

Institute of Business Administration Karachi

Tender Form

For

MOBILE VIDEO CONFERENCING SOLUTION

Date of issue : 15 Feb-2014
Last date of submission: 04-March-2014

Tender # IT/49/2013-14



1. General Terms & Conditions

a) Earnest money

An earnest money, in the shape of a bank draft / pay order in the name of "Institute of Business Administration" Karachi, equivalent to 2.5% of the total cost of bid, should be submitted along with the tender documents.

b) Validity of the proposal

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.

c) Currency

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

d) Sales Tax and other Taxes

The responding 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.

e) OEM Relationships & Warranties

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.

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 maintenance / support service for a period of at least five years after expiry of warranty period. However, IBA will not be bound to avail this service.

The equipment should be supplied through verifiable distribution channel in Pakistan.



f) Ownership

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.

g) Delivery of 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.

h) Arbitration and governing law

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.

i) Acceptance of Proposals

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

j) Support Capabilities

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.

k) Compliance to specifications

The RO shall provide information as per requirements given in Annexure - A. However, RO can submit multiple solutions. RO may not propose / supply any kind of refurbished hardware equipments / components in their proposals.

An RO can bid for one and more than one items. Separate items can be purchased from separate ROs on basis of their compliance and cost. RO should clearly indicate the duration of delivery of equipment after award of contract.



l) Material

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

m) Cancellation

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.

n) Payment

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.

70% of the total order value would be paid after supply, installation & commissioning and integration of the equipment at IBA Karachi both campuses and issuing of PAT & FAT in writing by the vendor & ICT department.

20% of the order value would be paid after one year from the signing of the PAT date.

10% of the order value would be paid after two year from the signing of the PAT date. Or against a bank guarantee drawn on a scheduled commercial bank in favour of IBA, Karachi for the equivalent amount of claim valid till the end of the warranty period.

o) GST

GST will be paid on applicable items only.

p) Penalty

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

q) Increase in price

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

r) Increase in taxes

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



s) Alteration

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

t) Invoice

Invoice / bill should be submitted to Finance Department.

2. Instructions for Responding Organizations

a) Communication

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

Head of ICT,
Institute of Business Administration,
IBA City Campus, Kiyani Shaheed Road,
Karachi-74400.

Phone : 111-677-677
Fax : 021-9215528

b) Submission of documents, mode of delivery and address

Proposals shall 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 fax or email shall not be accepted.

c) Submission of proposal

The complete proposals should be submitted by 12:00 PM on 04-03-2014 at the address given at section 2 (a).

The RO shall deliver two copies of technical proposal, each copy being physically separated, bound, sealed and labeled as "Technical Proposal" (one master and one copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of technical proposal is attached as Annexure - A and Annexure - B. Please provide original brochures of all the equipment proposed.

The RO shall deliver two copies of financial proposal, each copy being physically separated, bound, sealed and labeled as "Financial Proposal" (one master and one



copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of financial proposal is attached as Annexure - C.

d) Date of opening of TECHNICAL proposal

Technical bid will be opened on 04-03-2014 at 12:30PM at IBA main Campus in presence of representative bidders who may care to attend.

e) Demonstration

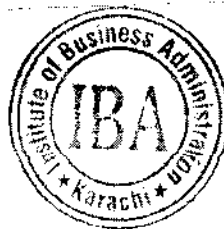
The Responding Organization (RO) will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the RO. In case the demo unit isn't according to the specification required by IBA or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

f) Important

- i. Separate envelopes clearly labeled for 'Financial Proposal', 'Technical Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents.

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).

- ii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.
- iii. Last date for tender submission is 04-03-2014.
- iv. Supply will be on C&F basis to IBA Main Campus.
- v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- vi. Tenderers should be registered with Sales Tax department.
- vii. Payment will be made after receipt of store.
- viii. Earnest money of 2.5% of total amount in the form of pay order / demand draft in favor of 'Institute of Business Administration' should be submitted along with tender form in separate envelope.



- ix. Earnest money deposited by the successful bidder may be converted into security deposit. This would be in addition to the 7.5% of the total amount retained for a period of 12 months after delivery of the product contingent to satisfactory performance.
- x. 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 month to the RO till the product is delivered.
- xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.



Annexure - A

Part - 1

Bill of Quantity / Specifications:

Institute of business administration tends to plan Mobile video Conferencing facility for both campuses each. There is a requirement of Mobile video Conferencing equipment for the following:

Multipoint Video Conferencing Equipment (3+1) Mobile Setup

Sr. No	Specifications	Compliant Yes / No	Comments
1.	Interoperability Standard for IP (h.323,SIP) <ul style="list-style-type: none">• H.320• H.323• SIP		
2.	Video standards <ul style="list-style-type: none">• H.261• H.263 +• H.263 ++• H.264		
3.	Frame Rates (Point to point) <ul style="list-style-type: none">• Minimum 60 frames per second or equivalent.		
4.	Video Inputs: <ul style="list-style-type: none">• Integrated Main camera• Additional auxiliary camera• Support DVDR recording.• Support plug-and-play DVI input• PC/Laptop connection provision for PowerPoint presentations with		



	<p>HD</p> <ul style="list-style-type: none"> • High definition support for presentation at 1080p 		
5.	<p>Video output:</p> <ul style="list-style-type: none"> • DVDR for recording <p>For Primary Display:</p> <ul style="list-style-type: none"> • Multimedia Projector <p>For Secondary Display:</p> <ul style="list-style-type: none"> • LCD/LED • Multimedia Projector • Video Output: Standard for VC System / Camera Controller • Support Far Content Display 		
6.	<p>Video Bandwidth</p> <ul style="list-style-type: none"> • H.323 - 2Mbps (minimum) • H.320 - 512Kbps (minimum) • SIP - 2Mbps (minimum) 		
7.	<p>Camera Full HD 1080p with 12X Zoom</p>		
8.	<p>Video Resolution</p> <ul style="list-style-type: none"> • Full HD 1080p Resolution • Interlaced video. • Advanced Screen Layouts to display multiple locations. 		
9.	<p>Audio protocols</p> <ul style="list-style-type: none"> • G.711, G.722.1, G.722, G.728 on IP. • G.711, G.728 on IP. 		
10.	<p>Audio Feature</p> <ul style="list-style-type: none"> • Full duplex audio 		



	<ul style="list-style-type: none"> • Stereo • Mono • CD Quality • Instant Adaptation Echo Cancellation • Automatic Gain Control (AGC) • Voice Activated Camera Tracking • Automatic Noise Suppression (ANS) 		
11.	<p>Videoconference system should be able to connect Audio conferencing system</p> <ul style="list-style-type: none"> • The system should have integration with wideband conference 		
12.	<p>Audio output</p> <ul style="list-style-type: none"> • Primary Audio output • Secondary Audio output • DVDR (mono & stereo) 		
13.	<p>Two Digital Tabletop Microphone Array Microphone to cover Audience of 50-60. (Without adding external/third party microphones)</p> <ul style="list-style-type: none"> • 360° degree voice pick up ; 4.8 dB less reverberant than omni microphone • Three Cardioid elements per microphone • Integrated mute button (local and far end) 		
14.	<p>Network interface support</p> <ul style="list-style-type: none"> • Ethernet port : (10/100Mbps) 		



15.	System Management <ul style="list-style-type: none"> • Software Up-gradation PC, LAN 		
16.	H.323 Quality of Service Features <ul style="list-style-type: none"> • IP DiffServ • IP Precedence • TOS • RSVP • IP Packet Loss Recovery and Jitter Control <ul style="list-style-type: none"> • Support Network diagnostics functions to test the following and produce diagnostics reports: <ul style="list-style-type: none"> n Connectivity between two nodes • QoS • NAT • Available bandwidth • H.323 ALG • SIP ALG 		
17.	Security <ul style="list-style-type: none"> • Secure password authentication • Administration password • Management via HTTP, Telnet • SNMP security alerts 		
18.	User Interface <ul style="list-style-type: none"> • User friendly graphical interface 		
19.	Firewall Support <ul style="list-style-type: none"> • System should able to operate behind Firewall 		
20.	Operations and Maintenance		



	<ul style="list-style-type: none"> • Easy interactive interface • SNMP V2 MIB • Telnet • FTP 		
21.	Technology Evolution Features <ul style="list-style-type: none"> • Software up-gradable to any new features/services 		
22.	Warranty <ul style="list-style-type: none"> • Three Years Warranty from the date of System Installation for parts and after sales service 		
23.	The system must be supported for medium room sizes with 50-60 people.		
24.	Built in MCU for at least 1 plus 3 sites		
25.	Provision of licensed P+C software.		
26.	Interoperability Standard <ul style="list-style-type: none"> • With Codain and MCU. 		
27.	Video Bandwidth <ul style="list-style-type: none"> • H.323 - 4Mbps (minimum) • H.320 -2Mbps (minimum) • SIP - 4Mbps (minimum) 		
28.	Interoperability with all Major Brands.		



