any third person.
- (iii) Not to make any use whatsoever at any time of such PROPRIETARY INFORMATION except to evaluate internally its relationship with the DISCLOSING PARTY
- (iv) Not to copy or reverse-engineer any such PROPRIETARY INFORMATION,
- (v) To provide Disclosing Party, upon request, a list of all such persons who have been given access to Confidential Information.

2. Term of agreement

This agreement shall commence as of the effective date and shall remain in full force and effect for 10 years.


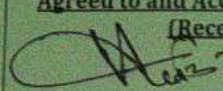
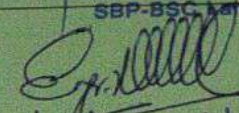
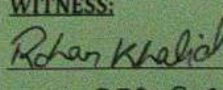
3. Remedies

The RECEIVING PARTY acknowledges that breach of this Agreement, SBP BSC, in addition to terminating the RECEIVING PARTY project or contract and taking other actions available to it, may obtain preliminary and permanent court injunctions to stop the breach, and may also sue to recover from the Recipient an amount equal to the damages that may be caused by the breach together with all costs and expenses, including attorney's fees incurred by SBP BSC in taking.

4. Applicable laws

This agreement shall be governed by and constructed in accordance with the laws of Pakistan.

This Agreement constitutes the sole understanding of the parties about this subject matter and may not be amended or modified except in writing signed by each of the parties to the Agreement.

SBP Banking Services Corporation (SBP BSC) Lahore (Disclosing Party)	Agreed to and Accepted by M/s Shafi & Co. (Receiving Party)
 CHIEF MANAGER State Bank of Pakistan SBP-BSC Lahore	 SHAFI & CO. Malik Zubair Kazim Managing Director
Signature of designated officer and date	Signature of authorized representative and date
Name	Name
WITNESS:  Muhammad Rauman Nadeem	WITNESS:  Rohan Khalid
CNIC No. <u>35202-2862727-9</u>	CNIC No. <u>37202-6382943-9</u>

E-STAMP



ID : PB-LHR-01TY39IJ649QA428
Type : Low Denomination
Amount : Rs 100/-



Scan for online verification

Description : CERTIFICATE OR OTHER DOCUMENTS - 19
Applicant : SHAFI AND CO [35000-0000000-0]
Representative From : SHAFI AND CO
Agent : Malik Zubair Kazim [35201-1360653-1]
Address : Lahore
Issue Date : 18-Jan-2024 5:35:00 PM
Delisted On/Validity : 25-Jan-2024
Amount in Words : One Hundred Rupees Only
Reason : Agreement in favor of State Bank of Pakistan Lahore
Vendor Information : Basharat Ali | PB-LHR-1066 | BARKI ROAD

ATTESTED
Saad-ul-Hassan Sabri Advor
Oath Commissioner Lahore



نوٹ: یہ ڈیجیٹل ٹریسنگ ایچرا سے سات دنوں تک کے لیے قابل استعمال ہے۔ اس اسٹامپ کی تصدیق بذریعہ ویب سائٹ ، کیوار کوڈ یا ایس ایم این کی چیکنگ سے کی جائے۔
Type "eStamp <16 digit eStamp Number>" send to 8100

Appendix K

Integrity Pact

STATE BANK OF PAKISTAN BANKING SERVICES CORPORATION

Integrity Pact pursuant to Rule 7 Public Procurement Rules 2004 Declaration of Fees, Commissions and Brokerage etc.

M/s Shafi & Co. hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s Shafi & Co. represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

M/s Shafi & Co. certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s Shafi & Co. accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, M/s Shafi & Co. agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s Shafi & Co. as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

SHAFI & CO.
Malik Zubair Kazim
Managing Director

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SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

Annexure A

M/s Shafi & Co

Rates for Year 1

Fixed Routes for Remittances (Fixed Rates)						
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within City	9,200	19,500	28,800	40,250
	BSC Lahore	Pakistan Mint	10,350	20,000	28,800	40,250
Intercity	BSC Lahore	Mughalpura	9,200	19,500	28,800	40,250
	BSC Lahore	BSC Faisalabad	30,000	40,250	54,000	97,750
	BSC Lahore	BSC Gujranwala	18,600	23,000	36,600	63,250
	BSC Lahore	BSC Rawalpindi/ Islamabad	42,000	57,000	100,000	170,000
	BSC Lahore	BSC Sialkot	35,400	33,950	51,750	103,500
	BSC Lahore	BSC Multan	42,000	57,380	70,600	97,750
	BSC Lahore	BSC Peshawar	58,200	72,000	162,000	212,500
		<i>Average</i>		28327.77778	38064.44444	62372.22222
	<i>Weights</i>		1.50%	2.55%	9.90%	1.05%
	<i>Weighted Score</i>		424.9166667	970.6433333	6174.85	1009.75
	Total Weighted Score			8,580.16		
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
	BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
	BSC Lahore	BSC Gujranwala	21,600	28,800	43,700	
	BSC Lahore	PSPC	84,000	120,000	205,000	
	BSC Lahore	BSC Sialkot	34,800	42,000	84,000	
	BSC Lahore	Within City	16,800	23,400	38,400	
	BSC Lahore	Mughalpura	16,800	23,400	38,400	
		<i>Average</i>	34,800	47520	81900	

