

Tender No. SME-202203

***TENDER NOTICE FOR DISMANTLING OF EXISTING SIGNBOARDS, FABRICATING AND
INSTALLATION OF NEW SIGN BOARDS AT SME BANK LTD HEAD OFFICE, ISLAMABAD***

SME Bank Ltd. invites sealed bids from reputed company/firm for dismantling of existing signboards, fabrication and installation of new sign boards at SME Bank Ltd. Head Office, Islamabad. Firms registered with income tax and sales tax authorities and who appear on active tax payers list of FBR are eligible for provision of services to SME Bank Ltd. Tender documents can be downloaded from Public Tender Section of PPRA website (www.ppra.org.pk) & tender section of SME Bank's website (www.smebank.org).

Last date for submission of sealed tenders is 09.05.2022 up to 3.00 pm and will be opened on the same day at 3.30 pm in the presence of bidders who wish to attend.

For any clarification/assistance please contact Mr. Nasir Mehmood, Officer Services SME Bank Ltd., Telephone No.051-9206665.

Sajjad Ahmed
Deptt. Head Services,
SME Bank Ltd,
Head Office,
56-F, Nazimuddin Road,
F-6/1, Blue Area, Islamabad.
Ph.051-9221945
Cell Number: 0308-7773998
Email: sawan@smebank.org

Organization Name	:	SME Bank Ltd.
Address	:	Head Office, 56-F, Nazim-ud-Din Road, F/6/1, Blue Area
City	:	Islamabad
Tel No.	:	051-9217000
Fax No.	:	051-9217001
Tender No	:	SME-202203
Description	:	Dismantling of existing signboards, fabrication and installation of new sign boards at SME Bank Ltd. Head Office, Islamabad
Advertisement Date	:	16.04.2022
Closing Date	:	09.05.2022
Closing Time	:	3:00 PM
Opening Time	:	3:30 PM
Estimated Cost	:	
Tender Documents	:	Attached
Tender Nature	:	National
Earnest Money	:	2% of the quoted price (inclusive of GST)
Bid Validity	:	120 days
Remarks	:	Price to be quoted in Pak Rupees , Company must submit all the supporting document signed and stamped by the Authorized official

Tender Document

Dismantling of existing signboards, fabricating and installation of new sign boards at SME Bank Ltd. Head

A Brief Introduction of SME Bank Ltd

SME Bank Limited (the Bank) is a public limited company incorporated on October 30, 2001 under the repealed Companies Ordinance, 1984 having its registered office at 56-, Nazim-ud-Din Road, F-6/1, Blue Area, Islamabad. The Government of Pakistan is the major Shareholder of the bank.

The Bank is a Scheduled Commercial Bank engaged in the business of banking with the primary objective to support and develop Small and Medium Enterprises (SME) sector in Pakistan by providing necessary financial assistance and business support service on sustainable basis.

1 Invitation to bid

SME Bank Ltd. intends to invites tender for fabricating and installation of sign boards in SME Bank Ltd. Head Office. Companies/firms who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR are eligible for provision of services to SME Bank Ltd.

2 Language of the Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer, shall be written in English or Urdu language.

3 Earnest Money

Earnest money 2% of the bid price inclusive of GST in the shape of pay order/demand draft in the name of SME Bank Ltd. shall be submitted by the bidder in a sealed envelope at the time of submission of the bids. Earnest money of unsuccessful bidders shall be returned after selection of company.

4 Instructions to bidders

A General Instructions:

- I. Income Tax, Sales Tax and all other applicable taxes shall be deducted in accordance with the law.
- II. The bid should be valid for a period of 120 days from the date of opening. SME Bank Ltd will not be responsible for any delay in submission of bids via mail or courier.
- III. Proposal shall contain no interlineations or overwriting. Any alteration and modification in tender documents will not be allowed.
- IV. In case of any tender where unit rate of any item/items appear unrealistic, such tender offer will be considered as unbalanced and in case the bidder is unable to provide satisfactory explanation such a tender is liable to be disqualified and rejected.
- V. All bids received after deadline mentioned in tender notice shall be rejected and returned unopened to Bidder.
- VI. SME Bank Ltd reserves the right to reject any or all bids as per PPRA rule 33 (Rejection of bids)
- VII. Bids once submitted cannot be withdrawn. If a bidder withdraws from the bidding process after submission of bid the Bank reserves the right to forfeit the earnest money.
- VIII. Bidder shall be responsible to treat this Tender Document and information gathered during bidding process as “Private” and “Strictly Confidential”. The bidder shall not publish or disclose any information concerning the task without seeking special written permission of SME Bank Limited.
- IX. Any bidder submitting incomplete information may be disqualified from the bidding process.
- X. Any bidder submitting false, incorrect or inaccurate information may be automatically disqualified from the bidding process.
- XI. Any effort by the bidder to influence SME Bank Ltd., directly or indirectly may result in the rejection of the bidder's offer.
- XII. Pages of every section of the bid must be numbered and signed & stamped by the Bidders nominated authorized signatory. The representative of the bidding firm shall furnish a proof of authorization to sign the bids, in the form of a written Power-of-Attorney, which shall accompany the Bid.
- XIII. The Bank will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- XIV. The proposal without earnest money will not be entertained and rejected straightaway.
- XV. **Bidder must submit an affidavit that the:**
 - a) Bidder/Company/Firm has never adjudged an insolvent services/ advisory/consultancy.
 - b) Bidder/Company/Firm or its directors/partners or individuals have never been declared bankrupt by any court of law.
 - c) Bidder/Firm has never been blacklisted or involved in litigation with any

- client/ organization/government/semi-government/autonomous body.
- d) Bidder/Company/Firm its directors/partners or individual always fulfilled/ obeyed execution of degree or order of any court decree never been dissatisfied against them.
- e) Bidder/Company/Firm its directors/partners or individuals have not been convicted of a financial crime, banking frauds mortgage frauds, forgery, embezzlement, cheque frauds, credit cards frauds, etc.
- f) Bidder/Company meets the financial integrity requirement as per applicable Laws & Regulations.

B Specific Instruction

- I. The selected vendor shall assist and advise about the construction of back side walls for the protection of the signboards, if required. Construction cost shall be borne by the Bank.
- II. The selected vendor will take safety measures and ensure that no damage is done to the building or human being including its own labour force otherwise he will be responsible for the damages., if any
- III. Vendor may take the material of dismantled (04 boards) by providing price adjustment in fabrication and installation of new signboards
- IV. The color scheme, specific logo Urdu English version at each side of signboard is attached with tender document as sample.
- V. The potential bidder is supposed to have sufficient expertise and provide detail of already installed boards and provide copies of reference of clients so that same may be checked and verified about their quality, durability etc. The quality and feedback of the clients will be taken into consideration in final selection.
- VI. The selected vendor shall bear all cost related to dismantling and fixing of signboards including use of crane or any other related machinery /labor etc. Rates should be quoted for all these costs inclusive of all applicable taxes. Price discount / adjustment against the scrap material of dismantled sign board should be indicated in the bid document.
- VII. In case number or size of signboard is increased/decreased, the payment shall be made as per actual measurement at agreed/approved rate per Sq ft.

5 Specification

The selected bidder shall be responsible to ensure that colour to be used, as well as Logo and name of the Bank in Urdu (in one corner of the board) as well as English (on the other corner of each board) shall be as per specification attached at Annexure –A. The colour specimen shall be provided to selected vendor to ensure its matching. For the actual measurement the vendor may visit/inspect the actual site for exact measurement of existing board to be dismantled for its trade off in his final bid in coordination with officer services Mr. Nasir Mehmood at phone No.051-9206665.

6 Bidders Experience

The bidder must have sufficient experience and expertise in fabricating/ installation of sign boards. The bidder must submit following information in the proposal:

- a. Company Profile.
- b. National Tax and Sales Tax Registration Certificates.
- c. Clients' reference letters.
- d. Office mailing address, telephone numbers.

7 Payment

Payment shall be made after dismantling of existing signboard, fabrication, installation, completion of all formalities of new sign boards and on submission of sales tax invoice. Payment will be made on basis of actual measurement of installed signboards.

8 Clarification for Tender

In case of any clarification is needed to the meaning of any portion of the specification, vendor may contact Mr. Nasir Mehmood Officer Services Deptt at +92 -051-9206665 during office hours .

9 Acceptance of Bids

The bidder with the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government/Bank shall be awarded the procurement contract, within the original or extended period of bid validity.

10 Completion of Work

The successful bidder has to ensure dismantling of existing signboards, fabrication and installation of new signboards as per specification to be mentioned in BOQ within 30 days from the date of order placed.

11 Tax

Quoted rates must be inclusive of all applicable taxes.

12 Closing Date

The last date for receipt of bids is 09.05.2022 by 3:00 PM. Bid will be opened on the same day at 3:30 PM at the SME Bank Head Office in the presence of those bidders who may wish to attend.

13 Bid Submission

The Bid proposal should be submitted as follows:

One Sealed quotation as “Dismantling of existing signboards, Fabrication and Installation of new Sign Boards at SME Bank Ltd. Head Office, Islamabad” along with certificate as per attachment.

Tender For:- Dismantling of Existing Signboards, Fabrication and Installation of New Sign Boards at SME Bank Ltd Head Office, Islamabad

Sajjad Ahmed
Deptt. Head Services ,
SME Bank Ltd ,
Head Office,
56-F, Nazimuddin Road,
F-6/1, Blue Area, Islamabad.
Ph.051-9221945
Cell Number: 0308-7773998
Email: sawan@smebank.org

Name of Bidder: _____

Certificate

I/We agree to abide by the terms and conditions of the Tender and Mr. /Ms. Is authorized by I/we **to sign the Tender for and on behalf of M/S (NAME OF FIRM IN BLOCK CAPITALS).**

Signature and Designation of the Authorized Official_____

Signature & Name of Authorizing Official/Executive: _____

Designation: _____

Complete Address of the Company/Firm_____

Fax No: _____ Telephone No.:_____

Witness:-

1. _____ 2. _____

SME Bank Ltd**Financial Proposal / quotation a per given Specification of Signboards**

Sr#	Description with dimension (length x width) in feet and inches	Measurement total (sq feet)	Rate Per sqft (Rs)	Total Price including GST (Rs)
1	Front column (Pillar) vertical board (63' x 7.3')	920		
2	Front corners both sides (25'x6' each side)	300		
3	East side (Beverly Center) 23x6	138		
4	West side from corner to corner 70x6	420		
5	Back side corner to corner 120x6	720		
	Total	2,498		
6	Discount on account of taking the scrap material of 04 existing signboards to be dismantled by selected vendor			

Sr#	Structure Specification and Fixing
1	1.5 x 1.5 MS Spray painted Tubular Frame
2	Star Flex High Gramage Backlit white fascia
3	26 gauge imported painted sheet for side covering press bended for sharp edging
4	28 gauge imported painted sheet for back covering
5	Philips LED Rods.
6	Fixing with angle 1.5 x 1.5 iron 18 gauge structure



