



## **TENDER DOCUMENT**

***TORs For***

### ***PRINTING & DESIGNING OF ANNUAL REPORT FY 2017 COLOUR COPIES***

Name of Printer/ Design House \_\_\_\_\_

Supply / Service Area : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

**Head Marketing & Brand Management**  
**The Bank of Khyber**  
34 the Mall, 2<sup>nd</sup> Floor State Life Building Avenue, Block  
6, Cantt, Peshawar .  
Tel: (92-91) 5253817;  
E-mail: [m.tahir@bok.com.pk](mailto:m.tahir@bok.com.pk)  
[www.bok.com.pk](http://www.bok.com.pk)

## **Introduction:**

The Bank of Khyber was established in 1991 through an Act passed by the Provincial Legislative Assembly. It was awarded status of a scheduled bank in September 1994. The Bank enjoys a unique position and stands out amidst other banks operating within Pakistan and has the privilege of being bracketed amongst the only four government banks in the country.

The bank has long been associated with business and commercial circles and has been actively engaged in catering to the financial needs of all sectors. It has successfully been involved in extending funded and non-funded facilities to its customers for various business needs.

Today, BOK is an “A-1” rated commercial bank, operating across the country with a network of 150 branches and still expanding. The provincial government is the major stakeholder and during our 26 years history, the Bank has always played a vital role in the development of Khyber Pakhtunkhwa in particular and participated in the economic development of Pakistan in general.

Those Printers currently working with Bank and wish to be considered **need to apply afresh.**

Please read through this document carefully and provide the requested information together with ALL required support documents along with application form.

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## INVITATION TO TENDER

The Bank of Khyber invites bids for printing of Annual Report FY 17 colour and Black & white copies with following specification.

| Category no    | Type                                 | Details   |
|----------------|--------------------------------------|---|
| BOK/MKT 001/18 | Printing and Designing of Color Copy | <ul style="list-style-type: none"><li>• <b>Quantity:</b> 600/- Booklets</li><li>• <b>Size:</b> A-4 (8.5 x 11 inches)</li><li>• <b>Title Cover Page:</b> To be printed on 300gm Art Card in 4 color, with lamination)</li><li>• <b>Design:</b> Minimum 10 theme based designs.</li><li>• <b>Paper Quality:</b> Inside pages to be printed in 4 color with 150 gm Art paper.</li><li>• Account pages to be printed in 2 color on 128 gm art paper.</li></ul> <p>* Number of Pages: 160 pages / 80 leafs</p> |

Complete documents enclosed in two plain sealed envelopes (Technical and Financial bid) marked with the Category Number & Description to be addressed to:

**Head Marketing & Brand Management**

**The Bank of Khyber**

34 the Mall, 2<sup>nd</sup> Floor State Life Building,

Peshawar Cantt.

Tel: (92-91) 5253817;

E-mail: [m.tahir@bok.com.pk](mailto:m.tahir@bok.com.pk)

The Bank of Khyber reserves the right to accept or reject applications made pursuant to the Tender as per the KPPRA rules.

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## **IMPORTANT NOTES TO BIDDER:**

1. Interested bidder must provide their Financial and Technical bids in two separate sealed envelopes, each clearly marked as “Technical” and Financial Bid along with category number.
2. Minimum ten (10) theme based designs are to be provided by applicant/ bidder.
3. The application form is to be fully and comprehensively filled / completed in all respects.
4. The Bid/ Application form along with required documents must reach to the BOK Head Office, Marketing & Brand Management Department by 6th March 2018 till 10:00 am.
5. Technical bids will be opened on very same day i.e 6<sup>th</sup> March 2018 at 10:30 am.
6. Sample of previous work shall also be enclosed with bid.
7. Failure to complete the application form and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant’s elimination from further consideration.
8. Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
9. If insufficient space has been provided on the application form separate supplementary sheets may be used.
10. The application along with completed documents shall be signed off and initialed by Director/Partner of the company and stamped on each page and signed on the last page in the space provided.
11. Time and Date for opening of financial bids/ quotes shall be communicated in writing i.e email to the technically qualified bidder.
12. Applicants will meet all cost associated with preparation and submission of their applications.
13. Canvassing will lead to automatic disqualification of the applicant.
14. All Booklets must be delivered within two weeks of issuance of work order or earlier.

Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.

## **MANDATORY:**

1. GST/Income Tax Registration (FBR)/ Copy of Registration Certificate with regulator body.
  2. Attachment of Affidavit (specimen attached as Annexure “A”) on stamp paper from the owner of the company.
  3. The representative present at the time of opening of tender shall be in possession of an authority letter from the Proprietor, Director or owner.
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## APPLICATION FORM

### **PART A - GENERAL INFORMATION**

|   |  |  |
|---|--|--|
| 1 | Name of Printer/ Design House  |  |
| 2 | Postal Address   |  |
| 3 | Principal Contact Person   | Name:.....<br>Position:.....   |
| 4 | Contacts:  | Telephone: .....<br>Fax No: .....<br>Email : .....   |
| 5 | Physical Location of Business Premises<br><br>( Note that a visit to your office may be made to confirm information provided as part of the prequalification evaluation) | Town.....<br>Street.....<br>Building Name .....<br>Floor.....  |
| 6 | Nature of Company (e.g. sole proprietorship, Public Limited Company, Partnership etc)  | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">             Limited Liability Company<br/>(1)           </div> <div style="border: 1px solid black; padding: 10px; text-align: center;">             Partnership<br/>(2)           </div> <div style="border: 1px solid black; padding: 10px; text-align: center;">             Sole Proprietor<br/>(3)           </div> </div> |
| 7 | Names of the Proprietor, Directors or Partners<br><br><b>NOTE:</b><br>Attach copies of Directors' identity cards / passports   | 1. ....<br>2. ....<br>3. ....<br>4. ....   |

|    |   |   |
|----|---|---|
| 8  | Geographical area of Operations                           |   |
| 9  | Business Operations                                       | Year established.....<br>Duration of Business Operation.....  |
| 10 | Company Tax / GST Registration No. ( <i>Attach Copy</i> ) |   |
| 11 | Valid Tax Compliance Certificate (attach copy)            | Attached copy?<br><div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div> |
|    | Registration with regulatory relevant bodies              | Registration Body .....<br>Category of registration .....   |

**PART B:            FINANCIAL INFORMATION**

|                      |  |
|----------------------|--|
| Bank Account Details | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Name of bank:</div> <div style="width: 45%;">Account title:</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Account No:</div> <div style="width: 45%;">IBAN no:</div> </div> <div style="margin-top: 10px;">Address:</div> <div style="margin-top: 20px;"><i>Attach Bank A/c Statement for the last 3 years</i></div> |
|----------------------|--|

**PART C- ELIGIBILITY***(Mark sheet) for technical selection are as under:-*

| S.NO        | Descriptions  | Total Marks | Marks Obtained | Remarks                | Remarks (Attachment of relevant evidence in each case is mandatory)                             | Attached Evidence as |
|-------------|---|-------------|----------------|------------------------|---|----------------------|
| 1           | Years in relevant business experience                                       | 20          |                | For 05Years or more    | NTN Certificate/Letter of Incorporation/Com pany Registration Letter is required to be enclosed | Ann “A”              |
|             |   | 15          |                | For 02 Years or more   |   |                      |
|             |   | 10          |                | For 01 Year or more    |   |                      |
| 2           | Banks & Financial Institutions (FI) handled in last 3 years                 | 15          |                | 3 Banks/FI             | Attach client list and documentary evidence   | Ann “B”              |
|             |   | 10          |                | 2 Banks/FI             |   |                      |
|             |   | 05          |                | 1 Bank/FI              |   |                      |
| 4           | Quality of work i.e portfolio of sample work provided with application form | 40          |                |                        | Attach copies of confirmation or letters of appreciation by the clients                         | Ann “C”              |
| 5           | Operational soundness i.e Bank account statement and staff details          | 15          |                |                        | Attach details  | Ann “D”              |
| 6           | Number of Offices in major cities i.e (Peshawar/Islam abad and Lahore)      | 10          |                | 3 and above            | Attach list of complete address along with their landline numbers & email address               | Ann “E”              |
|             |   | 07          |                | 2 and above            |   |                      |
|             |   | 05          |                | 1                      |   |                      |
| Total Marks |   | 100         |                | Qualified/Disqualified |   |                      |

*Note: i). Marks at serial no 4 and 5 will be evaluated by the banks nominated committee.*

ii). Minimum 60 marks are required for qualification

**DISQUALIFICATION:**

**The bidder will be considered disqualified prior/during technical evaluation process or after award contract if:**

1. Blacklisted by any regulatory body or client.
2. If during verification process of the client list the response by any of the bank is unsatisfactory on account of previous performance.
3. In the past, the company agreement has been prematurely terminated after due qualification in any of the category of the tender.
4. Attached affidavit that service provider has never been blacklisted by any organization.

**PART D - CLIENT REFERENCES:**

|  |  |  |                             |   |   |
|--|--|--|-----------------------------|---|---|
| Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract) |  |  |                             |   |   |
|  | How many references are you indicating? (Tick one)   | 0  | 1                           | 2 | 3 |
| A  | Have you previously been contracted by BOK ? Tick one  | YES <input type="checkbox"/>   | NO <input type="checkbox"/> |   |   |
|  |  | Describe the contract and nature of supplies.....<br>.....<br>When.....and for how long..... |                             |   |   |
| B  | <b>Client Details</b><br><br>Organization Name, Contact Name and Position, Telephone No. E-Mail ,Address and details of Service provided |  |                             |   |   |



**PART E- EXPERIENCE**

a) How many years has your firm been engaged in the items required currently?

.....

b) Do you have an in house designer?

.....

**PART F - CERTIFICATION**

I/We do hereby certify that the above information is correct in all respects. Full

Name:

Designation/Position

Signature:

Stamp:

Date:

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(Ann “ A ”)

To be typed on Rs.100/- Stamp Paper

**AFFIDAVIT/DECLARATION**  
**(AS REQUIRED BY THE STATE BANK OF**  
**PAKISTAN THROUGH BPRD CIRCULAR NO.13.**  
**DATED DECEMBER, 11, 2014)**

I, \_\_\_\_\_ S/o \_\_\_\_\_, Proprietor/Authorized  
Representative/Partner/Director of M/s \_\_\_\_\_, having NTN # \_\_\_\_\_,  
holding CNIC # \_\_\_\_\_, do hereby state on solemn affirmation as under:-

1. That the above named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: \_\_\_\_\_

Dated. \_\_\_\_\_

**DEPONENT**  
**(PROPRIETOR / REPRESENTATIVE)/DIRECTOR**

Solemnly affirmed and stated by the above named deponent, personally, before me, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 201 , who has been identified as per his CNIC.

**COMMISSIONER FOR TAKING AFFIDAVIT**

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