

**Bidding Document**  
**FRAME WORK CONTRACT**

**SUPPLY OF CASH MANAGEMENT MACHINES**

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**Last Date for Submission : 14-01-2019 at 11.00 AM**

**Tender Opening Date / Time : 14-01-2019 at 11.30 AM**

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### **About The Bank of Khyber**

The Bank of Khyber (BOK) is a Listed Scheduled Commercial Bank with majority of shares held by KP Government and having 170 branches; including 84 Islamic Branches. The Bank of Khyber established in 1991 through Act No. XIV, passed by the Provincial Legislative Assembly of the KHYBER PAKHTUNKHWA Province of Pakistan. It was awarded status of a scheduled bank in September 1994. The Bank of Khyber enjoys a unique position, stands out amidst the other banks operating within Pakistan, and has the privilege of being bracketed amongst the only three government banks in the country.

### **Scope of Work**

Supply of Cash Management Machines to various Branches of the Bank of Khyber spread all over Pakistan under frame work contract for year 2019. The Bank requires well on time delivery and installation along with quality of work. Procurement shall be made against purchase order to be issued on need basis during 2019-2020. The Cash Management Machines must be well populated and must be SBP specification compliant.

### **Items Required**

<b>Sr#</b>	<b>Items</b>
1	Packet Note Counting Machine
2	Loose Note Counting Machine
3	Packet Binding Machine
4	Bundle Binding Machine
5	Shrink Wrapping Machine
6	Fake Note Detector
7	Coin Counting Machine

### **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/firm must be well reputed and authorized dealer of the machines.	Dealership certificate to be provided.
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 5 years' experience in the business and must have executed similar works/contracts.	Valid documentary evidence (contracts/work orders) 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 / Undertaking to this effect should be submitted by the bidder
6	Bidder must have sound financial status and must have annual sales turnover of more than Rs.10M.	Audited balance sheet for last three years to be provided.
7	The bidder must be registered entity and must be having well placed organizational structure & possess appropriate technical manpower.	Certificate of incorporation/registration to be submitted alongwithnumber of managerial & technical staff to be provided. List of offices across the country to be submitted.
8	Bidder shall provide warranty of the items supplied.	Confirmation of warranty period to be submitted.

## **Technical Valuation Criteria**

<b>Sr#</b>	<b>Item</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
1	Experience (2 x each year above threshold of 5 years)	10	
2	Offices/sale points (02 Marks for Each Province & AJK)	10	
3	Execution of similar contract (2 x each contract above minimum contract requirement)	10	
4	Sales turnover Upto 15M – 5 marks Above 15M – 10 marks	10	
5	Demo, compliance of SBP specification, Quality, Warranty, Design, Delivery time, clientage, organization structure, Detail specifications of the machines alongwith brochures & other relevant material/information to be submitted.	60	
<b>TOTAL</b>		<b>100</b>	

**Qualifying marks: 70**

## **TECHNICAL SPECIFICATION FORMAT**

Item Name	Brand	Origin	Specifications
Packet Note Counting Machine			
Loose Note Counting Machine			
Packet Binding Machine			
Bundle Binding Machine			
Shrink Wrapping Machine			
Fake Note Detector			
Coin Counting Machine			

## **FINANCIAL PROPOSAL FOTRMAT**

S.No	Item Name	Unit Price – inclusive of all taxes
1	Packet Note Counting Machine	
2	Loose Note Counting Machine	
3	Packet Binding Machine	
4	Bundle Binding Machine	
5	Shrink Wrapping Machine	
6	Fake Note Detector	
7	Coin Counting Machine	

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

- Procurement shall be done as per KPPRA procurement rules on single stage two envelop basis.
- Bidders are required to submit two sealed envelop, one for technical & one for financial proposal. Both the envelops should be properly sealed with clear marking.

- Bid must be typed written, acceptance or rejection of hand written bid shall be sole discretion of the bank. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- All rates to be quoted in Pak Rupees and inclusive of all applicable Government taxes.
- Bids must be enclosed in a properly sealed envelope.
- The bidder shall be responsible for the delivery of items at the specified location/branch.
- The Bank of Khyber reserves the right to choose the specification/ quality at its discretion. The bidder must submit all the relevant documents/broacher/information material regarding their product.
- Quoted amount will remain valid up for two years from the date of framework contract.
- Framework contract shall cover all offices/branches of the bank throughout Pakistan.
- Bids received late shall not be entertained.
- In case of any conflict in bidders standard terms and terms & conditions of frame work contract with BOK, latter would prevail.

**Additional Requirement:**

The following information shall be submitted alongwith Bid:

Firms Name Submitting Quotation	
Firms Address	
Firms Contact Person	
Firms Contact Number	
Rate per item (Inclusive of all Taxes)	
Amount of Earnest Money	Rs.100,000
Instrument Number	
Instrument Drawn on	
Instrument Dated	
<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>

**Contact Person**

Syed Haider Ali Shah  
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**The Bank of Khyber  
Procurement Division  
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