



**The Bank of Khyber**

## **Bidding Document**

### **Procurement of Note Books (Laptops)**

**Quantity = 20**

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<b>Last Date for Submission:</b>	<b>4<sup>th</sup> July, 2019 at 3:30 P.M.</b>
<b>Tender Opening Date:</b>	<b>4<sup>th</sup> July, 2019 at 4:00 P.M.</b>

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## Description of Work

### 1. SCOPE OF WORK

The Bank of Khyber intends to acquire Note Books (Laptops) of at-least the following minimum technical specifications: -

SNo	Item	Requirement	Minimum Specifications	Quantity
01	Notebook Core i3	Processor	Core i3 or Higher	20
		Generation	8 <sup>th</sup> Gen or Higher	
		RAM	8 GB DDR4 or above	
		Hard Drive	500 GB SATA or above	
		Display	15 Inches HD LED Display	
		Wireless Connectivity	Yes	
		Camera	HD 720p or above	
		Operating System	Window 10 Professional OEM License with media kit	
		Battery	48Hr Backup time or above	
		Power Adapter	45 Watt or above	
		Carry Case	Yes	
		Finger Print	Yes	
		Warranty	3 Years	
LAN/NIC	Gigabit LAN port			

### 2. Proposal Response Format

Bidder is required to submit two separate sealed proposals i.e. Technical and Financial as per **Single Stage Two Envelope Procedure**. Both the proposals shall be submitted in the following format:

#### 2.1 Format of Technical Proposal

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

#	Mandatory Requirements	Vendor Response
1	Bidder should be Tier – 1 Gold Partner of the Manufacturer for the quoted equipment and must provide its certificate	
2	Bidder must provide evidence of company's registration / incorporation certificate and its NTN / FBR Registration Certificate	
3	The bidder 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 that it is not being blacklisted.	
4	The bidder must submit <b>Annual Audited Report</b> for the last 03 Financial years	
5	Bidder must provide Purchase Orders/Agreements of at least <b>05</b> delivery of similar equipment with relevant client references and valid proof	

## 2.1.2 Technical Evaluation Criteria is as follows: -

Technical Evaluation Criteria is as follows: -

1. Bidder must submit relevant documents against each of the above Mandatory Requirements.
2. Quoted equipment must comply with the required minimum Technical Specifications as mentioned in Scope of Work along-with its support and warranty.

**Note:** Only the Bidders complying with above criteria will be considered for financial bid opening.

## 2.1.3 Warranty Period

The bidder shall give (3) Three years comprehensive after completion warranty for Hardware specific under company strategy, certifying that the goods/services supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for the warranty period from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost.

## 2.2 Format of Financial Proposal

Bidder must submit its financial proposal in accordance with the following format: -

SNO	Required Technical Specifications	Quantity	Unit Price	GST	Total Amount
1	Note Book (Laptop) Core i3 - with 3 Years warranty	20			
<b>Total Amount</b>					

## 3. Tender Acceptance Criteria

The bidder quoting Lowest Price among Technically Qualified bidders will be selected for the award of Contract/Purchase Order.

## **TERMS & CONDITIONS**

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Two Envelope Procedure**.
2. The Bank of Khyber invites two separate sealed envelopes, one for Technical Proposal and One for Financial proposal from Tier – 1 Gold Partner of the Manufacturer for the quoted equipment and having legal presence in Pakistan for delivery/supply of Note Books (Laptops).
3. Bidders are required to submit both sealed proposals to the office of the **Head Procurement Division, The Bank of Khyber** on or before **4<sup>th</sup> July, 2019 at 3:30PM**. Tender Opening Date is **4<sup>th</sup> July, 2019 and Time is 4:00 PM** at The Bank of Khyber, Head Office.
4. Company should sign and stamp BoK bidding document and must attach with its technical bid.
5. The Technical bid should clearly mention Make, Model and Brand, (Specification of bid) without quoting the price and must mention the warranty period.
6. Company seal / stamp must be fixed on both Technical Proposal and Financial Proposal.
7. All the firms applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the Technical Evaluation Criteria. **If any firm fails to qualify the Technical Evaluation Criteria, then Financial Proposal of the same will not be opened.**
8. **Any bid submitted after due date and time will not be entertained.**
9. Bids not complying with all the given clauses in this tender document are liable to be rejected.
10. Call Deposit of two percent (2%) of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of Head Procurement Division, The Bank of Khyber.
11. All prices quoted must be inclusive of all Taxes applicable, such as GST, Income Tax, etc.
12. The prices quoted shall remain valid for 120 days, after the date of opening the tender.
13. Delivery of all items must be made within 4 – 10 weeks of issuance of purchase order.
14. Failure to supply items within specified time period will invoke and cancellation of PO. In addition to that, two percent (2%) Call Deposit (CDR) amount will be forfeited.
15. 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.
16. **No negotiations and revised bids will be allowed.**

**Head Procurement, Head office,  
The Bank of Khyber, State Life Building, Peshawar.  
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