

# **Bidding Document**

## **FRAMEWORK CONTRACTS**

**2019-2021**

**(Single Stage, Single Envelope)**

**1. Lot-1: COURIER SERVICES FOR DAILY DISPATCH**

**2. Lot-2 : PRINTING & DISPATCH OF HALF YEARLY  
STATEMENT OF ACCOUNTS**

**FOR THE BANK OF KHYBEER, HEAD OFFICE AND BRANCHES  
ALL OVER PAKISTAN**

---

<b>Last Date for Submission</b>	<b>:</b>	<b>28 .08.2019 at 11:00 am</b>
<b>Tender Opening Date / Time</b>	<b>:</b>	<b>28 .08.2019 at 11:30 am</b>

---

## Scope of Works:

1. *For Courier Services: “The aim of the Tender is to provide timely Collection / Dispatch Service to Branches of the Bank of Khyber spread all over Pakistan (Bank to Bank & Bank to Private), including Head Office, which is located at Peshawar, Khyber Pakhtunkhwa. The Bank requires well on time delivery and collection of mails services”.*
2. *For Printing & Dispatch of Half Yearly Statements of Accounts: “The aim of the Tender is to provide timely printing / Dispatch Service of half yearly accounts to Branches of the Bank of Khyber spread all over Pakistan (Bank to Bank & Bank to Private), including Head Office, which is located at Peshawar, Khyber Pakhtunkhwa.”*

## 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.

#	Mandatory Requirements	Proof to be submitted for fulfilling Eligibility Criteria
1	The bidder should be an Active Tax Payer and must be registered with FBR& KPRA.	Valid documentary evidence must be attached.
2	Certificate of incorporation/registration to be submitted along with list of Offices across Pakistan and list of technical staff.	Valid documentary evidence must be attached.
3	The bidder must be registered entity and must be having well placed organizational structure. It must be having Offices in major cities and should have appropriate manpower with cargo facility(ies).	Valid documentary evidence must be attached.
4	The bidder should have at-least 03 years’ experience of Courier Services and must have executed similar (Scope of work mentioned above) works/contracts.	Valid documentary evidence must be attached.
5	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.	Undertaking to this effect should be submitted by the bidder on stamp paper duly attested from Notary Public.
6	Bidder shall submit bid security of Rs. 200,000/-.	Only CDR/ Call deposit will be acceptable.
7	Bidder financial status.	Last one year statement of account.
8	Acceptance of bid document.	Bid must sign each page of this bid documents with company stamp.
9	BOK Premises shall be used for printing of Half Yearly Statement of Accounts. Bidder shall use its own equipment including stationery items for printing.	Bidder must provide undertaking on its letter head for printing of half yearly statement of accounts in BOK premises and use of its own Equipment and stationery for printing.

**Bill of Quantities/ Requirement for Lot-1 (Courier Service & Daily Dispatch):-**

**DOMESTIC OFFERED RATES (PAK RUPEES)**

**Service Charges For Domestic Overnight Service For BOK (Bank to Bank, Bank to Private)**

**Country wide Offices / Branches / Departments**

**A. Normal Routine Couriers**

S.N	Description (Weight in Kg)	Rates (Pak. Rupees)			Grand Total (Rs)	Average (Rs)
		a	b	c		
		Local (Within City)	Same Province (City to City)	Different Province (City to City)	a+b+c	(a+b+c)/3
1	Upto 0.5 Kg					
2	> 0.5 Kg & Upto 1 Kg					
3	Additional Per Kg					

Grand Total:

Average Rate:

**B For Flyer, Fragile items, Electronics & Hand carry, USB, ATM & Pin Mailer:**

S.N	Description (Weight in Kg)	Rates (Pak. Rupees)			Grand Total (Rs)	Average (Rs)
		a	b	c		
		Local (Within City)	Same Province (City to City)	Different Province (City to City)	a+b+c	(a+b+c)/3
1	Upto 0.5 Kg					
2	> 0.5 Kg & Upto 1 Kg					
3	Additional Per Kg					

Grand Total:

Average Rate:

**Requirement for Lot-2 (Printing & Dispatch of Half yearly Statement)**

**Paper (Account Statement):** A-4, 80-90 gram, color printing, preprinted with Bank Logo & advertisement (As per approved specimen)

**Printing:** Digital printing in Black & White on high speed digital printers on one side of paper.

**Envelopes:** Machine Made imported envelopes in DL size as per approved design 4 color printing of Bank logo on one side for automated stuffing.

**Automated Stuffing:** Automated stuffing of accounts Statements (Multiple pages)

**Distribution:** Nationwide delivery service through courier. Non service area shipments will be delivered through GPO.

**Paper, Printing, Enveloping and Dispatch Charges (inclusive of taxes / other) of Half Yearly Statements of Accounts.**

S.N	Company Name	Rates (Rs)			Total (a+b)	Total (a+c)
		Paper, Printing & Enveloping charges (a)	Rate of Distribution through own service (b)	Rate of Distribution through GPO (c)		
1						
2						
3						

**General Requirements/Terms and Conditions:-**

- Procurement shall be done as per KPPRA procurement rules on single stage Single envelop basis.
- Bidders are requested to submit separate envelopes for Lot-1 and Lot-2.
- Bidders are required to submit proposal in a sealed envelope.
- Bid must be in computer written form, 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 initial with date.
- All rates to be quoted in Pak Rupees inclusive of all applicable Government taxes / surcharges. No hidden charges will be acceptable after award of contract.
- The firm will be declared as lowest responsive bidder who offered lowest average rate in both cases.
- The bidder shall quote the rate on the above specimen / format on firm letter head.
- The Procuring entity is on discretion to award contract to single lowest responsive bidder in both cases (Lot-1 & Lot-2) or separately to two different vendors.
- Separate SLA/ Contracts shall be executed for each Lot, contents of the SLA shall be within the parameter of this Bid documents and mutually agreed terms & conditions.

- The bidder shall be responsible for the timely Collection / delivery of Dispatch items at the specified location/branches. Delivery time for settled areas will be one day and two days for unsettled/hardship areas.
- The bidder must submit all the relevant documents/broacher/information material regarding their services.
- Quoted amount will remain valid for two years from the date of signing of framework contract.
- Framework contract shall cover all offices/branches of the bank throughout Pakistan.
- Bids received late shall not be entertained.
- All KPPRA & KPRA rules are applicable.
- No conditional bid will be acceptable.

**ADDITIONAL REQUIREMENT:-**

The following information shall be submitted along with Bid:

Firms Name Submitting Quotation	
Firms Address	
Firms Contact Person	
Firms Contact Number	
<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 for any Query and Clarification:-**

**Mr. Muhammad Anwar Khan**

Incharge Services & Maintenance Department at GSD

**Ph# 091-5254074**