

**Bidding Document**  
**(Single Stage, Single Envelope)**  
**For the Period of 2019-2020**  
**(One Year)**

**SUPPLY OF STATIONARY ITEMS/ GOODS**  
**FOR HEAD OFFICE, PESHAWAR CANTT.**

**Note:** The prospective bidder is expected to examine the Bidding Documents carefully, including all instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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<b>Pre-Bid Meeting:</b>	<b>7<sup>TH</sup> October, 2019 at 10.30 am</b>
<b>Last Date for Submission:</b>	<b>11<sup>TH</sup> October, 2019 at 10:30 A.M.</b>
<b>Tender Opening Date:</b>	<b>11<sup>TH</sup> October, 2019 at 11:00 A.M.</b>

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Tender No. BOK/PROC/STATIONERY/05/SEP/2019

The Bank of Khyber invites bids under KPPRA rules, Single Stage Single Envelope basis, as per following details.

### **Scope of Work**

The aim of the Tender is to provide/ supply of stationary Items to various Branches of the Bank of Khyber spread all over Pakistan, including Head Office, which is located at Peshawar, Khyber Pakhtunkhwa. The Bank requires well on time delivery along with quality of work.

### **Items Required**

Required items are given below.

1-Office Stationery /Petty Stationery (Specification mentioned in Annexure " A")

2-Printed Stationery (Specification mentioned in Annexure " B & B2")

3-ATM Roll (Specification mentioned in Annexure " C")

- Mentioned Annexures available on Bank's website

## **MANDATORY REQUIREMENTS**

Bidders are required to submit its Proposal in accordance with the **Mandatory Requirements** as mentioned below. Failing which the proposal will not be considered.

<b>#</b>	<b>Mandatory Requirements</b>	<b>Proof to be submitted for fulfilling Eligibility Criteria</b>
1	The Bidder must fill Application form.	Specification attached at Annexure "D"
2	The bidder should be an Active Tax Payer and must be registered with FBR.	The bidder should provide its NTN & sales tax registration certificate.
3	The bidder should have at-least 02 years' experience in the business and must have executed similar contracts.	Valid documentary evidence must be submitted
4	The bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan. The bidder should not be in litigation with its customers/clients.	Affidavit on stamp paper dully attested by notary public to this effect should be submitted by the bidder specimen attached Annex E
5	Bid Security of Rs.100,000/- (any banking instrument excluding Pay Order). for both i-e, separate Quote & Collective quote	Pay Order will be not admissible.
6	Bidder shall provide an undertaking on Stamp paper dully attested by notary public for provision of Performance Guarantee of Rs.150,000/- (issue by schedule Bank only) in favour of Bank of Khyber.	Bid without undertaking, shall be considered nonresponsive bid.
7	Bidder shall sign and stamp complete bid document with all annexures	Bid without sign and stamp bid documents shall be considered nonresponsive bid.
8	Bidder shall submit Integrity Pact on stamp paper duly attested by the Notary Public.	Bid without Integrity Pact shall be considered nonresponsive bid.
9	Bidder shall submit fair price certificate on stamp paper dully attested by the Notary Public.	Bid without Fair Price Certificate shall be considered non responsive bid.

## **GENERAL REQUIREMENTS/TERMS AND CONDITIONS**

- Procurement shall be done as per KPPRA procurement rules on single stage Single envelop basis.
- Bidders are required to submit sealed envelope with complete details mentioned above.
- Bid must be typed written.
- All rates to be quoted in Pak Rupees and inclusive of all applicable Government taxes.
- The bidder shall be responsible for the delivery of Stationary items at the specified location/branch.
- The bidder must submit all the relevant documents / broacher / information material regarding their product.
- Bidder shall demonstrate sample of the quoted items to bidding committee at time of opening of bid. Successful bidder(s) samples will be retained by the Bank.
- Quoted Prices shall be valid for period of 90 days from the date of opening of bid.
- Successful bidder Quoted amount will remain valid up to one year from the date execution of contract.
- Contract shall cover all offices/branches of the bank throughout Pakistan. (details of Branches available on BoK website)
- Bids received late shall not be entertained.
- For any query, clarification regarding BID document contents, the applicants may send a written request at least 5 days prior to the opening date through registered posts/Courier Service.
  
- Bid Security (any banking instrument excluding pay order) Rs.100,000/- must be attached with the proposal in separate sealed envelope in favor of The Bank of Khyber.
  
- Successful Bidder shall provide Rs.150,000/- of bid amount performance guarantee (issue by schedule bank) in Favour of the The Bank of Khyber, before execution of contract. Other bid security shall be returned.
  
- Separate contract (SLA) for each item shall be executed with qualified Bidder.
  
- Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - Received without Bid Security;
  - It is received after the date and time fixed for its receipt;
  - The tender document and the bid is unsigned;
  - The offer is ambiguous;
  - The offer is conditional i.e. advance payment, or currency fluctuations etc.
  - The offer is from blacklisted firm in any Federal / Provincial Govt. Dept.:

- Hand written bids shall NOT be accepted, it must be typed.
- Bidder should quote/ mention the rates in round figures.

**Additional Requirement:**

The following information shall be submitted along with Bid:

Firms Name Submitting Quotation	
Firms Address	
Firms Contact Person	
Firms Contact Number	
Amount of Earnest Money	Rs. 100,000/- (for both i-e, separate Quote & Collective quote)
<b><u>FIRM NAME &amp; CONTACT NO. SUBMITTING THIS TENDER</u></b>	<b><u>SIGNATURE AND STAMP OF THE FIRM SUBMITTING THIS TENDER</u></b>

Not: For any further information / Specimens please contact Stationery Department,,

1- Mr. Noor ul Basar  
[Tel:091 5279687](tel:0915279687)

In-Charge Procurement  
 The Bank of Khyber  
 29-A, The Mall, Peshawar Cantt.  
 Phone No: 0915275352.

**(On stamp paper without mentioning the Bid Amount)**

**INTEGRITY PACT**

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ Contract Title: \_\_\_\_\_, [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from The Bank of Khyber or any administrative subdivision or agency thereof or any other entity owned or controlled by The Bank of Khyber through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] 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 The Bank of Khyber, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 The Bank of Khyber and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] 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 rights and remedies available to The Bank of Khyber under any law, contract or other instrument, be voidable at the option of The Bank of Khyber.

Notwithstanding any rights and remedies exercised by the Bank of Khyber in this regard, [name of Supplier] agrees to indemnify The Bank of Khyber for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to The Bank of Khyber in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 The Bank of Khyber.

Name of Buyer: ..... Name of Seller/Supplier: .....

Signature: ..... [Seal] Signature: ..... {Seal}

**Notary Public:**

(to be filled on Stamp paper dully attested from Notary public)

Fair Price Certificate  
(TO BE ENCLOSED WITH BID DOCUMENT)

I/We, M/S

hereby certify that prices quoted by us against The Bank of Khyber, for the tender No. are the lowest and most competitive as generally applicable to all other buyers and or sold as per prevailing market as on the date of quote and if it is established at any stage that these were higher we shall be held responsible and agree to pay immediately the differential to The Bank of Khyber.

SIGNATURE AND SEAL OF THE  
BIDDER

Notary