



**BIDDING DOCUMENT**

**FRAME WORK CONTRACT**

**FOR**

**SUPPLY OF OFFICE FURNITURE**

**FOR HEAD OFFICE AND BRANCHES ALL OVER PAKISTAN**

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

**December 04, 2018 at 11.00 A.M.**  
**December 04, 2018 at 11.30 A.M.**

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### **Invitation to bid**

Sealed bids are invited from well reputed office furniture manufacturers registered and on Active Taxpayer List (ATL) with Sales & Income Tax Department/ FBR, for procurement of Office Furniture, under frame work contract, so as to reach to the office of undersigned on or before 04/12/2018 at 11.00 AM. The bids will be opened on the same day in presence of the bidders or their representative, who opt to be present, at 11.30 AM at Head Office, The Bank of Khyber.

### **About The Bank of Khyber**

The Bank of Khyber (BOK) is a Listed Scheduled Commercial Bank with majority of shares held by KP Government and having 170 branches; including 84 Islamic Branches. The Bank of Khyber established in 1991 through Act No. XIV, passed by the Provincial Legislative Assembly of the KHYBER PAKHTUNKHWA Province of Pakistan. It was awarded status of a scheduled bank in September 1994. The Bank of Khyber enjoys a unique position, stands out amidst the other banks operating within Pakistan, and has the privilege of being bracketed amongst the only three government banks in the country.

### **Scope of Work**

Supply of office furniture to Head Office various Branches of the Bank of Khyber spread all over Pakistan, including Head Office, which is located at Peshawar, Khyber Pakhtunkhwa, under frame work contract for two years (2019-2020). The Bank requires well on time delivery and installation along with quality of work. The furniture must be up to the standards of a corporate sector

### **INSTRUCTIONS TO THE BIDDERS**

1. The bidder must submit the proposals in two sealed envelopes, one for technical and one for financial proposals as per specified procurement method single stage two envelop basis. Both the envelopes should be clearly marked as "technical" and "financial"
2. Bidders are required to read the bid document carefully and ensure all documents/information required in the bid document are duly submitted.
3. The proposal shall be typed. Any hand written part or full proposal (either technical or financial) shall be rejected and shall be in English.
4. The technical proposal shall contain tax registration certificates in accordance with mandatory requirements.
5. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the bank will be blacklisted and debarred.
6. The proposals should be in accordance with specifications and mandatory requirements contained in bid document.
7. The bidder shall submit an affidavit that it has never been blacklisted by any federal/provincial government.

8. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions.
9. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
10. Frame work Contract will be signed with the successful bidders.

#### **Items Required**

Items	<ol style="list-style-type: none"> <li>1. Executive Chairs (High Back)</li> <li>2. Officer Chairs (Medium Back)</li> <li>3. Officer Tables</li> <li>4. Visitor Chairs</li> <li>5. Single Setter Sofas</li> <li>6. Side Racks with Drawers</li> <li>7. Teller Chairs</li> <li>8. Centre Table</li> </ol>
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#### **Specification of Required Furniture:**

<b><u>Sr#</u></b>	<b><u>Furniture items</u></b>	<b><u>Specifications (Exactly or equivalent to)</u></b>
1	Executive Chair (High Back)	Seat & back made of plywood upholstered with best quality foam and fabric. arms in polypropylene. revolving & reclining PU gas lift mechanism with lockable back plastic base with wheel castors.
2	Officer Chair (Medium Back)	Seat & back made of plywood upholstered with best quality foam and fabric. arms in polypropylene. revolving & reclining PU gas lift mechanism with lockable back. plastic base with wheel castors.
3	Officer Table	Size: 1520 x 760 x 760 mm Top & vanity: 18mm thick lamination with matching pvc edging.
4	Visitor Chair	Seat & back made of plywood upholstered with best quality foam and leatherite. frame is made of mild steel pipe 25mm dia, 30mm wide with arms.
5	Single Setter Sofa	Single seater sofa upholstered with foam and leatherite. inner structure made of acacia wood, legs in solid mahogany wood polish finish.
6	Side Rack with Drawers	1200 x 406 x 760 mm overall in 18mm thick Lamination with matching pvc edging.
7	Teller/ Counter Chair	Seat & back made of plywood upholstered with best quality foam and black leatherite. arms in pp. revolving & reclining PU gas lift mechanism with lockable back. plastic base with wheel castors.
8	Centre Table	Top & side: 36mm thick lamination with matching pvc edging. 2 legs: marenti wood polish finish

### **MANDATORY REQUIREMENTS**

Bidders are required to submit its Proposal in accordance with the **Mandatory Requirements** as mentioned below. Failing which the proposal will not be considered.

