

Selection of Firm/Company for Online Job Posting Services

Single Stage Single Envelope

Per-Bid Meeting:	24 February, 2020, at 2.30 PM
Last Date for Submission:	6 March, 2020, at 10.30 AM
Tender Opening Date:	6 March, 2020, at 11.00 AM

Note: The prospective bidder is expected to examine the Document carefully, including all Terms & Condition. 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/Proc/HR/10/Feb/2020

Scope of Work

The Bank of Khyber requires to invite sealed bid from renowned/reputable firms/companies for Online Job Posting Services. Firm/company would be providing the following services through their expertise with approval of the Bank, which includes but not limited to:

- The Firm will provide online Job Posting Service.
- Gathering of CVs / Job Applications: Collections of CVs/Applications (Soft) as per advertisement published by the BOK within due course of time and must have advance system that save CVs and other application documents in the database.
- Shortlisting & Position Statistics: Initial Shortlisting as per criteria mentioned in job advertisement of BOK thus identifying total, eligible and non-eligible candidates against positions.
- Communications: Must have the ability of fast mode of communication calls by providing services like email, mobile and text messages.
- Provide data: Provide data of top candidates with assessment sheets for the interview with BOK through email.
- Career Portal Development: Should have ability to develop design, integrate and hosting of customize career portal according to BOK need and requirement 24/7.
- Server Back Up: Should have excellent Server Back Up, preferably Amazon Cloud Services to ensure highest up time.
- Office Locations: Should have active office presence in Islamabad, Lahore and Karachi to provide the best of services.
- Clientele: Should have experience of providing optimum services to the Banking sector in Pakistan.

DELIVERABLE:

- The Firm will provide online Job Posting and (30 to 40 Positions) including client career portal.
- Sharing of candidate's data/profiles/CVs with the client which includes Profiling/ Shortlisting/ Screening Reporting.
- Creation of customize career portal, integration, designing and hosting 24/7 uninterrupted.
- ERP level power tools / Mobile apps for job seekers and client.
- The services provider shall submit report comprising particulars of all shortlisted candidates including their personal, educational, experience and contact details along with expected salary.
- List of 'Shortlisted candidates' as 'Eligible' and 'Non Eligible' according to criteria mentioned in the Advertisement and reasons there to.
- Any other report within the scope of work for information of BOK.

Mandatory requirement and eligibility criteria

Bidders are required to submit its Proposal in accordance with the Mandatory and criteria for short listing as per below mentioned eligibility criteria. Failing to which the proposal will not be considered.

#	Mandatory and Criteria for short listing	Attached (Yes / No) Reference
1	Company must be registered with relevant Government agency of Pakistan. SECP Incorporation certificate to be attached	
2	Bidders must have minimum 10 (Five) years of relevant experience for online Job Posting Services, within Pakistan and Internationally shall be eligible to participate.	
3	Bidder must have similar scope of work agreements with at least 3 with multinational Companies, Government Departments, Banks, International etc. Copies to be attached	
4	Copies of satisfactory certificates from the clients.	
5	The bidder should provide Undertaking on stamp paper dully attested by notary public that it is not being blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan. And must provide List of arbitration/legal suits/unsettled disputes with the financial sector clients (if any) in last five years. Declaration required under State Bank of Pakistan BPRD Circular No.13, dated 11.12.2014.	
6	The bidder must submit Annual Audited Report for the last 03 Financial years, duly audited by Chartered Accountant Firms.	
7	The bidder must have legal presence in Pakistan and International. The firm must submit List of Offices across Pakistan and International Offices, and have atleast active database of preferably of 05 Million potential job seekers.	
8	Copies of Tax/Sale Tax/GST payer active status.	
9	Copy of active registration certification with KPRA (Khyber Pakhtunkhwa Revenue Authority). In case of fresh application for enlistment with KPRA, KPRA acknowledgement shall be attached.	
10	Bidders must sign and stamp each paper of this document, and submit with proposal.	
11	Bidder shall provide integrity pact on stamp paper duly attested by notary public.	
12	Firm must have Financial turnover at least 100M to 150 M.	
13	The Bidder shall have a team of strong professionals/faculty members on board with all major departments required for the purpose. The bidder shall have a professional legal team to face any legal complication at its own, if any such condition arises during the recruitment process. Details to be attached.	

14	Bidder shall provide 2% of total bid amount bid security (any banking instrument excluding pay order) in favour of the Bank of Khyber.	
15	Bidder shall provide undertaking on stamp paper duly attested by notary public for provision Performance Bank Guarantee 10% bid amount in favour of the Bank of Khyber.	
16	Bidder shall provide fair price certificate on stamp paper duly attested by notary public.	

Financial Proposal for One Year Online Job Posting Services:

Description	Annual Cost for unlimited online Job Posting Services (PKR)	GST (PKR)	Total Charges
Unlimited Online Job Posting Services for one year			

TERMS & CONDITIONS

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Single Envelope 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. Bids not complying with all the given clauses in this tender document are liable to be rejected.
5. Bid Security (any banking instrument excluding pay order) 2% of the total bid amount separate sealed envelope in favor of The Bank of Khyber.
6. Successful Bidder shall provide 10% of bid amount performance guarantee (issue by schedule bank) in favour of the Bank of Khyber, before execution of contract. Other bid security shall be returned.
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. Failure to implement/complete assignment within specified time as per contract period may invoke cancellation of Agreement. In addition to that, two percent (2%)

bid security or Performance Guarantee of 10% of bid amount shall be forfeited, whichever is available with Bank.

11. Successful bidder shall execute one year contract with locked prices for online job posting service. Services can be extendable for further period of two years subject to satisfactory performance on yearly renewal basis. Any escalation in yearly services charges, same may be considered at time of renewal of the contract each year.
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. No Conditional bid will be acceptable.
16. For any query, clarification regarding BID document contents, the applicants may send a written request at least 7 days prior to the opening date through registered posts/Courier Service Company.
17. 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/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. 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.
18. Successful bidder shall provide free of cost training to Bank staff.
19. Mode of Payment: 100% payment after executing agreement and provision of 10% performance Bank Guarantee (issue by schedule bank) in favour of the Bank of Khyber
20. Pre bid meeting will be held on 24 February 2020, at 2.30 PM at 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 6 March, 2020 at 10.30 AM, Tender Opening on same day at 11.00 AM at 29-A The Mall, The Bank of Khyber, Peshawar.
22. This bid document terms and conditions shall prevail over the company's own standard terms and conditions.

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

(on stamp paper dully 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: