

**BIDDING DOCUMENT**

**OUTSOURCING OF PHOTOCOPYING SERVICES**

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<b>Last Date for Submission:</b>	<b>22<sup>nd</sup> May, 2018 at 11:00 A.M.</b>
<b>Opening Date:</b>	<b>22<sup>nd</sup> May, 2018 at 11.30 A.M.</b>

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**Note:**

**Bidders should read the Bidding Document carefully and comply strictly while submitting their tenders.**

**If the Bidder found 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 photocopying services at its Head Office and Branches across the country from well reputed firms/ service providers on the following terms and conditions:

### **1. Mandatory Requirements : -**

- a. The bidder must be an active tax payer under the laws of Pakistan and must provide registration certificate with FBR.
- b. The bidder should provide an undertaking on **stamp paper** that it is not blacklisted by any of the Provincial / Federal Government departments or other organization of the Federal / Provincial Government.
- c. 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.
- d. The bidder shall give at least one **Relevant Reference** (photocopying services contract). Bidders having contract with financial institutions shall be given preference.
- e. The bidder should have at least Two **Year Relevant Experience** for the supply of similar services. Documentary evidence to be provided.
- f. 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 22-05-2018 at 11:00 AM and the opening timings is 11.30 AM on same day at BOK, Head Office.**
3. **Services shall be required across the country on need basis, however, approximately 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. Operator's salary shall be according to minimum wages prescribed by the Government.
7. Response time for repair/replacement of machine shall be 24 hours.
8. Repair/maintenance cost shall be on bidder.
9. The Tender Bids must be in sealed envelope.
10. 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.
11. All prices to be quoted in Pak Rs. and must include all applicable Taxes
12. Failure to provide services within the prescribed time period will invoke the contract and Call Deposit (CDR) amount will be forfeited.
13. Company stamp must be fixed on the bids.
14. No negotiations and revised bids will be allowed.

**Contact person for queries:**

**Mr. Muhammad Yar Khan**

**Incharge S&M, GAD**

**Muhammad.yar@bok.com.pk**

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