

**Bidding Document for procurement of  
IT Equipment and Accessories  
Under Single Stage Single Envelope**

**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.

---

<b>Pre-Bid Meeting:</b>	<b>15 April, 2020, at 11.00 AM</b>
<b>Last Date for Submission:</b>	<b>23 April, 2020 at 10.30 AM</b>
<b>Tender Opening Date:</b>	<b>23 April, 2020 at 11.00 AM</b>

---

Tender No BOK/Proc/IT/16/Apr/2020

## Description of Work

### 1. SCOPE OF WORK

The Bank of Khyber intends to acquire well-known international brand IT equipment and Accessories of following minimum technical specifications: -

#### Proposal Response Format

Bidder is required to submit sealed proposal for the purchase of IT equipment and Accessories as per **Single Stage Single Envelope Procedure**. The proposals shall be submitted in the following format:

Lot-A specification for Desktops PCs

Desktop PC		Quantity
Item	Minimum Specification	155
Processor	Core i3 9th Generation or higher	
RAM	8 GB	
Hard Drive	500 GB	
Wired Keyboard	Yes	
Wired Mouse	Yes	
Network Port	1 GBP	
LED Screen	18.5"	
Window Pro	10 OEM	

Lot-B, Specification for Note Book (Laptops)

Note Book (Laptops)		Quantity
Item	Minimum Specification	50
Processor	Core i3 9th Generation or higher	
RAM	8 GB	
Hard Drive	1TB	
LED Screen	15.6 Display	
Window Pro	10	
WiFi	Yes	
Keyboard with Numeric key pad	Yes	
Battery	3-cell, 45 Wh Li-ion min	
Adapter	Yes	
Carry Case	Yes	

Lot-C, Specification for Scanners

Scanner		Quantity
Item	Minimum Specification	70
ADF	up to 600 dpi	
Flatted	Up to 1200 dpi	
ADF Speed	20 PPM or Above	
Duty Cycle	1500 or Above	
ADF Page Capacity	40 or above sheet	
ADF Scanning	Single and Duplex Scanning	

Lot-D, Wide Slip Printer

Slip Printers		Quantity
Item	Minimum Specification	30
24 pin impact dot matrix		
80 Columns (10CPI)/203.2 mm		
500 Million strokes/wire		
Original + 6		

Lot-E, Specification for Apple MacBook Air\_or equivalent

Apple Macbook or Equivalent		Quantity
Item	Minimum Specification	1
Processor	1.1GHz dual-core Intel Core i3, Turbo Boost up to 3.2GHz, with 4MB L3 cache.	
RAM	8 GB	
Hard Drive	500 GB HD or 256 GB SSD	
LED Screen	15.6 Inch or 13.3 Inch	
Memory	8GB of 3733MHz LPDDR4X onboard memory	
WiFi	Yes	
Operating System	Mac IOS with licenses and media kit	
Battery	Built-in 49.9-watt-hour lithium-polymer battery  30W USB-C Power Adapter; USB-C power port	
Adapter	Yes	
Carry Case	Yes	

Lot-F, Specification for Apple Mobile or equivalent

Apple Mobile		Quantity
Item	Minimum Specification	2
Iphone XS Max 64 GB storage Memory 4 GB or higher		

Lot-G, Network Cable Patch Cards quantity 50 (5 meters length)

**Mandatory Requirements:**

Bidder should provide its proposal in accordance with the following Mandatory Requirements for all lots. Failing to which the proposal will not be considered.

#	Mandatory Requirements	Vendor Response
1	Bidder should be Authorize dealer of the Manufacturer for the quoted equipment and must provide its certificate, for lot A to D.	
2	Bidder shall provide an authorization letter from Manufacturer/Distributor/Authorized Dealer for the Items to participate in bid for lot A to D.	
3	Bidder must provide evidence of company's registration / incorporation certificate.	
4	Bidders having minimum 3 (three) years of relevant experience for supply and installation of the desired/quoted equipment from the date of incorporation of the company / registration of the firm shall be eligible to participate.	
5	The Bidder should be active Tax/Sale Tax/GST payer, copy of latest returns to be attached	
6	Copy of active registration certification with KPRA (Khyber Pakhtunkhwa Revenue Authority). In case of fresh registration with KPRA, acknowledgement of KPRA must be attached with proposal	
7	The bidder must provide undertaking duly attested by the notary public that they have not been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan, including Custom authorities , Tax (Sale Tax, Income Tax, Withholding Tax) during last five years and they are not in litigation with any government department and procuring entity for any reason.	
8	The bidder must submit attest copies of Annual Audited Financial Accounts for the last 02 Financial years, audited by chartered accountant firm, for Lot- A to D.	
9	Bidder must provide Purchase Orders of at least 03 delivery of similar equipment with relevant client references and valid proof.	
10	Bidder must have legal presence in Pakistan and should submit list of Offices across Pakistan.	
11	Bid Security (any banking instrument excluding Pay order) 2% of the bid amount must be attached with proposal as bid security.	
12	Bidder must provide under taking duly tested by the notary public regarding provision of Performance Guarantee (issued by the Bank only) attach with proposal.	
13	<ul style="list-style-type: none"><li>• All hardware brands must be international standards. (Renowned Brands only).</li><li>• No refurbished/ locally assembled or repaired equipment will be acceptable.</li><li>• Equipment serial numbers should be verifiable online on OEM site.</li><li>• All Hardware should carry standard warranty.</li></ul> For all lots.	
14	Bidders must sign and stamp each paper of this BID document, and submit with proposal.	
15	Bidder must submit Integrity Pact on Stamp Paper duly attested by the Notary Public without mentioning the bid amount with proposal.	