4th Floor, General Services Department, SBP Banking Services Corporation, I. I. Chundrigar Road, Karachi.
 Tel: +92-21-3311-5478, Email: Hummaira.Mazhar@sbp.org.pk



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Procurement Division-II

Weights	0.40%	1.40%	0.20%	
Weighted Score	139.2	665.28	163.8	
Total Weighted Score		968.28		

Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per Km)

Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	9,000	253	253	253	253
Closed and Sealed Truck (15-17 ft.)	13,500	345	345	345	345
20 ft. Closed Container Truck	17,250	450	450	450	450
40 ft. Closed Container Truck	23,000	570	570	570	570
Van for Police Escort	8,000	195	195	195	195
<i>Average</i>	<i>14150</i>	<i>362.6</i>	<i>362.6</i>	<i>362.6</i>	<i>362.6</i>
<i>Weights</i>	<i>0.01%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>
<i>Weighted Score</i>	<i>1.415</i>	<i>0.897435</i>	<i>0.897435</i>	<i>0.897435</i>	<i>0.897435</i>
Total Weighted Score		5.00			
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	8,500	225	225	225	225
Closed and Sealed Truck (15-17 ft.)	13,800	345	345	345	345
20 ft. Closed Container Truck	17,250	455	455	455	455
40 ft. Closed Container Truck	23,000	570	570	570	570
<i>Average</i>	<i>15,638</i>	<i>398.75</i>	<i>398.75</i>	<i>398.75</i>	<i>398.75</i>
<i>Weights</i>	<i>0.02%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>
<i>Weighted Score</i>	<i>3.1275</i>	<i>1.9738125</i>	<i>1.9738125</i>	<i>1.9738125</i>	<i>1.9738125</i>
Total Weighted Score		11.02			

Labor Services (Charges Per Labor Per Day)

Description	Rate	Weights	Weighted Score
For Working Days (8:30 AM to 5:00 PM)	3,100	26%	806
After Working Hours	360	8%	28.8
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours	3,500	3.5%	122.5



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)	3,300	26%	858
For Operating Fork lifters/ Hydraulic Stackers After Working Hours	400	8%	32
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/Weekends/ Odd Hours)	3,500	3.5%	122.5
Total Weighted Score			1,969.80
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa			
Description	Rate	Weights	Weighted Score
Cost for loading container through crane from a truck to a Train or vice versa	20 ft. Container 40 ft. Container	1.80% 0.45%	513 181.125
Cost per Container per Day in Transit (over rail)	20 ft. Container 40 ft. Container	0.20% 0.05%	12 6
Demurrage Charges per hour after 6 hours	Truck for 20 ft. Container Truck for 40 ft. Container Crane/ Container Handler/ Reach Stacker	1.00% 1.00% 0.50%	55 110 125
Total Weighted Score			1,002.13
Grand Total Weighted Score			12,536.39



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

Rates for Year 2

		Fixed Routes for Remittances (Fixed Rates)				
		Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
Within City	PSPC/BSC Office					
	BSC Lahore	Within City	10,000	22,000	33,000	45,000
	BSC Lahore	Pakistan Mint	10,000	22,000	33,000	45,000
	BSC Lahore	Mughalpura	10,000	22,000	33,000	45,000
	BSC Lahore	BSC Faisalabad	36,000	50,000	65,500	110,000
	BSC Lahore	BSC Gujranwala	22,500	31,800	42,500	70,000
	BSC Lahore	BSC Rawalpindi/ Islamabad	51,000	68,800	118,900	180,000
	BSC Lahore	BSC Sialkot	42,000	40,800	64,800	110,000
	BSC Lahore	BSC Multan	50,500	66,000	80,500	120,000
	BSC Lahore	BSC Peshawar	66,000	80,500	187,000	26,500
Intercity	Average	33111.11111	44877.77778	73133.33333	83500	
	Weights	1.50%	2.55%	9.90%	1.05%	
	Weighted Score	496.6666667	1144.383333	7240.2	876.75	
Total Weighted Score		9,758.00				
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
BSC Office		15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck		
	BSC Lahore	BSC Gujranwala	25,800	34,500	48,000	
	BSC Lahore	PSPC	102,000	144,000	224,500	
	BSC Lahore	BSC Sialkot	40,500	50,500	80,000	
	BSC Lahore	Within City	20,500	28,800	47,000	
	BSC Lahore	Mughalpura	20,500	28,800	47,000	
	Average		41860	57320	89300	
	Weights		0.40%	1.40%	0.20%	
	Weighted Score		167.44	802.48	178.6	
	Total Weighted Score		1,148.52			

