



Bidding Document

SCANNERS

Last Date for Submission: 29th April, 2019 at 03:30 P.M.
Tender Opening Date: 29th April, 2019 at 04:00 P.M.

Description of Work

1. SCOPE OF WORK

The Bank of Khyber intends to acquire Scanners of at-least the following minimum technical specifications:-

Scanners

#	ITEM	Requirement	Specifications	Qty
1	ADF Scanners	Scanner type	Flatbed, ADF	50
		Scan resolution, optical	Up to 600 dpi (color and monochrome, ADF) or Higher	
		Duty cycle	Up to 1,500 pages (ADF) or Higher	
		Levels of grayscale	256 or Higher	
		Scan size, maximum	A4 at Front Panel and Legal at ADF or equivalent	
		Scan file format: For text and images	PDF, JPEG, PNG, BMP, TIFF, TXT(Text), RTF (Rich Text)	
		Scanner advanced features	One pass duplex scanning; One button scan; OCR; Configurable scan shortcuts	
		Compatible operating systems	Windows 10 or higher	
		Connectivity	Standard, Hi-Speed USB 2.0 or higher	
		Automatic document feeder capacity	Standard, 50 sheets or higher	
		Automatic document feeder speed	20 ppm/40ipm or higher	
		Scanning options (ADF)	Single-pass E-Duplex	
		Scan size (ADF), maximum	216 x 356 mm or Higher	
		Scan size (ADF), minimum	89 x 148 mm or Higher	
Warranty	3 Years			
2	Flatbed Scanners	Scanner type	Flatbed Scanner	14
		Scan resolution, optical	2400 x 4800dpi or higher	
		Interface	Hi-Speed USB 2.0 or higher	
		Light source	3-color (RGB) LED	
		Scanning gradation (color)	48bit input or higher	
		Scanning gradation (greyscale)	16 bit input or higher	
		Document size	A4 and Legal and Letter	
		Scanning speed (color)	3.7 msec/line (300 dpi) or higher	
		Scanning speed (greyscale)	3.7 msec/line (300 dpi) or higher	
		Supported Operating Systems	Windows 10 or later	
		Warranty	3 Years	

Mandatory Requirements

		Vendor Response
1	Bidder should be authorized partner/dealer of the Manufacturer for the quoted equipment and must provide its certificate	
2	Bidder must have legal presence in Pakistan and should provide evidence of company's registration/incorporation certificate and NTN/FBR Certificate	
3	The bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the State / Federal Government in Pakistan and must provide Undertaking on stamp papers that it is not being blacklisted. Also	

	must provide List of arbitration/legal suits/unsettled disputes with organizations/clients (if any) in last five years	
4	The bidder must submit Annual Audited Report for the last 01 Financial year	
5	Bidder must provide Purchase Orders/Agreements of at least 03 delivery of similar equipment with relevant client references	
6	Bidder should submit list of Offices across Pakistan. Offices in Peshawar, Islamabad will be preferred	

2.1. Technical Evaluation Criteria is as follows: -

Technical Evaluation Criteria is as follows:-

1. Bidder must submit relevant documents against each of the above Mandatory Requirements.
2. Quoted equipment must comply with the required minimum Technical Specifications as mentioned in Scope of Work along-with its support and warranty.

Note: Only the Bidders complying with above criteria will be considered for financial bid opening.

2.2 Warranty Period

The bidder shall give (3) Three years comprehensive with parts warranty starting after delivery of Hardware specific under company strategy, certifying that the goods/services supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for the warranty period from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost.

2.3 Format of Financial Proposal For Scanners

SNO	Required Technical Specifications	Quantity	Unit	GST	Amount
1	ADF Flatbed Scanners	50			
2	Flatbed Scanners	14			
Total Amount					

3. Tender Acceptance Criteria

The bidder quoting Lowest Price among Qualified bidders will be selected for the award of Contract/Purchase Order.

TERMS & CONDITIONS

1. The Procurement shall be conducted in accordance with the Khyber Pakhtunkhwa Procurement Rules 2014 on **Single Stage Two Envelope Procedure**.
2. The Bank of Khyber invites two separate sealed envelopes, one for Technical Proposal and One for Financial proposal from authorized dealer/partner the Manufacturer for the quoted equipment and having legal presence in Pakistan for delivery/supply of Scanners.
3. Bidders are required to submit both sealed proposals to the office of the **Head Procurement Division, The Bank of Khyber** on or before Monday, **29th April, 2019 at 3:30PM**. Tender Opening Date is Monday, **29th April, 2019 and Time is 4:00PM** at The Bank of Khyber, Head Office.
4. Company should sign and stamp BoK bidding document and must attach with its technical bid.
5. The Technical bid should clearly mention Make, Model and Brand, (Specification of bid) without quoting the price and must mention the warranty period.
6. Company seal / stamp must be fixed on both Technical Proposal and Financial Proposal.
7. All the firms applied for the Tender must provide documents in line with the Mandatory requirements and should qualify the Technical Evaluation Criteria. **If any firm fails to qualify the Technical Evaluation Criteria, then Financial Proposal of the same will not be opened.**
8. **Any bid submitted after due date and time will not be entertained.**
9. Bids not complying with all the given clauses in this tender document are liable to be rejected.
10. Call Deposit of two percent (2%) of the total bid amount must be attached with financial proposal in separate sealed envelope in favor of Head Procurement Division, The Bank of Khyber.
11. All prices quoted must be inclusive of all Taxes applicable, such as GST, Income Tax, etc.
12. The prices quoted shall remain valid for 120 days, after the date of opening the tender.
13. Delivery of all items must be made within 4 – 8 weeks of issuance of purchase order.
14. Failure to supply items within specified time period will invoke. In addition to that, two percent (2%) Call Deposit (CDR) amount will be forfeited.
15. 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.
16. **No negotiations and revised bids will be allowed.**
17. Please contact BOK IT Division for any queries.

**Head Procurement, Head office,
The Bank of Khyber, State Life Building, Peshawar.
Phone: 091-5279690, 5274399
UAN: 091-111-95-95-95**