



The Bank of Khyber

Bidding Document

Procurement of Multifunction Printer For Core Banking Project

Last Date for Submission: 4th July, 2019 at 3:30 P.M.
Tender Opening Date: 4th July, 2019 at 4:00 P.M.

Description of Work

1. SCOPE OF WORK

The Bank of Khyber intends to acquire the following items/equipment for its Core Banking Project of at-least the following minimum technical specifications: -

SNO	ITEM	Minimum Requirement / Specifications	Qty
1	Multifunction LaserJet 3 in 1 Printer	LaserJet Printer – 3 in 1 Minimum 40 PPM, USB direct printing support, Auto Duplex Printing	02

2. Proposal Response Format

Bidder is required to submit two separate sealed proposals i.e. Technical and Financial as per Single Stage Two Envelop Procedure. 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 authorized partner/dealer of the Manufacturer for the quoted equipment and must provide its certificate	
2	Bidder must have legal presence in Pakistan and should provide evidence of company's registration/incorporation certificate and NTN/FBR & SECP 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 Undertaking on stamp papers that it is not being blacklisted.	
4	The bidder must submit Annual Audited Report for the last 01 Financial year	
5	Bidder must provide Purchase Orders/Agreements of at least 02 delivery of similar equipment with relevant client references	

2.1.2 **Technical Evaluation Criteria is as follows: -**

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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 (Inclusive of all Applicable Taxes)	Amount
1	Multifunction LaserJet 3 in 1 Printers	02		
Total Amount (in PKR)				

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 Envelop Procedure**
2. The Bank of Khyber invites two separate sealed envelopes, one for Technical Proposal and One for Financial proposal from Authorized partner/dealer of the Manufacturer for the quoted equipment and having legal presence in Pakistan for delivery/supply of Multifunction 3 in 1 Printer.
3. Bidders are required to submit both sealed proposals to the office of the **Head Procurement Division, The Bank of Khyber** on or before **04th July, 2019 at 03:30PM**. Tender Opening Date is **04th July, 2019 and Time is 04:00 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 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 – 6 weeks after issuance of purchase order.
14. Failure to supply items within specified time period will invoke. In addition to that, 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.
Phone: 091-5279690, 5274399
UAN: 091-111-95-95-95**