

Bidding Document

Expression of Interest for shortlisting for Hiring of Cash in Transit Local Currency as well as Foreign currency (CIT) Services

Per-Bid Meeting:	16 March 2020 at 10.30 am
Last Date for Submission:	25 March 2020 at 10.30 am
Tender Opening Date:	25 March 2020 at 11.00 am

Note: The prospective bidder is expected to examine the Bid Document carefully, including all Terms & Conditions and Annexures. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Tender No. BOK/Proc/Security/13/Mar/2020

The Bank of Khyber (BOK) invites Sealed Bids/Proposals from reputable companies security services companies registered with Pakistan Bank's Association and having valid No Objection Certificate from all Provincials Home Department including Islamabad Home Department for Cash in transit for local currency and foreign currency (CIT) Services for delivery of cash to Cash Feeding Branches and other Branches, nominated Banks, SBP, NBP, Offsite ATM, Sub Branches, Booths, via Road and Air.

Scope of Work

Required services for Cash in Transit (CIT) and Overnight Vault include

Transit services via land and air for transportation of cash, cheques, national prize bonds, and/or securities, etc., in secured manner i.e. in properly sealed (a) bags (b) purpose built plastic trays (as the case may be) to and from BOK, Cash Processing Centers (CPC), branches, Sub-branches, Permanent / Temporary Booths, Offsite / Onsite ATMs, SBP/NBP and any other nominated Banks or selected BOK clients, including non-service area of service provider as per Bank's requirement;

Overnight Vault Services for cash, cheques, national prize bonds and/or securities, etc.;

Provision of plastic seals (for both cash bags and plastic trays), and cloth bags for packaging of Cash, cheques, national prize bonds and/or securities handed over for transit & overnight vault services;

Insurance coverage at Service Providers' expense for Cash, cheques, national prize bonds and/or securities handed over for transit & overnight vault services;

Service provider shall provide CPC wise Alfa (Company Representative) for collection and delivery of cash.

Service provider shall manage end to end cash in transit insurance coverage, to cover all type of risk related to loss and shortage of cash.

Service provider shall provide a focal person for dispute resolution at all CPC points.

MANDATORY REQUIREMENTS:

Sealed envelope, clearly marking the tender description, should be submitted 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.

S.No.	Mandatory Requirements	Yes/No
	Company must be registered with SECP, copy to be attached.	
	Company must attach: <ul style="list-style-type: none"> • Tax and Sale Tax Payer having active status • KPRA registered having active status. In case of fresh application KPRA acknowledgement must be attached 	
	Bidder having 5 years' experience of relevant scope of work, valid NOC from Provincials Home Department, Federal Home Department and Pakistan Banks Association panel of Security Companies shall be eligible to participate in this bid.	
	Bidder must attached at least three agreements with Schedule Banks for provision of CIT & Overnight Vault services.	
	Bidder must provide their insurance coverage arrangement with preferably with A Rated Company, for their Cash Carrying Vehicles & Overnight Vaults. Preference will be given to above A rated company insurance coverage bidder.	
	Bidder shall provide Affidavit on stamp paper of Rs. 100/- duly attested by notary public that:	

	<p>a) No Litigation is pending against Firm / Company.</p> <p>b) The Firm / Company is not black listed and is not a tax defaulter.</p> <p>c) The Firm / Company has not been adjudged as insolvent.</p> <p>d) No execution of decree or order of any court remains unsatisfied against Firm / Company.</p> <p>e) The Firm / Company has not compounded with the creditors.</p> <p>f) Firm / Company has not been convicted of a financial crime.</p> <p>g) The Firm / Company has not been delisted by BOK or other Banks in the Past due to non- performance or contravention with any of the codes of conduct for vendors set by the Bank.</p>	
	Bidder shall attach their Business Continuity Plan.	
	Bidder shall attach their dispute resolution mechanism	
	Bidder shall provide their arrangements details for Non-Service area locations of the Bank for cash delivery/collection.	
	Bidder shall attach last three years Financial Statement, audited by Chartered Accountant Firm/Chartered Accountant.	
	Bidder shall provide integrity pact on stamp paper dully attested by the notary public.	
	Bidder must attach details of No. of cities where overnight vault/ vehicle vault facility is available. Preference will be given to maximum overnight vault/vehicle vault bidders	
	Bidder must have arrangements for Transit via Air, evidence to attached.	
	<p>Bidder must attach details of number of base stations and sub- stations in:</p> <ul style="list-style-type: none"> • Punjab • Sindh • Balochistan • Khyber Pakhtunkhwa • AJK • Gilgit Baltistan <p>Preference will be given to maximum number of base stations and sub-station bidder.</p>	
	Bidder must sign and stamp each paper of this bid document and attach with proposal.	
	Bidder shall provide clients wise details of unsettled claims/disputes related to scope of work.	
	Bidder shall provide clients wise details of settled claims/disputes for the last three years of their clients related to scope of work.	

GENERAL TENDER TERMS & CONDITION REQUIRED FOR BIDDING:

- a. Tender shall be conducted under Expression of Interest method as per KPPRA (Khyber Pakhtunkhwa procurement rules – 2014) basis.
- b. Bid must be contained complete proposal according to bid document and respectively signed and stamped, in complete conformity with Tender Document.
- c. Bidders qualified in Expression of Interest process shall be asked to submit financial proposal.
- d. Bid security of Rs.500,000/- (any Banking instrument excluding pay order) in favour of the Bank of Khyber to be required for financial bid, from the successful bidders of Expression of Interest.
- e. Successful bidders of financial proposal shall provide Rs.1,000,000/- performance guarantee (issue by schedule bank only) in favour of the Bank of Khyber before execution of SLA. Other bid security shall be returned after verification of the performance guarantee from issuing Bank.
- f. Bidder shall attach company profile with proposal.

- g. Bank shall carry out internal due diligence of successful bidders before execution of agreement.
- h. Bidders will be considered successful for Expression of Interest on the basis fulfillment of mandatory requirements of this Expression of Interest document.
- i. Successful bidders of financial proposal would enter to a security services contract of one year. The Contract is extendable subject to satisfactory performance, for maximum further two years, on annual renewal basis, without any escalation in prices of financial proposal.
- j. For any query, clarification regarding BID document contents, the bidder may send a written request at least 5 days prior to the opening date through registered posts/Courier Service Company.
- k. Per bidding meeting will be held on 16 March 2020 10.30 AM, in the office Head Procurement the Bank of Khyber, 29-A, The Mall, Peshawar Cantt.
- l. Sealed bid complete in all respects along with bid security given in TOR on above web site, should reach "Incharge Procurement Department" The Bank of Khyber, 29 –A, The Mall, Peshawar Cantt, on or before 25 March 2020 at 10.30 am, opening timings for bids will be at 11.00 am same day at Office of Head Procurement Deptt,
- m. Further details / Specifications, TORs of the above items can be seen/ downloaded from our website <http://www.bok.com.pk/downloads/>

**Incharge Procurement Department,
The Bank of Khyber.
29 – A The Mall, Peshawar Cantt.
Phone: 091- 5275352**

Company Name:

Contact Person:

Contact Person Cell Number:

Contact Person Email address:

Company Mailing Address:

(On stamp paper without mentioning the Bid Amount)

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS

Contract No. _____ Dated _____ Contract Value: () Contract Title: _____
[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from The Bank of Khyber or any administrative subdivision or agency thereof or any other entity owned or controlled by The Bank of Khyber through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from The Bank of Khyber, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with The Bank of Khyber and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to The Bank of Khyber under any law, contract or other instrument, be voidable at the option of The Bank of Khyber.

Notwithstanding any rights and remedies exercised by the Bank of Khyber in this regard, [name of Supplier] agrees to indemnify The Bank of Khyber for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to The Bank of Khyber in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from The Bank of Khyber.

Name of Buyer: Name of Seller/Supplier:

Signature: [Seal] Signature: {Seal}, **Notary Public:**

LIST OF BANK OF KHYBER BRANCHES

FROM FEEDING BRANCH PESHAWAR TO OTHERS CITY DISTANCE IN KMS - PESHAWAR REGION

PESHAWAR

<u>S.No</u>	<u>Branch Name</u>	<u>Br Code</u>	<u>Distance</u>
1	Mall Road Branch	172	0 Km
2	Main Branch - Qayyum Stadium Road	01	2 KM
3	Karkhano Branch	101	15 KMS
4	Phase 3 chowk Hayatabad (Islamic)	128	12

5	Phase 5 Branch	083	15
6	University Road Branch	02	5
7	Khyber Bazar Branch	016	2
8	Peepal Mandi Branch	0154	3
9	Secretariat Branch	015	2
10	Ashraf Road Branch	025	4
11	GT Road Branch	010	4
12	Gulbahar Branch	0156	5
13	Chamkani Branch	084	20
14	Garrison Park Branch	068	1.5
15	Tehkal Bala Branch	178	4
16	High Court Branch	048	2
17	Asamai gate Branch	119	3
18	KTH Peshawar Branch	121	9
19	Dalzak Road Branch	073	6
20	Warsak Road Branch	066	4
21	Achini Payan Ring Road	0166	7
22	Ring Road Peshawar	155	6
23	Shero Jangi	074	6
24	North West Hospital Hayatabad (BOK Booth)	02	15
25	Assembly Hall (BOK Booth)	48	0.5
26	BOK Torkham Branch	167	56
27	BOK Jamrud Branch	125	14.5
28	Miran Shah (North Waziristan	141	M1KM from Peshawar 200 KM
29	WANA branch (South Waziristan)	152	NBP 0.5 KM from DIK 180 KM

30	Parachinar Branch	076	NBP 400 Meter Form Peshawar 300 Km
31	Sadda parchinar Branch	091	100 Meter Form Peshawar 200
32	Ghalani, Mohmand Agency Branch	153	ABL 200 Meter From Peshawar 65 Km
33	Kalaya Lower Orakzai Branch	171	85
34	Saddar Road Branch	13	01
35	Kohat Road Branch	92	4
36	HMC Peshawar	185	14
37	LRH Peshawar	00	5
38	Nasir Bagh Road Branch Peshawar	96	10

CHARSADDA

1	Charsadda Branch	111	48
2	Shabqadar Branch	145	28
3	Tangi Branch	158	57
4	Umerzai Branch	078	48
5	Sardheri Bazar Charsadda	088	46

KOHAT

1	Cantonment plaza Bannu road Branch	003	72
2	Main Bazaar Branch	138	65
3	Darra Adam Khel Branch – FR Kohat	175	40
4	Sherkot Branch (near Kacha Paka Hangu Road)	082	107

HANGU

1	Main bazaar Kohat road Branch, Hangu	107	100
2	Bannu Chowk Thall	130	127

BANNU

1	BOK Outside Lakki gate Branch	103	1 KM Peshawar 197 KM
2	D.I Khan Road Bannu Branch	075	182
3	Sarai Naurang Branch	0127	2 KM 70
4	Lakki Marwat Branch	0173	70

KARAK

1	Karak Branch	049	140
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D.I KHAN

1	Main Branch Circular Road Branch	004	3 km SBP
2	Tank Adda Branch DIK	0129/	3 Km
3	Adda Bazar Tank Branch	106	30 Km
4	Sheikh Yousaf Adda, D.I.Khan.	087	6 Km

North Region Branches Mardan

1	Main Branch, Mardan	007	70
2.	Sheikh Maltoon Branch	079	67
3	Shergarh Branch	080	95
4	Mill Road Mardan Branch	179	75
5	Katlang Branch	081	90
6	IBB Mardan Cantt Branch	139	70
7	Sakhakot Branch	176	107
8	Dargai Branch	136	117
9	Rustum Branch Mardan	183	115
10	Lund Khwar Branch Mardan	089	125
11	Torghar Branch	165	292

Nowshera

1	Sadar Bazar Nowshera Branch	104	43
2	Rashakai Branch Nowshera	182	57
3	Manki Sharif Branch	162	49

4	Jahangira Branch	0151	65
5	Saleh Kahana Branch	0147	60
6	Pabbi Branch	0159	28

Swabi

1	Swabi Branch (Jamil Khan Market Mardan Road)	0118	100
2	Shewa Ada Branch	0168	90
3	Main Topi Bazar Branch	135	135
4	Yar Hussain Branch	077	97
5	Tordher Branch	085	107

Mingora

1	Main Branch Saidu Sharif Road Mingora	012	01KM(From NBP Mingora Branch Distance from Peshawar 195 KM
2	Main Bazar Matta Branch,Swat	0164	35KM(From Main BOK Mingora Branch) Distance from Peshawar 197 KM
3	Main Bazar khawaza Khela Branch, Swat	143	0.5 KM(From Main BOK Mingora Distance from Peshawar 147 KM
4	Sowari Branch -Bunair	131	66 KM(From Main BOK Mingora Distance from Peshawar 220 KM
5	Barikot Branch	157	35 KM(From Main BOK Mingora Distance from Peshawar 220 KM
6	Kabal Branch Swat	170	6 KM(From Main BOK Mingora Distance from Peshawar 195KM
7	Main Bazar bank square Mingora -2 Branch	0132	1 KM(From Main BOK Mingora Distance from Peshawar 195 KM
8	Charbagh Branch, Swat	181	34 KM(From Main BOK Mingora Distance from Peshawar 210 KM

Chitral

1	Chitral branch - Ataleeq Bazar	11	0.5 (form Peshawar to Chital 270 KM)
2	Darosh Branch, Chitral	86	35 (form Peshawar to Chital 270 KM)
3	Chitral (Chew Bazar) Branch	137	0.5 (form Peshawar to Chital 270 KM)

Timergara

1	Timergara Branch (Ahmed Shaheed Chowk)	105	0.5 KM Distance from Peshawar 200 KM
2	Munda Branch, Lower Dir	0169	18 KM Distance from Peshawar 220 KM
3	Kumber Branch,Dir	144	0.2 KM Distance from Peshawar 225 KM
4	Wari Branch -Dir	161	0.2 KM Distance from Peshawar 262 KM
5	Upper Dir Branch	126	0.5 KM Distance from Peshawar 220 KM
6	Main bazar Batkhela Branch	108	1 KM Distance from Peshawar 109 KM
7	Chakdara Branch	149	35 KM Distance from Peshawar 120 KM
8	Khar Branch (Bajaur Agency)	163	0.3 KM Distance from Peshawar 124 KM
9	Barawal Bandi Branch (Upper Dir)	184	41 KM Distance from Peshawar 297 KM
10	Puran Branch, Shangla	174	97 KM Distance from Peshawar 205 KM
11	Shangla Branch	160	16 KM Distance from Peshawar 248 KM
10	Kuza Banda Branch, Swat	093	35 KM Distance from Peshawar 281 KM
11	Takht Bhai Branch, Mardan	150	66 Distance from Peshawar66

Abbottabad

1	Abbottabad Branch (Jinnah Road)	113	3 Distance from Peshawar 200
2	Manshera Road Abbottabad	043	200 Mater Distance from Peshawar 205
3	Abbottabad Branch (Mansehra Road)	117	1 KM Distance from Peshawar 240
4	Mansehra Branch	122	2 KM Distance from Peshawar 236
6	Havellian Branch	40	1 KM Distance from Peshawar 190

Haripur

1	Shahra – e- Hazara Haripur Branch	019	1 KM Distance from Peshawar 170
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2	Judicial Complex Haripur Branch	097	1 KM Distance from Peshawar 169
3	Hattar Branch	014	5 KM Distance from Peshawar 156

PUNJAB ISLAMABAD/RAWALPINDI

1	Blue Area Main Branch Islamabad	022	1 km
2	F-10 Markaz Islamabad Branch	0133	8 km
3	Bara Kahu Islamabad Branch	0180	12 km
4	PWD Society Islamabad Branch	055	22 km
5	Satellite Town Branch (4th Road), Rawalpindi	030	15 km
6	Adam Jee Road Branch Rawalpindi	115	25 km
7	Gujar khan Branch (Near Ali Hospital, Main GT Road)	062	71 km
8	Jhang Branch	070	200 Meter
10	Gilgit Branch	053	5 KM

ATTOCK

<u>1</u>	<u>Attock Bazar Branch</u>	<u>065</u>	<u>0.5 km</u>
<u>2</u>	<u>Turnol Branch</u>	<u>146</u>	<u>30 KM</u>
<u>3</u>	<u>Jehlum Branch</u>	<u>042</u>	<u>2 KM</u>

FROM FEEDING BRANCH LAHORE TO OTHERS CITY DISTANCE IN KMS - PUNJAB REGION LAHORE

1	NEW GARDEN Town Branch, Lahore	114	4.3 km
2	M.M Alam Branch, Lahore	023	09 km
3	M.A Johar Town Branch Lahore	031	3.1 km
4	Shah Alam Gate Branch, Lahore	0124	12 km

5	DHA Lahore Branch	052	6.8 km
7	Faisal Town Branch, Lahore	057	0 km
8	Badami Bagh Branch, Lahore	069	15km

GUJRANWALA

1	Gujranwala Branch (Bank Square Model Town)	039	85km
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GUJRAT

1	Gujrat branch (Empire Centre G.T Road)	037	54.5 km
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SIALKOT

1	Sialkot Branch - Ugoki Road	032	116km
2	Daska Branch, Bank Road	071	27.7km

OKARA

1	Okara Branch M.A Jinnah Road Branch	0140	122 km
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FAISALABAD

			FROM
1	Faisalabad Branch, Madina Tower	038	113 Km
2	Kotwali Road Branch	116	118Km
3	Chiniot Branch, Ihsan Plaza	044	129 km

SARGODHA

1	Sargodha Branch, Niazi Medical Complex	041	6 km Distance form Fasilabad 200 KM
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MULTAN

1	Khanewal Branch, College Road	060	1 KM Distance from Multan 170
2	Abdali Road Multan Branch	033	3.5 km Distance from Multan SBP 1km

3	Vehari Road Shah Shams Colony Branch	142	18 km Distance from Multan Br 48 KM
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SAHIWAL

1	G.T Road Main Channu Branch	061	1 KM Distance Multan 108 km
2	B-2 High Street Sahiwal Branch	045	1KM Distance Multan 180 KM

Mianwali

2	Mianwali Branch	090	100 Meter Distance DIK 100 KM
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RAHIM YAR KHAN

1	Model Town Branch	051	2 KM Multan 190 km
2	Bank Road Sadiq Abad Branch	059	1 KM Multan 220 km

BAHAWALPUR

1	Library Chowk Branch	050	2 km
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D.G KHAN

1	Railway Road Branch	056	1 km Bahawalpur 182 KM
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**FEEDING BRANCH KARACHI TO OTHERS CITY DISTANCE IN KMS - SOUTH REGION
KARACHI**

1			FROM PESHAWAR
2	Shireen Jinnah Colony Branch	034	14.3 KM
3	Site Branch	0109	20 KM
4	Korangi Branch	0110	7.1 KM
5	Shahra-e-Faisal Branch	024	0 KM
6	MetroVille Branch	0123	23 KM
7	Karachi Stock Exchange Branch	036	9.5 KM
8	Clifton Karachi Branch	046	15 KM
9	DHA Karachi Branch	063	7.1 KM
10	Sharifabad Branch	067	3.5 KM

11	Napier Road New Challi Road Branch	072	4.8 KM
12	Karachi Treasury & Well Built Guard Branch	0888	KM

HYDERABAD

			FROM
1	Hyderabad Conventional	047	10 KM form different bank

SUKKUR

			FROM
1	Sukkur Branch	058	01 KM form different bank

FEEDING BRANCH QUETTA TO OTHERS CITY DISTANCE IN KMS - BALOCHISTAN REGION

QUETTA

			FROM PESHAWAR
1	BOK Jinnah Road Branch, Quetta	0102	0.5
2	BOK Qandahri Bazar Branch, Quetta	054	½ kilo meter
3	BOK Sirki Road, Branch, Quetta	0148	5
4	BOK Chaman Branch	0120	01KM
5	BOK Zhob Branch	0177	10 km form different bank
6	Gawadar Branch	094	0.1 NBP Form different 100

AZAD & JAMMU KASHMIR REGION

KOTLI (AK)

1	Kotli Branch, Bank Road (AJK)	064	301 km
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MUZAFFARABAD (AK)

1	Muzaffarabad Branch, Secretariat Road, AJK	027	260 km
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MIRPUR (AK)

1	Mirpur Branch, Allama Iqbal Road	035	320 km
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