16	Bidder shall provide Fair Price Certificate on stamp paper duly attested from Notary Public and shall attached with Proposal.	
----	---	--

**Format for Price quote**

Bidder must submit its price quotation in accordance with the following format: -

**Lot-A, Desktop PCs quantity 155:**

Description	Quantity	Per Unit Price	GST	Total Amount in PKR inclusive of all applicable taxes, with
specification as per bid document				

**Lot-B Notebooks (Laptops) quantity 50.**

Description	Quantity	Per Unit Price	GST	Total Amount in PKR inclusive of all applicable taxes, with
specification as per bid document				

**Lot-C for Scanners standard one-year warranty, quantity 70**

Description	Quantity	Per Unit Price in PKR	GST	Total Amount in PKR inclusive of all applicable taxes
specification as per bid document				
Total Amount in PKR				

**Lot-D for Slip Printers one-year warranty, quantity 30**

Description	Quantity	Per Unit Price in PKR	GST	Total Amount in PKR inclusive of all applicable taxes
specification as per bid document				
Total Amount in PKR				

**Lot-E, for Apple MacBook three year warranty quantity 1**

Description	Quantity	Per Unit Price in PKR	GST	Total Amount in PKR inclusive of all applicable taxes
Specification as per bid document				

**Lot-F for Apple Mobile one year warranty quantity 2**

Description	Quantity	Per Unit Price in PKR	GST	Total Amount in PKR inclusive of all applicable taxes
Specification as per bid document				

**Lot-G for Network Cable Patch Card quantity 50 (5 meters length)**

Description	Quantity	Per Unit Price in PKR	GST	Total Amount in PKR inclusive of all applicable taxes

### **Award of work**

Lowest quoted price bidders of respective lot shall be considered successful subject to fulfillment of all mandatory requirement and specifications for each lot mentioned in this bid document.

### **TERMS & CONDITIONS**

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Single Envelope Procedure**. Envelopes clearly indicating Lot(s) details and tender number.
2. Company seal / stamp must be fixed on the Proposals.
3. All the firms applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the mandatory requirements. **If any firm fails to qualify the mandatory requirements, bid shall be considered as nonresponsive bid.**
4. Bidder can submit bid for all lots or any one lot of their choice clearly marked on proposal envelopes.
5. Partial bid with respect to quantity of items in any lot shall not be considered and will be rejected, irrespective of quoted price.
6. Bid Security (Any banking instrument excluding pay order) 2% of the total bid amount must be attached with proposal in separate sealed envelope in favor of The Bank of Khyber.
7. Successful bidder will provide 10% of the bid amount performance Guarantee (issue by the Bank only) before execution of contract in favor of the Bank of Khyber. Other bid securities will be returned.
8. All prices quoted must be in PKR inclusive of all Taxes applicable, such as GST, Income Tax, etc.
9. The prices quoted shall remain valid for 90 days, after the date of opening the tender.
10. Successful bidder prices shall be locked till delivery of desired items.
11. All prices quoted must be in PKR inclusive of all Taxes applicable, such as GST, Income Tax, etc.
12. Bidder must mention Make, Model and Brand, (Specification of bid) and must mention the warranty period.
13. Delivery of all items must be made within 10 working days from date of issuance of purchase order/letter of acceptance.
14. Failure to supply items within specified time period may invoke cancellation of Purchase Order. In addition to that 2% bid security / 10% of total bid amount performance guarantee amount will be forfeited.
15. 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.
16. No negotiations and revised bids will be allowed.



17. Any bid submitted after due date and time will not be entertained.
18. Pre bid meeting will be held on 15 April 2020 at 11.00 AM at the Office of, Incharge Procurement Department, at 29 A The Mall, Peshawar Cantt.
19. Bidders are required to submit sealed proposals to the office of the **In-Charge Procurement Department, The Bank of Khyber** on or before 23 April 2020, at 10.30 AM. Tender Opening on same day at **11.00 AM** at The Bank of Khyber, Head Office.
20. This bid document shall prevail over the company's own standard terms and conditions.
21. No Conditional bid will be acceptable.
22. At time of purchase order, Bank can increase/decrease the items.
23. Bank reserve the right for cancellation of purchase order any time before delivery of items without assigning any reason.
24. Successful bidder must submit Custom Port Good Declaration with supply of items. They also submit declaration on stamp paper duly attested by the Notary public that funds were transferred aboard for import through legal ways and all taxes/duties paid according to law of the Pakistan.
25. The successful bidder shall be bound to pay pack entire amount during warranty period, if it is found that supplied items are forged, refurbished, reassembled or upgraded locally.
26. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least 5 days prior to the opening date through registered posts/Courier Service.
27. 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.

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

Firm/Company Name:  
Contract Person:  
Email Address  
Cell Number  
Landline Number  
Mailing Address

**(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 Value: **[To be filled in at the time of signing of Contract]** 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 through our agents as per prevailing international 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/MANUFACTURER/SOLE AGENT/AUTHORIZED DEALER

on stamp paper duly attested from notary public)

**Undertaking, for Provision of Performance Guarantee**

We M/s. \_\_\_\_\_ applying for BOK Tender No. \_\_\_\_\_

\_\_\_\_\_, having tender opening

date \_\_\_\_\_, hereby under take that after announcement of company as successful bidder, we shall be bound to provide to the Bank of Khyber 10% of total bid amount performance guarantee (issue by schedule Bank only) in favour of the Bank of Khyber, against this tender before execution of contract and purchase order.

Name of Seller/Supplier: .....

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

Notary Public: