



Tender # IT/47/2012-13

Institute of Business Administration
Karachi
Tender Form
For
Procurement of Branded Computers
Date of issue : 15-12-2013
Last date of submission: 31-12-2013



Selected vendor will provide maintenance / support service, after expiry of warranty, for each category of products identified, at a rate, which is not more than 10% of the initial purchase / license cost. Selected vendor should also be committed to provide

The responding organization (RO) should be an authorized business partner from the ORIGINAL EQUIPMENT MANUFACTURER (OEM), for the proposed hardware, software or networking components in Pakistan. A certificate to their effect should be included in the proposal otherwise the bid is liable to be rejected. ROs having Gold, Silver or Premier Partnership with the OEM will be given preference in the final evaluation.

e) OEM Relationships & Warranties

Prices must be quoted as per attached price sheet.

It is to be noted that IBA Karachi being an educational institution is exempt from the whole of customs-duties (specified in the First Schedule to the Customs Act, 1969 (IV of 1969)), and the whole of sales tax on the goods imported in the name of IBA-Karachi. The Letter of Credit (LC) will however be opened by the vendor.

Organization (RO) is hereby informed that the IBA shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization. The responding organization will be responsible for all taxes on transactions and / or income, which may be levied by the government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

d) Sales Tax and other Taxes

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

c) Currency

All proposal and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

b) Validity of the proposal

An earnest money, in the shape of a bank draft / pay order in the name of "Institute of Business Administration" Karachi, equivalent to 5% of the total cost of bid, should be submitted along with the tender documents.

a) Earnest money

1. General Terms & Conditions



The RO shall provide information as per requirements given in Annexure - A.

k) Compliance to specifications

The RO should indicate the support capabilities for all the hardware provided during the course of the project. Details of qualifications / capabilities of support staff should also be included in the corporate profile.

j) Support Capabilities

The IBA reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

i) Acceptance of Proposals

This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all responding organizations responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani Courts. The arbitration proceeding will be governed by the Arbitration Act, 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

h) Arbitration and governing law

Delivery time must be of six weeks from the date of Purchase Order, in case of late delivery the vendor is bound to provide at least 25% of the backup equipment for the smooth working till the delivery of purchased equipment.

All equipment for the project will be delivered new, in packed condition directly to the location, as per the discretion of IBA. If equipment delivered is not conforming to the specifications and bill of quantity, the equipment will not be accepted. The equipment will be installed only after inspection.

g) Delivery of Equipment

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of IBA.

f) Ownership

The equipment should be supplied through verifiable distribution channel in Pakistan. maintenance / support service for a period of at least three years after expiry of warranty period. However, IBA will not be bound to avail this service.



No increase in the value of above mentioned items will be accepted on account of

q) Increase in price

Penalty at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work. (up to 10% of the total contract value)

p) Penalty

GST will be paid on applicable items only.

o) GST

Karachi for the equivalent amount of claim valid till the end of the warranty period. Or against a bank guarantee drawn on a scheduled commercial bank in favour of IBA, equipment.

· 5% will be released after the end of third year from the date of delivery of the equipment.

· 5% will be released after the end of second year from the date of delivery of the Remaining 10% will be released as per the following schedule:

90% of the total contract amount payment will be made after the complete delivery of the equipment.

Payment will be made through crossed cheque after the delivery and complete installation of the item and receipt of the invoice. Advance payment will ONLY be made against Bank Guarantee an A Rated bank of the same amount.

n) Payment

IBA reserves the right to cancel any or all of the above items if material is not in accordance with its specifications or if the delivery is delayed.

m) Cancellation

Material of this order is subject to final inspection from Technical Team at the time of delivery.

l) Material

Bidder MUST quote prices as per requirement mentioned in the attached in Annex C.

However, RO can submit multiple solutions. RO may not propose / supply any kind of refurbished hardware equipments / components in their proposals.



Proposals can be delivered by hand or courier so as to reach the office of address given at section 2 (a) by the last date indicated for submission. Proposals received by

b) Submission of documents, mode of delivery and address

Manager Procurement ICT
Institute of Business Administration,
IBA Main Campus, University Road,
Karachi
Phone : 111-422-422 Ext 2107
Fax : 021-9215528

Any request for clarification regarding this tender document should be submitted in writing to:

a) Communication

2. Instructions for Responding Organizations

IBA reserves the right to change the required number of machines, and may also require the bidder to deliver the consignment in parts.

v) Delivery of the equipment

Stamp duty will be paid by vendor.

u) Stamp duty

Invoice / bill should be submitted to Finance Department.

t) Invoice

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof.

s) Alteration

Any increase in taxes, the IBA should not be responsible, but, if any taxes are reduced, the IBA should get its benefit.

r) Increase in taxes

either unit price, total price, any or all other charges, duties, taxes, scope of supply and or any other head of account shall be allowed.



