



## **Bidding Document**

# **Procurement of Annual Financial Reports for the year 2019**

**Black & White**

**Color/Fancy**

**Single Stage Two Envelopes**

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<b>Per-Bid Meeting</b>	<b>8 January 2020, at 10.30 AM</b>
<b>Last Date for Submission:</b>	<b>17 January 2020, at 10.30 AM</b>
<b>Tender Opening Date:</b>	<b>17 January 2020, at 11.00 AM</b>

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**Note:** The prospective bidder is expected to examine the Bid Document carefully, including all Terms & Conditions and Annexures. 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.

The Bank of Khyber seeks Sealed Bids from reputable Printers/Firms/Companies for printing of its Annual Report for the year 2020 as per KPPRA rules 2014 under **Single stage two envelopes** procedure on the following terms and conditions:

## Specification and Scope of work

S.no	Work Details	Detail
<b>Lot-1</b>	<b>Printing &amp; Designing of (fancy) Color Annual Report 2018</b>	<p><b>Quantity: 500 copies</b></p> <p><b>Size:</b> A-4 (8.5 x 11 inches) <b>Pages:</b> 160</p> <p><b>Title Cover Page:</b> To be printed on 300gm Art Card in multicolor with lamination</p> <p><b>Design:</b> Minimum 05 theme-based designs.</p> <p><b>Paper Quality:</b> Inside 60 pages to be printed in multicolor on 150 gm Art paper, Remaining Account pages to be printed in 2 color on 128 gm art paper.</p>
<b>Lot-2</b>	<b>Printing of Black &amp; white Copy</b>	<p><b>Quantity:</b> 30,000/- Booklets</p> <p><b>Size:</b> A-4 (8.5 x 11 inches) <b>Pages:</b> 130</p> <p><b>Title Cover Page:</b> To be printed on 260-gram Art Card in 4 color, with Matt lamination</p> <p><b>Paper Quality:</b> Inside pages to be printed on 75-gram VRG paper.</p> <p><b>Binding:</b> Pin Binding</p>

## Mandatory Requirement

Bidder should provide its proposal in accordance with the Scope of Work mentioned above and following **Mandatory Requirements**. Failing to which the proposal will not be considered.

#	Mandatory Requirements	Vendor Response
1	Bidder should be registered entity.	
2	Bidders having minimum 3 (Five) years of relevant experience for printing of Bank's Annual Financial Accounts, the date of incorporation of the company / registration of the firm shall be eligible to participate. Evidence to be attached.	
3	Bidder must provide evidence of company's registration / incorporation certificate. Government relevant authority.	
4	The Bidder should be active Tax/Sale Tax/GST payer, copy of latest returns to be attached.	
5	The bidder/company/firm should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan and must provide <b>Undertaking</b> on stamp papers duly registered with Notary Public that it is not being blacklisted. Also must provide List of arbitration/legal suits/unsettled disputes with organizations/clients (if any) in last five years	
6	Company/Firm must provide 3 Purchase Orders of related Scope of Work mentioned above with relevant client references and verifiable proof.	
7	The company/firm must have legal presence in Pakistan.	
8	The Company/Firm must accept this complete bidding document and affix sign and stamp of the company.	
9	2% Bid Security (any banking instrument excluding Pay Order) of the bid amount, to be attached with Financial proposal in separate envelope. Undertaking on stamp paper regarding 3% Bid Security without mentioning amount shall be attached with technical proposal	
10	Bidder must submit Integrity Pact on Stamp Paper dully attested by the Notary Public with of bid amount, with proposal.	
11	Prices shall be quoted in PKR including all applicable taxes.	
12	Bidder shall provide Fair Price Certificate on stamp paper dully attested by notary public.	
13	Bidder shall provide minimum 5 Themes for color/fancy Annual Financial Accounts. One sample of booklet according to specification mentioned above for black & white Annual Financial Accounts.	

**Technical Evaluation Criteria is as follows: - Technical Evaluation Criteria for Color/ B&W Annual Report:**

S.no	Name	Past experience in Designing Annual Reports/ Financial Statements of FI			Quality of work i.e sample work provided with proposal			Theme Designs shared for Annual report (creative)		
		Detail	Total Marks	Marks Obtained	Grading	Marks	Marks Obtained	Grading	Marks	Marks Obtained
1		5+ years	25		V Good	25		V Good	50	
		3-4 years	20		Good	20		Good	30	

**Award of Contract**

Contract shall be awarded to lowest bidder, that qualified 70 Marks in technical evaluation, irrespective of ranking in technical evaluation report.

**Financial Bid Proposal.**

**Financial Proposal format**

S.no	Particulars	Qty	Unit Price inclusive of all Taxes (PKR)	Total Amount Inclusive of Taxes (PKR)
1	<p><b>Printing &amp; Designing of (fancy) Color Annual Report 2018</b></p> <p><b>Size:</b> A-4 (8.5 x 11 inches), <b>Pages:</b> 160</p> <p><b>Title Cover Page:</b> To be printed on 300gm Art Card in multicolor with lamination</p> <p><b>Paper Quality:</b> Inside 54 pages to be printed in multicolor on 150 gm Art paper. Remaining Account pages to be printed in 2 color on</p>	500		

2	<p><b>Printing &amp; Designing of Black &amp; White AR copy for Shareholders</b></p> <p><b>Size:</b> A-4 (8.5 x 11 inches), <b>Pages:</b> 130</p> <p><b>Title Cover Page:</b> To be printed on 260-gram Art Card in 4 color, with Matt lamination)</p> <p><b>Paper Quality:</b> Inside pages to be printed on 75-gram VRG paper.</p> <p><b>Binding:</b> Pin Binding</p>	30,000		
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### **TERMS & CONDITIONS**

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Two Envelopes Procedure**.
2. Company seal / stamp must be fixed on the Proposal.
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 shall submit their bids in to separate envelopes, clearly marked Technical Proposal and Financial Proposal.
5. Bidders can apply in both lots or any of their choice.
6. Bids not complying with all the given clauses in this tender document are liable to be rejected.
7. Bid Security (any banking instrument excluding pay order) 2% of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of The Bank of Khyber.
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. Failure to implement/complete assignment within specified time as per contract period may invoke cancellation of Purchase Order. In addition to that, three percent (2%) bid security.
11. 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.
12. No negotiations and revised bids will be allowed.
13. Any bid submitted after due date and time will not be entertained.

14. This bid document terms and conditions shall prevail over the company's own standard terms and conditions.
15. No Conditional bid will be acceptable.
16. Items can be increased/decreased at time of purchase order.
17. 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 Company.
18. Advance payment shall be made against provision of Mobilization Advance Guarantee (issue by schedule Bank) in favour of The Bank of Khyber, equivalent to advance required.
19. 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 earnest money in shape of Call deposit;
  - 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. 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.
20. Pre bid meeting will be held on 8 January 2020 at 10.30 at the Office of, Incharge Procurement Department, 29 A The Mall, Peshawar Cantt.
21. Bidders are required to submit sealed proposals to the office of the **In charge Procurement Department, The Bank of Khyber** on or before 17 January 2020. At 10.30 AM Tender Opening on same day at **11.00 AM** at 29-A The Mall, The Bank of Khyber, Peshawar.

**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,  
WORKS & CONSULTING SERVICES, CONSULTANCY SERVICES

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ Contract Value: \_\_\_\_\_ 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