

BIDDING DOCUMENT

PROMOTIONAL ITEMS FOR THE YEAR 2020

Per-Bid Meeting:	18 November, 2019 at 3:00 P.M.
Last Date for Submission:	25 November, 2019 at 2:30 P.M.
Tender Opening Date:	25 November, 2019 at 3:00P.M.

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.

Tender No. BOK/HO/CCBD/12/Nov/2019

The Bank of Khyber seeks sealed Bids from reputable firms/general order suppliers for procurement of Promotional Items for the year 2020 as per KPPRA rules under Single stage two envelopes method

Scope of Work

S.#	Description	Specification	Quantity
Lot-1	Reusable Bags- Non Plastic (Eco-friendly)	<p>Non plastic Bags Types:</p> <p>a) Tote Cotton Canvas Bag with handle.</p> <p>b) Oly fun fabric bag with handle. 60 grams</p> <p>c) Any other ecofriendly Biodegradable material bag other than the above 2 types (a) & (b)</p> <p>Sizes:</p> <p>12"x12"x 3"</p> <p>16"x12"x 3"</p> <p>12"x18"x 4"</p> <p>Printing: 4 Color both side of bag</p>	15,000
Lot-2	Branded Wall Clock	Well-designed BOK Branded Wall clock Size: 10/12 Inches	5000
Lot-3	Executive Desk office set	Good Quality office executive set with planner	50
Lot-4	Branded Power Bank	10,000 mAh with 1 year warranty	1000
Lot-5	Desk Calendar	<p>Theme based slim size calendar</p> <p>Material: Art Card 300 g</p> <p>Printing: 4 color</p> <p>Pages: 13 Leaves/26 Pages</p> <p>Finishing: Matt lamination</p> <p>Size: 4.2"x 4.8"</p> <p>With Packing envelop of matt paper with 4 color print.</p>	5000

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	Bidders having minimum 3 (three) years of relevant experience for similar scope of work from the date of incorporation of the registration of the bidder firm shall be eligible to participate.	
2	The Bidder should be active Tax/Sale Tax/GST payer, copy of latest returns to be attached	
3	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 Undertaking 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	
4	Company/Firm must provide 3 Purchase Orders /relevant experience of similar Scope of Work mentioned above with relevant client references and verifiable proof.	
5	The bidder must have registered office in Pakistan.	
6	The bidder must accept this complete bidding document and affix sign and stamp of the company attached with technical proposal.	
7	2% Bid Security (any banking instrument excluding Pay Order) of the bid amount. Under taking must be attached with technical proposal on stamp paper dully attested by notary public without mentioning amount.	
8	Bidder must submit Integrity Pact on Stamp Paper dully attested by the Notary Public without of bid amount, with technical proposal.	
9	Bidder shall provide Fair Price Certificate on stamp paper dully attested by notary public, must be attached with Technical Proposal.	
10	Bidder must submit samples of the items with technical proposal.	

S.#	Description	Specification	Quantity	Cost per unit PKR	GST for unit	Total Cost per Unit	Total cost of the quantity
Lot-1	Reusable Bags- Non Plastic (Eco-friendly)	a) Tote Cotton Canvas Bag with handle. b) Oly fun fabric bag with handle. 60 grams	15,000				

		<p>c) Any other ecofriendly Biodegradable material bag other than the above 2 types (a) & (b)</p> <p>Sizes:</p> <p>12"x12"x 3"</p> <p>16"x12"x 3"</p> <p>12"x18"x 4"</p> <p>Printing: 4 Color both side of bag</p>				
Lot-2	Branded Wall Clock	Well-designed BOK Branded Wall clock Size: 10/12 Inches	5000			
Lot-3	Executive Desk office set	Good Quality office executive set with planner	50			
Lot-4	Branded Power Bank	10,000 mAh with 1 year warranty	1000			
Lot-5	Desk Calendar	Theme based slim size calendar	5000			

Technical Evaluation Criteria is as follows: -

SNO	Description	Total Marks
	Part:- (A) Company Profile, Experience and Human Resource	40
1	Experience in relevant business 6 Years and above=10 Marks 3 to 5 years = 8	10
2	Purchase Orders 5 Purchase orders =10 marks 4 Purchase orders= 8 marks 3- Purchase Orders =6 marks (2 mark per purchase order)	10
3	Turn over during last three years Above Rs.20 Million =10 marks Less than Rs.20 Million and greater than Rs.15 Million=8 marks	10
4	Business with Banks 3 or above Banks = 10	10

	1-2 Banks =8	
	Relevant evidence to be attached	
	<u>30 Marks out 40 Marks of Part (A) is mandatory:</u>	
	Part:- (B) Samples Presentation	60
5	<u>Sample as per Specification</u> Yes = 20 Upto some extend =13- 15 No = 0 <u>Sample Quality</u> Good :20 Average : 13-15 Bad : 0 <u>Sample Design</u> Good :20 Average : 14-15 Bad : 0	
	<u>40 Marks out 60 Marks of Part (B) is mandatory:</u>	
	Total of Part(A)+Part(B)=	
	Total Marks of Technical	100
	Technical Qualification Criteria = 70 % of Total Marks	70

Contract will be awarded on straight method i.e. to lowest quoted price bidder who qualified technical evaluation minimum qualifying marks criteria, irrespective of ranking in technical evaluation report.

TERMS & CONDITIONS

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Two Envelopes Method**.
2. Company seal / stamp must be fixed on the Technical and Financial Proposals in two separate envelops.
3. Bidder can apply for all lots 1-5, or any one lot, or combination of lots.
4. 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.**
5. Bids not complying with all the given clauses in this tender document are liable to be rejected.

6. Bid Security (any banking instrument excluding pay order) 2% of the total bid amount must be attached with the proposal in separate sealed envelope attached with financial proposal in favor of The Bank of Khyber.
7. All prices quoted must be in PKR inclusive of all Taxes applicable, such as GST, Income Tax, etc.
8. The prices quoted shall remain valid for 90 days, after the date of opening the tender.
9. Other Province Revenue Authorities taxes shall be deducted, if applicable.
10. Delivery of all items must be made within 30 days of issuance of purchase order.
11. Failure to implement/complete assignment within specified time as per contract period may invoke cancellation of Purchase Order. In addition to that, two percent (2%) bid security will be forfeited.
12. 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.
13. No negotiations and revised bids will be allowed.
14. Any bid submitted after due date and time will not be entertained.
15. Pre bid meeting will be held on 18 November 2019 at 3:00 PM at the Office of, Incharge Procurement Department, 29 A The Mall, Peshawar Cantt.
16. Bidders are required to submit sealed proposals to the office of the **In charge Procurement Department, The Bank of Khyber** on or before 25 November, 2019.at 2:30 PM Tender Opening on same day at **3:00 PM** at 29-A The Mall, The Bank of Khyber, Peshawar.
17. This bid document shall prevail over the company's own standard terms and conditions.
18. Each Bidder shall submit samples of the give presentation on Part (B) Demo/Presentation of Technical Evaluation to Management of Bank, or their authorized officials.
19. Mobilization Advance guarantee equal to advance require amount to be required, if successful bidder require any advance payment.
20. No Conditional bid will be acceptable.
21. Contract terms and conditions shall be in line with BID documents terms & conditions and mutually agreed terms and conditions.
22. 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.
23. At time of purchase order, Bank can reduce/increase the items.
24. 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. 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.

Bidder Details:

Company Name:

Contact Person Name.

Contact Person Cell Number:

Email Address

Mailing Address:

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

(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