



**The Bank of Khyber**

**BIDDING DOCUMENT**

**MAINTENANCE CONTRACT FOR QUE MATIC MACHINES**

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<b>Last Date for Submission:</b>	<b>21<sup>st</sup> May, 2018 at 11:30 A.M.</b>
<b>Opening Date:</b>	<b>21<sup>st</sup> May, 2018 at 12.00 P.M.</b>

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**Note:**

**Bidders should read the Bidding Document carefully and comply strictly while submitting their tenders.**

**If the Bidder find any discrepancy, error, or omission in the Bidding Document, he may notify it to the Head Procurement five days prior to the closing date for Tenders.**

**The Bid Opening Committee reserves the right to accept or reject any or all bids as per KPPRA rules.**

### **QMS Maintenance Services Contract**

The Bank of Khyber invites sealed quotations from Authorize dealers for providing Maintenance Services to 09 Que Matic Machines installed at different branches with the following details:

#### **List of the QMS Machines at different Branches for Maintenance Services**

<b>S #</b>	<b>Location</b>	<b>Model</b>	<b>Brand</b>	<b>Qty</b>
1	Blue Area Islamabad	EQ Machine	Wavetec	1
2	Rawalpindi Adamjee Road	EQ Machine	Wavetec	1
3	Karachi Shireen Jinnah	EQ Machine	Wavetec	1
4	Sialkot	EQ Machine	Wavetec	1
5	Sargodha	EQ Machine	Wavetec	1
6	Johar Town Lahore	EQ Machine	Wavetec	1
7	Abdali Road Multan	EQ Machine	Wavetec	1
8	GT Road Peshawar	EQ Machine	Wavetec	1
9	Asamai Gate Branch Peshawar	EQ Machine	Wavetec	1

#### **1. Mandatory Requirements : -**

- a. The bidder should provide distribution certificate from original manufacturer.
- b. Firm should be an active tax payer under the laws of Pakistan and must provide Sales Tax certificate, GST, etc. along-with KPRA (Khyber Pakhtunkhwa Revenue Authority) Registration certificate.
- c. The bidder should provide **FBR** registration certificate..
- d. The bidder should provide an **undertaking** on stamp paper that it is not blacklisted by any of the Provincial / Federal Government or organization of the state / Federal Government in Pakistan.
- e. The bidder must submit **Annual Audited Report** for the last three years.
- f. The firm should have offices in major cities of the country. Bidder having office in Peshawar shall be given preference. The bidder must submit a **List of Offices** across Pakistan.
- g. The bidder shall give at least **Five Relevant References** (Purchase Order/maintenance contract) of similar equipment delivery / installation by their firm.
- h. The bidder shall have at least **Five Year Relevant Experience** for the supply of similar equipment. Documentary evidence to be provided.

#### **Other Terms & Condition**

2. All bids must be accompanied by a call deposit of two percent (2%) of the total bid amount in favor of The Bank of Khyber and must be delivered to the Head Procurement Division, 29-A, The Mall, Peshawar Cantt **on 21-05-2018 at 11:30 AM and the opening timings is 12.00 PM on same day at BOK, Head Office.**
3. The bidder should provide manufacture's authorization certificate for each quoted item.
4. Brief profile of the bidder to be submitted.
5. Bidder must provide all relevant documents required in the bidding document.
6. Financial bid shall comprise of 12 mandatory monthly visit charges and prices of all parts of the machine. Prices shall be valid for two years.
7. Visits shall be monitored under template for Field Visit Report. Visit response time upon fault shall be 24 hours.
8. The Tender Bids must be in sealed envelopes. The bidder should submit two separate sealed bids/envelopes, one for Technical Proposal and one for Financial Proposal.
9. The Technical Proposal should contain all the bid items (Specification of bid) without quoting the price and must list the support plan during warranty period.
10. The Bank of Khyber will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Services providing of all items must be made immediately of issuance of work order.
12. All prices to be quoted in Pak Rs. and must include all applicable Taxes
13. Failure to provide services within the prescribed time period will invoke the contract and two percent (2%) Call Deposit (CDR) amount will be forfeited.
14. Company stamp must be fixed on Technical specification and financial proposal.
15. All options will be evaluated and BOK reserves the right to select the best option.
16. No negotiations and revised bids will be allowed.
17. The maintenance services support should be provided by the contractor to The Bank of Khyber Branches all over the country on above mentioned sites.

**Contact Person for details/clarification**

**Mr. Muhammad Azfar Iqbal**

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***Head Procurement, Head office,***  
**The Bank of Khyber, 29 A, The Mall, Peshawar Cantt.**  
**Phone: 091-5261117, 091-5275352**