

## **Bidding Document**

**FOR PROCUREMENT OF SEALABLE CASH TRAYS WITH BANK'S LOGO AND SEALS  
(MARKED WITH BANK'S NAME "BOK" & SERIAL NUMBERS)**

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**Last Date for Submission:**  
**Tender Opening Date:**

**26<sup>th</sup> November, 2018 at 11.00 A.M.**  
**26<sup>th</sup> November, 2018 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 find any discrepancy, error, or omission in the Bidding Document, he may notify it to the Head Procurement in writing on or before the closing date for Tenders.**

**The Bid Opening Committee reserves the right to accept or reject any or all quotations without giving any reason.**

**TEREMS AND CONDITIONS**

The Bank of Khyber invites sealed quotations, single stage single envelop basis, from authorized dealers/manufacturers for supply of cash trays, as per SBP specification, with bank's logo & seals as per attached technical specification.

**QUANTITY REQUIRED**

Cash Trays                      100 with bank's logo

Seals                              2500 sets (10,000 pieces), marked with bank's name & serial number

**MANDATORY REQUIREMENTS**

Sealed envelop, clearly marking the tender description, should be submitted in a single stage single envelop 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 submitted for fulfilling Eligibility Criteria
2	The bidder should be an Active Tax Payer and must be registered with FBR.	The bidder should provide its <b>FBR</b> registration certificate.
3	The bidder should have at-least 3 years' experience in the business. Bidder must have executed similar works	Valid documentary evidence must be submitted.
4	The bidder should not have 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.	<b>Affidavit / Undertaking</b> to this effect should be submitted by the bidder
7	The bidder must be registered entity and must be having well placed organizational structure. It must be having Offices in major cities and should have appropriate technical manpower.	Certificate of incorporation/registration to be submitted along with list of Offices across Pakistan.

**GENERAL REQUIREMENTS/TERMS AND CONDITIONS**

- All rates to be quoted in Pak Rupees and inclusive of all applicable Government taxes.
- Cash trays with bank's logo
- Cash trays in accordance with SBP specification, technical specification attached.
- Bids must be enclosed in a properly sealed envelope.
- Snaps of the cash trays and seals to be submitted with proposal.
- The supplier shall be responsible for the delivery of cash trays at the specified location/branch.
- Quoted amount will remain valid for one month from the date of closing date of tender.
- Bids received late shall not be entertained.
- The Bank of Khyber reserves the right to accept/cancel the tender/bid without assigning any reason.
- Rates to be quoted as per following format:

S.#	Description	Quantity	Unit rate inclusive of all taxes	Total amount
1	Sealable Cash Trays (SBP Specification)	100		
2	Cost of bank's logo printing			
3	Seals	2500 sets		

**Head Procurement**  
**The Bank of Khyber**  
29-A, The Mall, Peshawar Cantt.  
Phone No: 0915261117