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 Tel: +92-21-3311-5478, Email: Hunmatra.Mazhar@sbp.org.pk



SBP BANKING SERVICES CORPORATION
 General Services Department
 Procurement Division-II

Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per Km)						
Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km	
Closed & Sealed Truck (8-12 ft.)	10,000	280	280	280	280	
Closed and Sealed Truck (15-17 ft.)	14,000	350	350	350	350	
20 ft. Closed Container Truck	18,000	480	480	480	480	
40 ft. Closed Container Truck	25,000	590	590	590	590	
Van for Police Escort	9,000	210	210	210	210	
<i>Average</i>	<i>15200</i>	<i>382</i>	<i>382</i>	<i>382</i>	<i>382</i>	
<i>Weights</i>	<i>0.01%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	<i>0.2475%</i>	
<i>Weighted Score</i>	<i>1.52</i>	<i>0.94545</i>	<i>0.94545</i>	<i>0.94545</i>	<i>0.94545</i>	
Total Weighted Score		5.30				
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km	
Closed & Sealed Truck (8-12 ft.)	9,000	245	245	245	245	
Closed and Sealed Truck (15-17 ft.)	14,000	390	390	390	390	
20 ft. Closed Container Truck	20,000	500	500	500	500	
40 ft. Closed Container Truck	25,000	590	590	590	590	
<i>Average</i>	<i>17000</i>	<i>431.25</i>	<i>431.25</i>	<i>431.25</i>	<i>431.25</i>	
<i>Weights</i>	<i>0.02%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	<i>0.495%</i>	
<i>Weighted Score</i>	<i>3.4</i>	<i>2.1346875</i>	<i>2.1346875</i>	<i>2.1346875</i>	<i>2.1346875</i>	
Total Weighted Score		11.94				
Labor Services (Charges Per Labor Per Day)				Rate	Weights	Weighted Score
Description						
For Working Days (8:30 AM to 5:00 PM)				3,800	26%	988
After Working Hours				430	8%	34.4
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours				4,050	3.5%	141.75
For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)				4,000	26%	1040
For Operating Fork Lifters/ Hydraulic Stackers After Working Hours				400	8%	32
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)				4,200	3.5%	147

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 General Services Department
 Procurement Division-II

Total Weighted Score		2,383.15	
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa			
Description	Rate	Weights	Weighted Score
Cost for loading container through crane from a truck to a train or vice versa	20 Ft. Container	1.80%	57.6
	40 Ft. Container	0.45%	204.75
	20 Ft. Container	0.20%	14
Cost per Container per Day in Transit (over rail)	40 Ft. Container	0.05%	7
	Truck for 20 Ft. Container	1.00%	62
Demurrage Charges per hour after 6 hours	Truck for 40 Ft. Container	1.00%	120
	Crane/ Container Handler/ Reach Stacker	0.50%	150
	Total Weighted Score		615.35
Grand Total Weighted Score			13,922.26



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

		Rates for Year 3				
		Fixed Routes for Remittances (Fixed Rates)				
	PSPC/BSC Office	From/To	Van for Police Escort	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck
Within City	BSC Lahore	Within City	11,500	25,500	39,000	50,000
	BSC Lahore	Pakistan Mint	13,000	26,000	40,000	50,000
	BSC Lahore	Mughalpura	13,000	26,000	40,000	50,000
	BSC Lahore	BSC Faisalabad	42,500	61,000	77,000	125,000
	BSC Lahore	BSC Gujranwala	27,000	37,000	50,000	80,000
	BSC Lahore	BSC Rawalpindi/ Islamabad	60,000	80,000	140,000	210,000
	BSC Lahore	BSC Sialkot	50,000	47,500	74,000	120,000
	BSC Lahore	BSC Multan	60,000	79,000	96,000	130,000
	BSC Lahore	BSC Peshawar	78,000	90,000	220,000	310,000
		Average		39444.44444	52444.44444	86222.22222
	Weights		1.50%	2.55%	9.90%	1.05%
	Weighted Score		591.666667	1337.333333	8536	1312.5
		Total Weighted Score	11,777.50			
Fixed Routes for Dispatch of Empty Boxes/Empty Container (Fixed Rates)						
	BSC Office	From/ To	15-17 ft. Truck	20 ft. Container Truck	40 ft. Container Truck	
	BSC Lahore	BSC Gujranwala	30,000	38,000	53,000	
	BSC Lahore	PSPC	120,000	170,000	270,000	
	BSC Lahore	BSC Sialkot	47,000	59,000	90,000	
	BSC Lahore	Within City	22,000	32,000	51,500	
	BSC Lahore	Mughalpura	22,000	32,000	51,500	
	Average		48200	66200	103200	
	Weights		0.40%	1.40%	0.20%	
	Weighted Score		192.8	926.8	206.4	
		Total Weighted Score	1,326.00			



