

**BIDDING DOCUMENT**

**PRINTING & DESIGNING OF ANNUAL REPORT FOR  
THE YEAR 2018**

<i>1. Color</i>
<i>2. Black and White</i>

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Last Date for Submission: 22<sup>nd</sup> January, 2019 at 11:00 A.M.  
Opening Date: 22<sup>nd</sup> January, 2019 at 11:30 A.M.

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Note:

Bidders should read the Bidding Document carefully and comply strictly while submitting their tenders.

If the Bidder found any discrepancy, error, or omission in the Bidding Document, he may notify it to the Head Procurement five days prior to the closing date for Tenders.

The Bid Opening Committee reserves the right to accept or reject any or all bids as per KPPRA rules 2014.

## **PRINTING & DESIGNING OF ANNUAL REPORT FOR THE YEAR 2018**

The Bank of Khyber seeks Sealed Bids from its Enlisted printers/vendors/design houses for printing of its Annual Report for the year 2018 as per KPPRA rules 2014 under **Single stage two envelopes** procedure on the following terms and conditions:

### **Mandatory Requirements: -**

1. Minimum five (05) Theme Based Designs submission for Annual report 2018 in technical proposal.
2. An undertaking to be provided that the firm has capacity to provide services within 20 working days of the issuance of work order.
3. Samples of previous work done by the applicant along the bidding document.
4. All Pages of this document is to signed and stamped by the applicant.
5. All bids must be accompanied by a call deposit (bid security) of 2% of the bid amount in favor of The Bank of Khyber and must be delivered to the Head Procurement Division, 29-A, The Mall, Peshawar Cantt on **22-1-2019 at 11:00 AM and the opening timings is 11.30 AM on same day at BOK, Marketing Department, Head Office.**

### **1. Prices to be quoted against the following:**

S.no	Work Details	Detail
1	Printing & Designing of (fancy) Color Annual Report 2018	<b>Quantity: 600 copies</b> <b>Size: A-4 (8.5 x 11 inches) Pages: 160</b> <b>Title Cover Page:</b> To be printed on 300gm Art Card in multicolor with lamination <b>Design:</b> Minimum 05 theme-based designs. <b>Paper Quality:</b> Inside 54 pages to be printed in multi color on 150 gm Art paper, Remaining Account pages to be printed in 2 color on 128 gm art paper.
2	Printing of Black & white Copy	<b>Quantity:</b> 30,000/- Booklets <b>Size: A-4 (8.5 x 11 inches) Pages: 130</b> <b>Title Cover Page:</b> To be printed on 260- gram Art Card in 4 color, with Matt lamination) <b>Paper Quality:</b> Inside pages to be printed on 80-gram offset paper. <b>Binding:</b> Pin Binding

2. Technical Evaluation Criteria for Color/ B&W Annual Report:

S.no	Name	Past experience in Designing Annual Reports/ Financial Statements of FI			Quality of work i.e sample work provided with application			Theme Designs shared for Annual report (creative)		
		Detail	Total Marks	Marks Obtained	Grading	Marks	Marks Obtained	Grading	Marks	Marks Obtained
1		5+ years	25		V Good	25		V Good	50	
		3 to 4 years	20		Good	20		Good	30	
		1 year	15		Average	15		Average	20	

**Note: Minimum Qualifying Marks are 70 out of 100**

3. Financial Proposal format

S.no	Particulars	Qty	Unit Price inclusive of all Taxes	Total Amount Inclusive of Taxes
1	<p><b>Printing &amp; Designing of (fancy) Color Annual Report 2018</b>  <b>Size:</b> A-4 (8.5 x 11 inches), <b>Pages:</b> 160  <b>Title Cover Page:</b> To be printed on 300gm Art Card in multicolor with lamination  <b>Paper Quality:</b> Inside 54 pages to be printed in multicolor on 150 gm Art paper. Remaining Account pages to be printed in 2 color on 128 gm art paper.</p>	600		
2	<p><b>Printing &amp; Designing of Black &amp; White AR copy for Shareholders</b>  <b>Size:</b> A-4 (8.5 x 11 inches), <b>Pages:</b> 130  <b>Title Cover Page:</b> To be printed on 260-gram Art Card in 4 color, with Matt lamination)  <b>Paper Quality:</b> Inside pages to be printed on 80-gram offset paper.  <b>Binding:</b> Pin Binding</p>	30,000		

4. Selection Weightages for Color Annual Report:

Technical Scoring Weightage: 60%  
 Financial Scoring Weightage: 40 %

**Other Terms & Condition:**

1. The Tender Bids must be in sealed envelope.
2. Theme, Designing, Layout, Photography (if required) shall all be included in quoted price
3. 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.
4. All prices to be quoted in Pak Rs. and must include all applicable Taxes.
5. Copy of KPRA registration certificate.
6. Failure to provide services within the prescribed time period will invoke the contract and Call Deposit (CDR) amount will be forfeited.
7. Company stamp must be fixed on the bids.
8. No negotiations and revised bids will be allowed.

**For queries contact:  
The Bank of Khyber  
Marketing Department  
Ph: 091-5253817**

***Head Procurement, Head office,*  
The Bank of Khyber, 29 A, The Mall, Peshawar Cantt.  
Phone: 091-5261117, 091-5275352**