- v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- iv. Supply will be on C&F basis to IBA Main Campus. IBA not liable to pay any Custom duty, GST or any other charges.
- iii. Last date for tender submission is 31-12-2013.
- ii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.
- The bank draft for earnest money should be enclosed in a separate envelope, labeled as 'Earnest Money', and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).
- i. Separate envelopes clearly labeled for 'Original Proposal', 'Copy Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents.

f) Important

The Responding Organization (RO) will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the RO. In case the demo unit isn't according to the specification required by IBA or quoted by the RO, the tender may be liable to rejection.

e) Demonstration

Bid will be opened on 31-12-13 at 03:30PM at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

d) Date of opening of proposal

The RO shall deliver two copies of the bids which include IBA tender documents along with BOQ and Financials.
Format for submission of financial proposal is attached as Annexure - C.

The complete proposals should be submitted by 03:30PM hours on 31-12-2013 at the address given at section 2 (a).

c) Submission of proposal

fax or email will not be accepted.



	4MB L3 cache	
Memory	8GB (two 4GB) of 1600MHz DDR3 memory Configurable to 16GB.	
Storage	1TB (5400-rpm) hard drive Configurable to 1TB Fusion Drive or 256GB or 512GB of flash storage.	
Operating System	Mac OS X Lion & all essential software's.	
Graphics	Intel Iris Pro graphics	
Video Support and Camera	Face Time HD camera Simultaneously supports full native resolution on the built-in display and up to a 30-inch display (2560 by 1600 pixels) on an external display Support for extended desktop and video mirroring modes Support for Target Display Mode via the Thunderbolt port using a Thunderbolt to Thunderbolt cable (sold separately)	
Audio	Stereo speakers Dual microphones Headphone port Headphone/optical digital audio output (minijack) Support for Apple iPhone headset with microphone	
Connections and Expansion	SDXC card slot Four USB 3 ports (compatible with USB 2) Two Thunderbolt ports Mini Display Port output with support for DVI, VGA, and dual-link DVI (adapters sold separately)	



	<p>10/100/100BASE-T Gigabit Ethernet (RJ-45 connector) Kensington lock slot</p>	
	<p>Apple Wireless keyboard Full-size keyboard with 78 (U.S.) or 79 (ISO) keys, including 12 function keys and 4 arrow keys (inverted "T" arrangement) Magic Mouse Smooth, seamless Multi- Touch surface with support for simple gestures (scrolling and swiping). Click and double-click anywhere. Ambidextrous construction accommodates left- and right-handed users. Magic Trackpad Glass Multi-Touch trackpad for precise cursor control; supports inertial scrolling, pinch and expand, swipe, three-finger swipe, four- finger swipe, tap, double- tap, rotate, screen zoom, scroll, click and drag, click drag and lock, secondary click A and B.</p>	<p>Input</p>
	<p>Wi-Fi 802.11ac Wi-Fi wireless networking; IEEE 802.11a/b/g/n compatible Bluetooth Bluetooth 4.0 wireless technology</p>	<p>Wireless</p>
	<p>Height: 17.7 inches (45.0 cm) Width: 20.8 inches (52.8 cm) Stand depth: 6.9 inches (17.5 cm)</p>	<p>Size and Weight</p>



Processor	2.7GHz 2.7GHz quad-core Intel Core i5 processor (Turbo Boost up to 3.2GHz) with	
Display	21.5-inch (diagonal) LED- backlit display with IPS technology; 1920-by-1080 resolution with support for millions of colors	
Description	Details	Remarks

Technical Requirements (BOQ)

Annexure - A

- vi. Tenderers should be registered with Sales Tax department.
- vii. Payment will be made after receipt of store.
- viii. Earnest money of 2% of total amount in the form of pay order / demand draft in favor of 'Institute of Business Administration Karachi' should be submitted along with tender form in separate envelope.
- ix. If the delivery of the product is delayed beyond the date specified in the Purchase Order, a penalty equivalent to 2% of the total amount quoted would be charged per day to the RO till the product is delivered. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).
- x. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- xi. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xiv. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted / entertained who will give surety of supply of ordered goods within 06-weeks.



Warranty: All equipment carry comprehensive warranties/ support for Three years. Complete parts and onsite support (24/7) with response time 4hrs.

	Weight: 12.5 pounds (5.68 kg)3	Warranty & Services
	Three Years (03) Proper three years' complete Principal warranty with parts & free service. (Bidder is responsible to provide all these services on FOC bases)	

Contact Person (IBA)
 Manager Procurement - ICT
 Institute of Business Administration,
 Main Campus, University Road,
 Karachi
 Tel # : 111-422-422 Ext 2107
 Email : aasad@iba.edu.pk

Contact Person for Technical Query (IBA) Manager Customer Support - ICT
 Institute of Business Administration,
 City Campus, University Road,
 Karachi
 Tel # : 111-422-422 Ext 2107
 Email : aasad@iba.edu.pk



The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.

Bid Evaluation Criteria:

1. Authorized Reseller - in Pakistan.
2. Local Presences. Must have coverage across the country with minimum presence in Karachi.
3. Backup Inventory maintained by company at least those items mention in BOQ.
4. Delivery time within six weeks from the date of Purchase Agreement.
5. Proof of Latest PO required in the last 12 months and for the minimum value of Rs. 2,000 (million) for any Apple item in Pakistan. Customer contact details required.
6. The successful bidder will be responsible to sign an SLA with IBA Karachi.
7. The bid shall be SOLELY submitted by the bidder. It shall NOT be a joint venture i.e. should NOT be jointly submitted by more than one party, and also, the prospective bidder shall NOT, in any way, sublet the bid / contract to a third party.

Only those vendors can apply in this tender who fulfill the mandatory

Mandatory Criteria:

criteria:



Signature and seal
of responding organization

Information required from Responding Organization	
General information	
Name of the firm	
Name of contact person	
Cell #	
Office address	
Office phone #	
Office fax #	
Year of establishment	
Main area of business	
GST reg #	
NTN	
Annual turnover	
Values of projects in hand	
Details of staff employed	
Managerial capabilities	a) Total # of permanent staff
	b) Total # of contract staff
Technical capabilities	c) Total # of permanent staff
	d) Total # of contract staff
Cumulative experience	
Technical experience	
No of years in business for similar assignments	
No and value of similar assignments completed in last 3 years	
Relationship with OEM	
Clientele	
Technical staff expertise / skills	

Annexure - B
Format for technical proposal



Signature and seal
of responding organization

Kindly quote the prices of computers.

IMPORTANT NOTE (Mandatory):

Pl see the attached file, kindly fills the price sheet and submits along with all supporting documents.

Annexure - C

Price Sheet

Annexure-C

1	2	3	4	5	6	7	8	9	10	11
Sr. No	Description	Qty	Brand Name	Country of Origin	Unit Price (including margin)	Income Tax on Import	Custom Duty at the time of Import / unit	Sales Tax input at the time of Import / unit	Freight and other Expenses / unit	Total Final Price 3x(6+10)
	Branded Computers	22								

Vendor should mention the amount with rate of column 7, 8 & 9

Note : IBA Karachi is exempted from Custom Duties, Sales Tax, Import duties.

For any local items/services provide the cost as per rule.

IBA Karachi has a right to increase or decrease the quantity.



The Institute of Business Administration, (IBA) Karachi invites sealed Tenders from manufacturers/firms/companies registered with Sales Tax and Income Tax departments for the supply of the following:

S.No	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers	IT/47/2013-14	Rs. 1000/-

Tender documents will remain available at the website www.iba.edu.pk/tenders from 15/12/2013 to 31/12/2013. The Tender Fee shall be deposited in United Bank Ltd., Karachi University Campus Branch in A/C No. 003-0002-5 in the name of "IBA, Karachi". The copy of paid challan will be attached with the tender document at the time of submission.

Please note that IBA, Karachi does not sell hard copies of the tender documents, unless specified so. The Tender Document should be submitted at the "ICT Procurement Dept., IBA Main Campus" between 9:00 am to 3:00 pm up to 31/12/2013 and will be opened on the same date and venue at 3:30 pm in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money of the total cost in the shape of Pay Order or Demand Draft along with the Tender Documents. Kindly mention the 'Tender Number' on the top left corner of the envelope. IBA, Karachi reserves the right to accept or reject any or all Tender(s) or terminate the proceedings at any stage as per the rules and regulations framed by SPPRA.

Head of ICT

Institute of Business Administration, Karachi
 Main Campus, University Road, Karachi 75270
 Tel: (92-21) 38104700-1 Ext: 2107
 Email: aasad@iba.edu.pk Website: www.iba.edu.pk

PID # 0000

Dated: December 16, 2013

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Branded Computers", IT/47/2013-14.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Sheikh Muhammad Minhas External Member (DGM Brand Management, PSO)

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards-

IBA, Karachi
