



The Bank of Khyber

BIDDING DOCUMENT

**OUTSOURCING OF PHOTOCOPYING SERVICES
(Single Stage, Single Envelope)**

Last Date for Submission: 02.07.2019 at 03.00 PM
Opening Date: 02.07.2019 at 03.30 PM

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 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.

PHOTOCOPYING SERVICES AT BOK'S HO & BRANCHES

The Bank of Khyber invites sealed Bids, single stage single envelop basis, for outsourcing of photocopying services at its Head Office and Branches across the country from well reputed service providers on the following terms and conditions:

1. Mandatory Requirements : -

- a. The bidder must be an active taxpayer under the laws of Pakistan and must provide registration certificate with FBR.
- b. The bidder must be registered with KPRA (Khyber Pakhtunkhwa Revenue Authority)
- c. The bidder should provide an undertaking on **stamp paper** that their firm is not blacklisted by any of the Provincial / Federal Government or organization of the state / Federal Government in Pakistan.
- d. The firm should have offices in major cities of the country. Bidder having office in Peshawar shall be given preference. The bidder must submit a **List of Offices** across Pakistan.
- e. The bidder shall give at least 03 **Relevant References** (photocopying services contract). Bidders having contract with financial institutions shall be given preference.
- f. The bidder should have at least Two **Year Relevant Experience** for the supply of similar services. Documentary evidence to be provided.
- g. An undertaking to be provided that the firm has capacity to provide services within one week of the issuance of work order.

Other Terms & Condition

2. All bids must be accompanied by a call deposit of Rs.50,000 in favor of The Bank of Khyber and must be delivered to the Head Procurement Division, 29-A, The Mall, Peshawar Cantt on **02.07.2019 upto 03.00 PM** and the opening timings is **03.300 PM on same day ie. 02.07.2019** at BOK, Head Office.
3. Services shall be required across the country on need basis, however, minimum 50 sites are guaranteed.
4. Prices to be quoted against the following:
 - i) Minimum guaranteed copies upto 10,000 with operator & paper (A4 & legal size, 70gm, imported)
 - ii) Copies from 10,001 to 15000 with operator & paper (A4 & legal size, 70gm, imported)
 - iii) Copies from 15001 and above with operator & paper (A4 & legal size, 70gm, imported)
 - iv) Minimum guaranteed copies upto 2500 without operator & paper.
 - v) Copies from 2501 and above without operator & paper

5. Branded photocopiers in good working condition shall be provided. In case of complaints, immediate replacement of machine shall be ensured.
6. Response time for repair/replacement of machine shall be 24 hours.
7. Repair/maintenance cost shall be on bidder.
8. The Tender Bids must be in sealed envelope.
9. 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.
10. All prices to be quoted in Pak Rs. and must include all applicable Taxes
11. Failure to provide services within the prescribed time period will invoke the contract and Call Deposit (SDR) amount will be forfeited.
12. Company stamp must be fixed on the bids.
13. No negotiations and revised bids will be allowed.

Contact person for queries/ Clarification:-

Mr. Muhammad Anwar
Incharge S&M/ C&R, GAD
Phone: 091-5261117

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



The Bank of Khyber

Tender

Sealed Bids are invited from well reputed firms for providing photocopying services to BOK' Head Office and branches across the country on need basis with minimum 50 sites for one year.

Bidding Document/terms & conditions can be seen at on website <http://www.bok.com.pk/downloads/>

All bids must be accompanied by a call deposit of Rs.50,000 in favor of The Bank of Khyber and must be delivered **on - _____ at _____ and the opening timing is _____ on same day at BOK, Head Office.**

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