

### **Prequalification Documents**

The Bank of Khyber invites prospective vendors with banking domain expertise in drafting of Technical Documentation and capable of providing a comprehensive, cost-effective, scalable solution, to submit their sealed proposals (EOI) ) to the office of the **Head Procurement Division, The Bank of Khyber** on or before **Wednesday, 24th January, 2018 at 11:00AM**. Tender Opening Date is **Wednesday, 24th January, 2018 and Time is 11:30 AM** at The Bank of Khyber, Head Office.

Proposals should be in the prescribed format along-with all the relevant documents as per the **Terms & Conditions** and **Bidder Eligibility Criteria**.

The Bank of Khyber intends accounting of its documents pertaining to software applications running in the organization, mainly for future reference to the users and providing assistance/guidance to new users and for presenting the required relevant documents to Central Bank on demand.

Bidders are required to study the workflows and to generate the following artifacts of applications by reverse engineering.

- a. Functional Specifications Documents.
- b. User Manuals.
- c. Technical Specification Diagrams and Documents.
- d. Service Level Agreements.
- e. Standard Operating Procedures.

Bidder may be asked to depute a team of professionals at IT Division, The Bank of Khyber for the period from initiation of the project till its closure

The scope of this proposal is to create required documents of the following applications: -

- a. Core Banking Application
- b. MIS Islamic / Conventional
- c. Treasury
- d. Host Interfacing
- e. Loan Originating System
- f. Procurement

- g. Management Information System
- h. System Integrations
- i. Test Keys

Bidder agencies/firms are advised to submit their proposals in response to this document after careful study and examination with full understanding of its terms, conditions and implications.

### **Terms and Conditions**

- a) Bidder is required to submit its Company Profile along-with Proposal that must comply with the following **Bidder Eligibility Criteria**.
- b) Proposals submitted Late / after due date and time or Incomplete will not be considered.
- c) Only Shortlisted Firms will be invited to submit their Technical and Financial proposals.
- d) The competent authority reserves the right to accept or reject any proposal as per its policy and KPPRA rules.
- e) All sections in the bid should be adequately flagged and numbered.
- f) In case of consortium, the bidder must submit:
  - The details of the consortium with roles and responsibilities of each partner.
  - The original stamped consortium agreement shall be attached along-with the Bid Document.
  - The same should be endorsed by an authorized representative of the prime bidder. The Prime bidder will be the single point of contact with the Bank for the project undertaking.
  - No change in the constitution of the consortium (prime bidder/members of consortium / stakes of any member etc.) will be allowed without explicit approval of the Client.
- g) Bids not complying with all the given clauses in this tender document are liable to be rejected.

### **Bidder Eligibility Criteria**

Bidder is required to submit its Proposal in accordance with the **Mandatory** requirements mentioned in the Bidder Eligibility Criteria. Failing to which the proposal will not be considered.

#	Mandatory Requirements	Proof to be submitted for fulfilling Eligibility Criteria
1	The bidder should have at-least 5 years' experience of provision of relevant services.	The bidder should provide its <b>FBR</b> registration certificate (NTN).
2	The bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan.	<b>Undertaking</b> on stamp papers should be submitted by the bidder.
3	The bidder must submit <b>Annual Audited Report</b> for the last 03 Financial years.	Annual Audit Report including Balance Sheet, Income Statement and Profit & Loss accounts along with auditors' notes for the last three audited years should be submitted.
4	The bidder must have legal presence in Pakistan. The firm must submit <b>List of Offices</b> across Pakistan.	Valid documentary evidence must be submitted.
5	The bidder/ prime bidder (in case of consortium) shall provide a list of completed projects regarding drafting of Technical Documentation and capable of providing a comprehensive, cost-effective, scalable solution for any Government/ Public Sector/ Bank/Financial Institution.	Valid documentary evidence must be submitted of at least <b>10 Completed Projects</b> of the same nature.
6	Preference will be given to the bidder having Projects in <b>Financial Institution / Banks</b> .	Valid documentary evidence must be submitted.
7	Bidder shall provide <b>Clientage List</b> of the Company.	Valid documentary evidence must be submitted.
8	The bidder should have enough Technical Strength at its end to complete the project within stipulated time.	<b>List of Staff (HR)</b> of the Company along-with their CV's to be submitted.
9	<b>Automated Tools</b> should be used for creating Process flow/ Data flow Diagrams.	Details should be provided.
10	The bidder shall assign a <b>Project Manager</b> to manage the project and report to the stakeholders as per requirement.	Certified Project Manager having Banking Experience should be assigned and his CV must be submitted.
11	The bidder should have legal <b>Association with International Firm</b> .	Valid documentary evidence (Association certificate) must be submitted.
12	Bidder must have complete knowledge and understanding of the required deliverable.	Bidder must provide a <b>sample of the required deliverable</b> .

13	Firm should be an active tax payer	KPRA (Khyber Pakhtunkhwa Revenue Authority) Registration certificate should be provided.
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