

Terms of Reference

FOR BOK BRANCH SIGNAGE & ATM BOOTHS

Published Date 21st October 2016

All bids to be submitted on or before 07 November 2016 as per Khyber Pakhtunkhwa Procurement Regulation Authority Rules (KPPRA) in a single sealed envelope containing both technical and financial proposals in separate envelopes to head Branding & Marketing Department.

For any clarification and question you may contact:

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All queries for the subject tender (if any) should be sent to above mentioned email address at least 05 working days prior to bid opening date.

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The Bank of Khyber is interested in redesigning its Branch fascia/signage along with supply of new Branch signage and ATM booths for its 150 Branches (as per KPPRA rules). Bids are required from interested companies/firms fulfilling following deliverables:

Technical Specification for LED Signage	
Design Types	<i>Signage to be designed both for Conventional & Islamic Branches Separately.</i>
Redesigning of Fascia/ Signage	<i>Bidder to propose at least (ten) 10 designs each for new BOK Conventional & Islamic fascia/signage.</i>
Color	<i>Separate Brand colors for both Conventional Islamic Banking.</i>
Skin	<i>3 M Panagraphic III – with 2 years of warranty.</i>
Acrylic Sheet	<i>With 05 mm transparent sheet.</i>
LOGO	<i>Back lit 3D letters to illuminate with LED lights (Routing + Plotting + pasting 3D effects according to art work).</i>
LED Lighting	<ul style="list-style-type: none"> • <i>LED module application with water proof Power Supply.</i> • <i>LED lights preferably of Philips, Samsung or any other branded company).</i> • <i>.Timer to be installed for on/ off for LED lights.</i> • <i>Wiring system (Pakistan Cables).</i>
LED warranty	<i>2 years</i>
Translucent vinyl	<i>Meant for Alphabets with plotting & Pasting.</i>
Printing Ink	<i>Bidder to use 3M 1500/1900 series printing ink.</i>
Sign Cabinet & Installation	<ul style="list-style-type: none"> • <i>Top of the cabinet box to be covered with 1"x1" square pipe frame.</i> • <i>Sides of the cabinet box to be covered with .75 " pipe frame.</i> • <i>Sides and back of the cabinet to be covered with 30 gauge imported of galvanized/ colored sheet.</i>

	<ul style="list-style-type: none"> • Support bar to be placed at 40 “ • Box Thickness 7 “
Maintenance	<i>Bidder shall maintain signage as and when required. (Annual Maintenance Charges to be mentioned separately)</i>
Warranty	<i>3 Years warranty for entire signage that includes the overall solution</i>

Specifications for ATM Booth	
Size	<i>Total size of ATM Booth 6x4 feet.</i>
Design	<i>At least 5 designs of ATM Booths to be proposed</i>
Sheets	<i>Lamination Sheets .75” and .50” to be used.</i>
Lights	<i>Samsung led/ smd lights for illumination mechanism</i>
Translucent vinyl	<i>3M/Avery vinyl.</i>
Finishing	<ul style="list-style-type: none"> • <i>3MM Milky Acrylic (buffed and polished)</i> • <i>Laser Cutting of Wood and Acrylic</i> • <i>Deco Paint /Imported Assembled hardware</i>
Printing Ink	<i>Ink used for substrate printing is 3m 1500 series</i>
Warranty	<i>Two Year warranty</i>

TERMS & CONDITIONS

1. The Bidder must be registered with federal Bureau of Revenue as active General Sales Tax and Income Tax filer as per KPPRA Rules.
2. Bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Envelope shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
3. Bidder should have at least **5-Years** of experience in tendered assignment with the **banking sector** with proof attached in the technical proposal.
4. The list of customers/clients should be attached in the technical proposal (**specifically banks**).
5. The bidder should also provide relevant information of its authorization and registration with the **Government Departments**.
6. The Bidder must be 3M Commercial Graphic Authorized Converter (Proof Required)
7. Bidder should have successfully completed Responsible Sourcing Audit Program as SMETA. (Proof required)
8. The Bidder must have offices in major cities along with adequate staff, facility and warehouses to provide Nationwide Execution.
9. All bids must be accompanied by a call deposit of **five percent (5%)** of total bid amount in shape of a bank demand draft or pay order in favor of the "Bank of Khyber"
10. **Call deposit** must be sealed with the financial proposal. The technical proposal should have a letter attached confirming the sealing of CDR with the financial proposal.
11. All bids must be submitted and will be opened on the same day on **7th November 2016 at 10:00 AM** .
12. If any bid is submitted **later** then the submission time, the bid will not be entertained and will be outrightly rejected.

13. Bids shall remain valid for a period of **Ninty days (90)** days after the date of bid opening prescribed by BOK.
14. If the **technical specifications** do not meet BoK's requirements, then **financial proposal shall not be opened** and will be returned unopened to the bidder.
15. The Bank of Khyber will **not be responsible** for any cost of expenses incurred by the bidders in connection with the preparation of the bids.
16. Project to be completed within **(6-8) Weeks** after issuance of Work/Supply/Purchase Order.
17. All prices quoted must include all **Taxes**.
18. Maintenance charges must be mentioned **separately** in the financial proposal.
19. **No bidder shall be allowed** to alter or modify the bids after the expiry of deadline for the receipt of the bids unless, BOK may, at its discretion, ask a Supplier for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted.
20. In case of **failure to deliver** the Call deposit of the bidder will be forfeited and the supply order will be given to the second bidder.
21. Companies **Seal/Stamp** must be fixed on technical specification and financial proposal.
22. The evaluation of the bids will be based on **70-30** Split. Where 70% weight age shall be given to the Technical Bid and 30% shall be given to the Financial Bid.
23. The financial proposal of only the **technically qualified** bidders will be opened. The technically disqualified/rejected bidders will be informed before the financial opening and may collect the unsealed financial proposal from the office of Head Branding & Marketing Department.
24. **The Bank of Khyber reserves its right to accept and/or reject any bid or cancel the entire bidding process without assigning any reason.**