



**Outsourcing of photocopying service for
Head Offices and Branches of the Bank of Khyber
Framework Contract for Two Years
Single Stage Single Envelope**

Pre-Bid Meeting	16 January, 2020, at 10.30 AM
Last Date for Submission:	27 January, 2020, at 10.30 AM
Opening of Tender:	27 January, 2020, at 11.00 AM

Note: The prospective bidder is expected to review the bid Documents carefully, including all Terms & Conditions. Failure to furnish all information required under the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in all respect, may result in the rejection of the Bid.

Tender No. BOK/Proc/GSD/04/Jan/2020

The Bank of Khyber invites sealed bids from reputable bidders for outsource photocopier services for our Head Office located at Peshawar and branches (on required basis / optional).

Scope of Work

Bank required at least 52 (Fifty-Two) 3 in one (Scanner, printer & photocopier) new/Good condition Machines having networking facility and USB port. Copies required on imported 70g 4A and legal sizes pages for Offices at Peshawar and Branches (Optional).

Mandatory Requirement.

Sealed envelope, clearly marking the tender description, should be submitted in a single stage single envelope basis duly completed in all respects. Bidders are required to submit its Proposal in accordance with the **Mandatory Requirements** as mentioned below. Failing to which the proposal will not be considered.

#	Mandatory Requirements	Proof to be attached Yes/No
2	The bidder should be an Active Tax Payer.	
3	The bidder should be an KPRA registered having active status. In case of fresh application for registration, KPRA acknowledgement should be attached.	
4	The bidder should have at-least 2 years' experience since incorporation of business, shall be eligible to participate in the tender. Evidence shall be attached .	
5	Bidder must have executed similar works frame work contract of 50 Photocopies Machines (3 in 1) at least 1, preferable with Bank. Evidence to be attached.	
6	Details of offices throughout Pakistan, Especially Offices in major cities of Pakistan with complete addresses preferably Peshawar, Lahore, Karachi, Quetta,	
7	Details of Technical Staff and machinery specially in the field of Photocopier machine	
8	The bidder shall provide undertaking on stamp paper dully attested by notary public that they have not 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.	
9	Bidders shall submit their banks accounts statement for 3 years.	
10	Bidders shall provide Rs.50,000/- bid security (any banking instrument excluding pay order) with financial Proposal.	

11	Bidder shall provide undertaking on stamp paper dully attested by notary public for provision of performance guarantee (issue by schedule bank) in favor of The Bank of Khyber.	
12	Bidder shall provide Integrity pact on stamp paper dully attested by notary public.	
13	Bidder shall provide fair charges on stamp paper dully attested by notary public.	
14	Bidder shall stamp and sign each page of this bid document.	

Financial Proposal Option-1:

S.No	Description / Items	Rates Per Copy including all application taxes.
1	Minimum Guaranteed copies up to 10,000 with Operator & paper (A4 size 70 g imported)	
2	Minimum Guaranteed copies up to 10,000 with Operator & paper (legal size 70 g imported)	
3	From 10,001 to 15,000 A4 size copies with operator and paper	
4	From 10,001 to 15,000 legal size copies with operator and paper	
5	From 15,001 and above A4 size copies with operator and paper	
6	From 15,001 and above legal size copies with operator and paper	
For Branches		
7	Copies upto 2500 without paper & operator	
8	Above 2500 copies will be charged	

Financial Proposal Option-2:

S.No	Description / Items	Rates Per Copy including all application taxes.
1	Minimum Guaranteed copies up to 10,000 without Operator & paper (A4 size 70 g imported)	
2	Minimum Guaranteed copies up to 10,000 without Operator & paper (legal size 70 g imported)	
3	From 10,001 to 15,000 A4 size copies without operator and paper	
4	From 10,001 to 15,000 legal size copies without operator and paper	
5	From 15,001 and above A4 size copies without operator and paper	
6	From 15,001 and above legal size copies without operator and paper	

	For Branches
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7	Copies upto 2500 without paper & operator	
8	Above 2500 copies will be charged	

Award of Work

Lowest average grand total bidder any of the financial proposal (with operator or without operator) acceptable to bank shall be declared qualified subject to fulfillment of all mandatory requirements.

Terms & Condition

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Single Envelope**.
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. Bids not complying with all the given clauses in this tender document are liable to be rejected.
5. Bidders shall provide Bid Security of Rs.50,000/- (Any banking instrument excluding pay order) attached with proposal.
6. Successful bidders of Lot-1 and Lot-2 shall provide Rs.75,000/- performance Bank guarantee (issued by Bank only) in favour of The Bank of Khyber before execution of framework contract. Other bid securities will be returned.
7. The prices quoted shall remain valid for 120 days, after the date of opening the financial proposal.
8. All prices quoted must be in PKR inclusive of all Taxes applicable, such as GST, Income Tax, etc.
9. 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.
10. Successful bidder of all lots shall execute agreement with Bank initially for period of one year, second year renewal shall be done on satisfactory performance of the bidders.
11. Successful bidder prices shall be locked for two years, during the period two years contract no escalation shall be allowed.
12. No revised bids will be allowed.
13. Successful vendor shall resolve complaints against their provided Photocopier machine within 2 hours.
14. Bank reserve the right to increase/decrease number of photocopier machines during the period of contract.
15. Any bid submitted after due date and time will not be entertained.
16. This bid document shall prevail over the company's own standard terms and conditions.
17. For clarification and queries proper written request shall be sent to Procurement Department related to Bid documents 7 days before the bid opening through courier service.
18. 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. No advance payment, 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.

19. Pre bid meeting will be held on 16 January, 2020, at 10.30 AM the Office of, Incharge Procurement Department, at 29 A The Mall, Peshawar Cantt.

20. Bidders are required to submit sealed proposals to the office of the In-Charge Procurement Department, The Bank of Khyber on or before 27 January, 2020 at 10.30 AM. Tender Opening on same day at 11.00 AM at The Bank of Khyber, Head Office.

In-Charge Procurement

The Bank of Khyber

29-A, The Mall, Peshawar Cantt.

Phone No: 0915275352.

Company Name
Authorize Personnel
Email Address
Mailing Address
Cell Number
Landline Number.

(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 time 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 Seller/Supplier: , 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

(must be on stamp paper duly attested by notary public)

UNDERTAKING FOR PROVISION OF BANK PERFORMANCE GUARANTEE

We M/s _____ hereby undertake

that upon declaration of successful bidder of bok tender No.

for Procurement of Passenger and cargo lifts its installation, commissioning, testing,

operation and maintenance, at BOK HO Tower 24 the Mall, Peshawar, we shall be

bound to submit Performance Guarantee issued by schedule Bank in favour the Bank

Of Khyber 10% of the total bid amount.

M/s.

Witnesses

1.

2.

Notary Public

List of Branches and Officer:

01	Jinnah Road Abbottabad	29	BO 5 TH FLOOR Peshawar
02	Hattar	30	MFD 10 th floor Peshawar
03	Sadar Rawalpindi	31	FID 9 th floor Peshawar
04	Mingora Swat	32	HR Group Peshawar
05	Civil Sect Peshawar	33	SAMD 5 th floor Peshawar
06	Mansehra Road Abbottabad	34	Company Secretariat 5 th floor Peshawar
07	Hayatabad	35	Audit Division Peshawar
08	High Court Peshawar	36	Establishment Peshawar
09	Blue Area Islamabad	37	ADC Peshawar
10	F-10 Markaz Islamabad	38	HR Group 9 th floor Peshawar
11	Mansehra	39	Provincial Assembly Peshawar
12	Taxila	40	City Saddar Raja Bazar RWP
13	Tarnol	41	Shahra-e-Reshim Mansehra
14	Ring Road Peshawar	42	Batkhela
15	34 th the Mall Head Office Peshawar	43	Daska
16	CAD Peshawar	44	D.I.Khan
17	MD Secretariat Peshawar	45	Trainee Division Hayatabad
18	Risk Management Group Peshawar	46	Mardan
19	CAD Blue Area ISB	47	M.A Johar Town Lahore
20	General Service Division Peshawar	48	Main Ravi Road Lahore
21	Tank Adda D.I.KHAN	49	Lahore Branch 114
22	Sharin Jinnah Karachi	50	Rahim Yar Khan
23	Metrovile Karachi	51	Davis Road Lahore
24	Site Office Karachi	52	Shah Alam Market Lahore
25	Clifton Br Karachi		
26	Sohrab Goth Karachi		
27	Shahrah e Faisal Karachi		
28	M.M Alam Road Lahore		

