



**The Bank of Khyber**

Bidding Document  
Procurement of ATM Rolls  
Framework contract for Two Year  
Under Single Stage Single Envelope

**Note:** The prospective bidder is expected to examine the Bidding Documents carefully, including all instructions, Terms & Conditions, and Specifications etc. 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.

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<b>Pre-Bid Meeting:</b>	<b>18 December 2019 at 3.00 PM</b>
<b>Last Date for Submission:</b>	<b>27 December 2019 at 10.30A.M.</b>
<b>Tender Opening Date:</b>	<b>27 December 2019 at 11.00AM</b>

Tender No. BOK/PROC/STATIONERY/16 /Dec/2019

The Bank of Khyber invites bids under KPPRA rules, Single Stage Single Envelope basis, as per following details.

**Scope of Work**

The Bank of Khyber requires sealed bid from interest bidders for procurement of ATM Rolls with BOK Branding i.e Product Advertisements Printed in 4 Color as per following Specification.

Amount in Rupees

S.No	NAME OF ITEMS	Quantity Required	UNIT PRICE IN PKR (Including all Taxes)
1.a	NCR Machine Receipt Roll Thermal Paper Size 80mm*125meters Four color Advertisement Printed	2000 Rolls	
1.b	NCR Machine Receipt Roll Thermal Paper Size 80mm*125meters Without Print	500 Roll	
2	NCR Machine Journal Printer Roll Thermal Paper Size 80mm*80meters without print	500 Rolls	
3.a	Win core Machine Receipt Roll Thermal Paper Size 80mm*125meters Four color Advertisement Printed	2000 Rolls	
3.b	Win core Machine Receipt Thermal Paper Size 80mm*125meters Without Print	500 Roll	
4	Win core Machine Journal Printer Roll Thermal Paper Size 75mm*75meters without print	500 Rolls	

## MANDATORY REQUIREMENTS

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

#	Mandatory Requirements
1	The bidder should be an Active Tax Payer and must be registered with FBR and Sale Tax.
2	Bidder must have legal presence in Pakistan.
3	The bidder should have at-least 02 years' experience in the business and must have executed similar contracts.
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.
5	<b>Bid Security of Rs.50,000/- (any banking instrument excluding Pay Order).</b>
6	Bidder shall provide an undertaking on Stamp paper dully attested by notary public for provision of Performance Guarantee of Rs.100,000/- (issue by schedule Bank only) in favour of Bank of Khyber.
7	Bidder shall sign and stamp complete bid document.
8	Bidder shall submit Integrity Pact on stamp paper duly attested by the Notary Public.
9	Bidder shall submit fair price certificate on stamp paper dully attested by the Notary Public.
10	Bidder shall demonstrate sample of the quoted items to bidding committee at time of opening of bid. Successful bidder(s) samples will be retained by the Bank.

## GENERAL REQUIREMENTS/TERMS AND CONDITIONS

1. Procurement shall be done as per KPPRA procurement rules on single stage Single envelop basis.
2. Bidders are required to submit sealed envelope with complete details mentioned above.
3. Bid must be typed written.
4. All rates to be quoted in Pak Rupees and inclusive of all applicable Government taxes.
5. The bidder shall be responsible for the delivery of Stationary items at the specified location/branch.
6. Quoted Prices shall be valid for period of 90 days from the date of opening of bid.
7. Bids received late shall not be entertained.

8. Bid Security (any banking instrument excluding pay order) Rs.50,000/- must be attached with the proposal in separate sealed envelope in favor of The Bank of Khyber.
9. Successful Bidder shall provide Rs.100,000/- of bid amount performance guarantee (issue by schedule bank) in Favour of the The Bank of Khyber, before execution of contract. Other bid security shall be returned.
10. Successful bidder) shall execute agreement with Bank initially for one year, renewal for second year shall be allowed on satisfactory performance.
11. Successful bidder prices shall remain same for two years.
12. Bids not meeting the complete Scope of Work and Specification of ATM Rolls shall be rejected.
13. Pre bid meeting will be held on 18 December, 2019 at 3.00 PM at the Office of, Incharge Procurement Department, 29 A The Mall, Peshawar Cantt.
14. For any query, clarification regarding BID document contents, the applicants may send a written request at least 5 days prior to the opening date through registered posts/Courier Service Company.
15. At time of purchase order, quantity of ATMs roll can be Increased/decreased.
16. BID document terms and & conditions shall prevail over the company/firm own standard terms and conditions.
17. Bidders are required to submit sealed proposals to the office of the In charge Procurement Department, The Bank of Khyber on or before 27 December, 2019 at 10.30 am. Tender Opening on same day at 11.00 am at 29-A The Mall, The Bank of Khyber, Peshawar.
18. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - o Received without Bid Security;
  - o It is received after the date and time fixed for its receipt;
  - o The tender document and the bid is unsigned;
  - o The offer is ambiguous;
  - o The offer is conditional i.e. advance payment, or currency fluctuations etc.
  - o The offer is from blacklisted firm in any Federal / Provincial Govt. Dept.:
  - o Hand written bids shall NOT be accepted; it must be typed.

**Additional Requirement:**

The following information shall be submitted along with Bid:

Firms Name Submitting Quotation	
Firms Address	
Firms Contact Person	
Firms Contact Number	
Amount of Earnest Money	Rs. 50,000/-.
<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>

Not: For any further information / Specimens please contact Stationery Department,

1- Mr. Ashfaq Khan  
[Tel:091\\_5279687](tel:0915279687)

In-Charge Procurement  
The Bank of Khyber  
29-A, The Mall, Peshawar Cantt.  
Phone No: 0915275352.

**(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 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:**

(to be filled on Stamp paper dully attested from Notary public)

Fair Price Certificate  
(TO BE ENCLOSED WITH BID DOCUMENT)

I/We, M/S hereby certify that prices quoted by us against The Bank of Khyber, for the tender No. are the lowest and most competitive as generally applicable to all other buyers and or sold as per prevailing market as on the date of quote and if it is established at any stage that these were higher we shall be held responsible and agree to pay immediately the differential to The Bank of Khyber.

SIGNATURE AND SEAL OF THE  
BIDDER

Notary

(on stamp paper dully attested from notary public)

**Undertaking, for Provision of Performance Guarantee**

We M/s. \_\_\_\_\_ applying for BOK Tender No. \_\_\_\_\_

\_\_\_\_\_, having tender opening

date \_\_\_\_\_, hereby under take that after announcement of company as successful bidder, we shall be bound to provide to the Bank of Khyber Rs. \_\_\_\_\_ performance guarantee (issue by schedule Bank only) in favour of the Bank of Khyber, against this tender before execution of contract and purchase order.

Name of Buyer: ..... Name of Seller/Supplier: .....

Signature: ..... [Seal] Signature: ..... {Seal},

Notary Public: