



The Bank of Khyber

Bidding Document

OUTSOURCING OF HEAVY DUTY LASERJET NETWORK PRINTING SERVICES

Last Date for Submission: 08th July, 2019 at 03:30 P.M

Tender Opening Date: 08th July, 2019 at 04:00 P.M

1. Scope of Work:

The Bank of Khyber invites bidders for “**OUTSOURCING OF HEAVY-DUTY NETWORK PRINTING SERVICES**” at its Head Office for a period of **one-year** as per **Single Stage Two Envelope** procedure.

Rates of the Heavy-Duty Network Printing Services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total Network Printing per machine will range upto 7,000 or higher numbers (approx.).

The successful bidder shall be providing at least Fourteen (14) Heavy Duty Network Laser Printers at BoK Head Office, Peshawar. Bidder shall quote (Lump sum) cost per copy, which includes A-4 size imported paper and shall be responsible for providing toner and all consumable accessories along-with the maintenance of all machines at site, when it is required.

The Bank of Khyber shall be responsible for the provision of furniture & Fixture, electricity and space for Heavy Duty Network Printer(s).

2. Technical Proposal Format:

Bidders are required to submit their proposal in line with the following format: -

2.1 Mandatory Documents:

1	Bidder must have legal presence in Pakistan and must be registered with FBR and should provide its NTN and certificate of incorporation under the laws of Pakistan.
2	The bidder should be authorized dealer/Partner of the Manufacturer and must provide its certificate.
3	The bidder should be registered with KPRA (Khyber Pakhtunkhwa Revenue Authority) and must submit its Registration Certificate
4	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
5	The bidder must submit Annual Audited Report for the last 01 Financial years. Annual Audit Report including Balance Sheet, Income Statement and Profit & Loss accounts along with auditors' notes for the last one (1) audited year should be submitted
6	Bidder must provide at least 01 Purchase Orders of providing similar services with relevant client references
7	Bidder should submit list of Offices across Pakistan. Offices in Peshawar and Karachi will be preferred.

2.2 Technical Evaluation Criteria:

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.

3. Financial Proposal Format:

Bidders are required to submit their proposal in line with the following format: -

SNO	Description	QTY	Rate per page (inclusive of All Applicable Taxes)	Rate per page (inclusive of All Applicable Taxes)
1	Rates of the Heavy-Duty Network Printing Services per page should be quoted in accordance with using imported A-4 size white paper (80 grams). Monthly total Network Printing per machine will range upto 7,000 or higher numbers (approx.)	14	Without Paper	With Paper
Rate per Copy (in PKR)				

Note:

Bidder must provide both the rates (with Paper and Without Paper) against printing services. (The Bank will select the quoted rate of with paper/without paper as per its discretion)

4. Tender Acceptance Criteria

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

5. Payment Terms

Monthly payment will be released as per actual utilization of all Printers. Selected bidder shall devise mechanism for calculation of printing record.

6. Contract / Support Terms

Contract will be signed between the selected bidder and BoK for a period of One Year. Bidder shall be responsible of providing printing services, along-with Toner(s) and all consumable accessories, on-site maintenance support of all machines, as per requirement. Rates of the printing services shall remain valid throughout the contract/agreement period. The contract/agreement may be extended for similar duration upon mutual consent and mutually agreed terms and conditions between BoK and the successful vendor based upon quality of services.

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 Authorized Distributor/Partner of the Manufacturer of the quoted equipment and having legal presence in Pakistan for Outsourcing of Printers.
3. Bidders are required to submit both sealed proposals to the office of the **Head Procurement Division, The Bank of Khyber** on or before Monday, **08th July, 2019 at 3:30PM**. and Opening timings is **4:00 PM on same day** 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 **Rs.100,000/-** 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 details must be mentioned. Delivery of all items/services must be made within 4 – 8 weeks of issuance of purchase order.
14. Failure to supply items within specified time period will invoke. In addition to that, Call Deposit 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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UAN: 091-111-95-95-95