

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

**SUPPLY OF STATIONERY ITEMS/ GOODS**  
**FOR HEAD OFFICE AND BRANCHES ALL OVER PAKISTAN**

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**Last Date for Submission : 19-07-2019 (03:00 pm)**  
**Tender Opening Date / Time : 19-07-2019 (03:30 pm)**

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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**

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

**Note: 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 & KPRA.	The bidder should provide its NTN, KNTN & sales tax registration certificate.

3	The bidder should have at-least 02 years' experience in the business and must have executed similar works/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 to this effect should be submitted by the bidder specimen attached Annex E
5	Bidder shall submit Call deposit of Rs. 100,000/- (for both separate and collective quotes)	Cheque will be not admissible.

### **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, in which one shall be for technical (Company profile along with mandatory documents) & one for financial proposal. The envelopes 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 Stationary items at the specified location/branch.
- The bidder must submit all the relevant documents/broacher/information material regarding their product.
- Quoted amount will remain valid up to one year from the date 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.
- Separate contract (SLA) for each item shall be executed with qualified Bidder.
- 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>

**The Bank of Khyber**  
**General Services Division**  
**29-A, The Mall, Peshawar Cantt**  
**Tel: 091- 5277749**

**Note: For any further information / Specimens please contact Stationery Department,**

- **M. Humayun Khan /Noor ul Basar**  
**Tel:091 5279687**