#	Mandatory Requirements	Proof to be submitted for fulfilling Eligibility Criteria
1	The bidder/firm must be well reputed and original manufacturer of the items required.	Details of manufacturing facilities to be submitted. Manufacturers having own showrooms shall be given preference.
2	The bidder should be an Active Tax Payer and must be registered with FBR.	The bidder should provide its NTN & sales tax registration certificate.
3	The bidder should have at-least 5 years' experience in the business and must have executed at least three similar works/contracts.	Valid documentary evidence must be submitted (Preference will be given to Work Order/contracts issued by Financial Institution)
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.	Undertaking to this effect should be submitted by the bidder
6	Bidder must have sound financial status and must have minimum annual turnover of Rs.10M.	Audited balance sheet for last three years to be provided.
7	The bidder must be registered entity and must be having well placed organizational structure & possess appropriate technical manpower.	Certificate of incorporation/registration to be submitted along with number of managerial & technical staff to be provided.
8	Bidder shall provide warranty of the items supplied.	Confirmation of providing warranty period to be submitted.

### **GENERAL REQUIREMENTS/TERMS AND CONDITIONS**

- Procurement shall be done as per KPPRA procurement rules on single stage two envelop basis.
- Bidders are required to submit two sealed envelop, one for technical & one for financial proposal. Both the envelops should be properly sealed with clear marking.
- Security deposit of Rs.100,000 in favour of Bank of Khyber to be submitted with the financial proposal.
- Bid must be typed written, acceptance or rejection of hand written bid shall be sole discretion of the bank. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- All rates to be quoted in Pak Rupees and inclusive of all applicable Government taxes.
- Bids must be enclosed in a properly sealed envelope.
- The bidder shall be responsible for the delivery of furniture at the specified location/branch.
- The Bank of Khyber reserves the right to choose the specification/ design/quality at its discretion. The bidder must submit all the relevant documents/broacher/information material regarding their product.
- Quoted amount will remain valid up to two years from the date of framework contract.

- Framework contract shall cover all offices/branches of the bank throughout Pakistan.
- Bids received late shall not be entertained.
- In case of any conflict in bidders standard terms and terms & conditions of frame work contract with BOK, latter would prevail.

#### **Technical Valuation Criteria**

<b>Sr#</b>	<b>Item</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
1	Experience (2 x each year above threshold of 5 years)	10	
2	Offices/liaison offices/showrooms/manufacturing facilities (02 Marks for Each Province)	08	
3	Execution of similar contract (2 x each contract above minimum contract requirement) + 2 marks for contracts of banks.	12	
4	Average Sales turnover during last three years Upto 25M – 5 marks Above 25M – 10 marks	10	
5	*Quality, Warranty, Design, Delivery time, clientage, organization structure, foam brand, plywood brand, foam warranty. Design shall have 50% weitage. Multiple design option may also be provided. <b>Bidders are advised to submit complete &amp; relevant information on the above as well as other technical attributes of their product. Color pictures of their product must also be submitted.</b>	60	
<b>TOTAL</b>		<b>100</b>	

**Qualifying marks : 60**

#### **FINANCIAL PROPOSAL FORMAT:**

<b>S.No.</b>	<b>Description</b>	<b>Unit Price Inclusive of all taxes</b>
1	Executive Chairs (High Back)	
2	Officer Chairs (Medium Back)	
3	Officer Tables	
4	Visitor Chairs	
5	Single Setter Sofas	
6	Side Racks with Drawers	
7	Teller Chairs	
8	Centre Table	

**Technical Scoring Weitage                      60%**

**Financial scoring weitage                      40%**

**Additional Requirement:**

The following information shall be submitted alongwith Bid:

Firms Name Submitting Quotation	
Firms Address	
Firms Contact Person	
Firms Contact Number	
Amount of Earnest Money	Rs.100,000
Instrument Number	
Instrument Drawn on	
Instrument Dated	
<b><u>FIRM NAME &amp; CONTACT NO. SUBMITTING THIS TENDER</u></b>	<b><u>SIGNATURE AND STAMP OF THE FIRM SUBMITTING THIS TENDER</u></b>

**Contact Person**

Syed Abbas Shah:

Email: abbas.shah@bok.com.pk

**The Bank of Khyber  
Procurement Division  
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