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

Calculation of Fare for Other Routes (Fixed Cost & Rate Per Truck Per km)					
Remittance	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	11,000	320	320	320	320
Closed and Sealed Truck (15-17 ft.)	15,000	395	395	395	395
20 Ft. Closed Container Truck	20,000	550	550	550	550
40 Ft. Closed Container Truck	25,000	650	650	650	650
Van for Police Escort	10,000	225	225	225	225
Average	16200	428	428	428	428
Weights	0.01%	0.2475%	0.2475%	0.2475%	0.2475%
Weighted Score	1.62	1.0593	1.0593	1.0593	1.0593
Total Weighted Score		5.86			
Return of Empty Boxes/ Empty Container	Fixed Cost per Vehicle (A)	Up to 50 km	51-150 Km	151-300 Km	Above 300 Km
Closed & Sealed Truck (8-12 ft.)	10,000	280	280	280	280
Closed and Sealed Truck (15-17 ft.)	15,000	435	435	435	435
20 Ft. Closed Container Truck	22,000	550	550	550	550
40 Ft. Closed Container Truck	27,000	650	650	650	650
Average	18500	478.75	478.75	478.75	478.75
Weights	0.02%	0.495%	0.495%	0.495%	0.495%
Weighted Score	3.7	2.3698125	2.3698125	2.3698125	2.3698125
Total Weighted Score		13.18			
Labor Services (Charges Per Labor Per Day)					
Description		Rate	Weights	Weighted Score	
For Working Days (8:30 AM to 5:00 PM)		4,500	26%	1170	
After Working Hours		525	8%	42	
8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours		4,900	3.5%	171.5	
For Operating Fork lifters/ Hydraulic stackers (8:30 AM to 5:00 PM on working Days)		4,900	26%	1274	
For Operating Fork lifters/ Hydraulic Stackers After Working Hours		470	8%	37.6	
For Operating Fork Lifters/ Hydraulic Stackers (8.5 Hours at a Stretch on Holidays/ Weekends/ Odd Hours)		5,000	3.5%	175	



SBP BANKING SERVICES CORPORATION
General Services Department
Procurement Division-II

Total Weighted Score		2,870.10	
Direct Loading of Container Through Crane from a Truck onto a Train or vice versa			
Description	Rate	Weights	Weighted Score
Cost for loading container through crane from a truck to a train or vice versa	20 ft. Container	1.80%	684
	40 ft. Container	0.45%	234
	20 ft. Container	0.20%	16
Cost per Container per Day in Transit (over rail)	40 ft. Container	0.05%	7.5
	Truck for 20 ft. Container	1.00%	75
Demurrage Charges per hour after 6 hours	Truck for 40 ft. Container	1.00%	140
	Crane/ Container Handler/ Reach Stacker	0.50%	175
	Total Weighted Score		1,331.50
Grand Total Weighted Score			17,321.14
Aggregate Weighted Score			43,782.79

4th Floor, General Services Department, SBP Banking Services Corporation, I. I. Chundrigar Road, Karachi.
 Tel: +92-21-3311-5478, Email: Humaira.Mazhar@sbp.org.pk

FINAL EVALUATION REPORT
(As Per Rule 35 of PP Rules, 2004)

1. **Name of Procuring Agency** State Bank of Pakistan (SBP Banking Services Corporation)
2. **Method of Procurement** Rule 36(b): Single Stage Two Envelope Procedure of Public Procurement Rules:2004
3. **Title of Procurement** Procurement of Transportation & Allied Labor Services for SBP Banking Services Corporation (SBP BSC)-Lahore Office
4. **RFP Reference No.** IFB No. GSD (Proc. II) / CMD-Transportation & Allied Services /49972 /2023
5. **PPRA Ref. No. (TSE)** TS525403E
6. **Date & Time of Bid Closing** 04-12-2023- 11:00 AM
7. **Date & Time of Bid Opening** 04-12-2023- 11:30 AM
8. **No. of Bids Received** One (01)
9. **Criteria for Bid Evaluation** Compliance Based

10. Details of Bid(s) Evaluation

#	SBP BSC Office/ Location	Aggregate Weighted Score for Three Years	Most Advantageous Service Providers
		M/s Shafi & Co.	
1.	Lahore	43,782.79	M/s Shafi & Co

11. Any other additional / supporting information the procuring agency may like to share. NA

Signature:

Official Stamp:

AQSA ARSHAD
Officer
General Services Department
State Bank of Pakistan
SBP BSC (Bank)
Head Office, Karachi.