Speakers for Audience of 50-60

Sr. No	Specifications	Compliant Yes / No	Comments
1	Speaker set for the audience of 50-60		
2	Integrate able with Video Conferencing		

Mobile Rack for Video conferencing

Sr. No	Specifications	Compliant Yes / No	Comments
1	Rack should be Mobile and rugged to move from one location to other freely.		
2	Rack Tyre should be of industrial grade with tyre lock.		
3	Main Structure of Rack should be of Metal.		
4	Rack cabinet should be of Wooden with good quality lock and Handles.		
5	Equipment should be safe and secure in rack		
6	There should be Flexible Stand for Camera for Height adjustment.		
7	There should be separate Cover for Projector and Camera which will be used during Movement.		
8	There should be air ventilation in rack.		
9	Cable management should be considered during rack design.		
10	Mobile Rack should be complete water proof.		
<p>Note: Vendors can propose their own design, Complete dimension and Design should be provided with proposal.</p>			



Projector 5000 Lumens LCD quality

Sr. No	Specifications	Compliance Yes/No	Comments
1	Lumens	5000	
2	Display Technology	3LCD Contrast 3000:1	
3	Lamp Life	Upto 4000 hours or Higher	
4	Native Resolution	XGA 1024 X 768	
5	Resolution (supported)	XGA	
6	Projection distance	60" Screen 1.69 - 2.75m	
7	Zoom	1.6 X Optical Zoom	
8	Projection Lens Focal Length	18.2mm-29.2mm	
9	Monitor out option	Yes	
10	Input	2-computer input and 1 audio input	
11	Output	1-computer out and 1 audio out	
12	Sound System	10 Watt, mono + stereo	
13	Full Function Remote	Yes	
14	Network Control	Wired LAN monitor and Control complete in all aspects	
15	Max. Video Input (Supported)	720p, 1080p HDMI	

WARRANTY SHOULD COVER REPAIR OR FREE REPLACEMENT OF THE UNIT INCLUDING ACCESSORIES WITHIN 24 HOURS OF THE FAILURE.



Recording System

S. No.	Specifications	Compliance Yes / No	Comments
1.	<ul style="list-style-type: none"> • Disk Types: DVD Video · DVD-R · DVD-RW · CD (Audio) · CD-R · CD-RW • Recordable Media: • HDD · DVD-R · DVD+R · DVD-RW · DVD+RW · VR Supported Recording Speeds: • Size: 1TB HDD • Minimum DVD Recording Time:4 Hrs. Maximum / 12 Hrs. • Maximum Dubbing: DVD to HDD, HDD to DVD, 24x DVD Recording Speed • Software or Hardware based solution Integrate able with Video Conferencing System. 		

Resident Engineer

S. No.	Specifications	Compliance Yes / No	Comments
1.	Two Resident engineers.		



Evaluation Criteria:

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned in tender documents, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

1. For qualifying in Technical responsiveness, bidders shall fulfill ALL the requirements as laid out in Annexure A. If any of the requirements is not met by the bidder, the bid will be rejected straightaway.
2. Holding Valid Dealership Certificate for Pakistan from the principal/ manufacturer of the Products (Copy to be provided).
3. Successful completion of at least three (03) similar projects completed within last two years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.
4. Proof of Company being in operation for at least 3 years or above in Pakistan in relevant business.
5. During the technical evaluation, bidder may be asked for the demo of the solution 3 day free of cost.
6. Financial proposals of only those vendors will be opened who found technically successful. Financial bids of successful technical bidders will be open and check the complete BOQ with the requirement and compliant of technical and then award the contract to the lowest evaluated responsive bidder, other vendors treated as disqualified.
7. Support, warranty will be offered for Three years plan.
8. Vendor shall also provide services of full time Resident Technicians, as per the BOQ, for operating and maintaining the equipment. One technician shall be required per site, after awarding of contract vendor has to share resume of RE with IBA and after IBA approval RE would be designated.
 - a. The contractor shall provide backup of REs in case a regular RE goes absent, with or without intimation. In case of non-compliance with this requirement, a penalty of Rs. 1,000 per day, for the total number of days the backup isn't provided, shall be charged.



9. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.

11. For mobile video conferencing equipment Support, warranty and services SLA will be offered for three years plan with R.E, and year wise cost for fourth and fifth year shall be mentioned in the solution.

Note: We will require demonstration of the equipment from the selected vendor for a Day, over continuous one Day satisfied performance we will award the tender to the complying RFP bidder. Bidders are bind to give a quote for a complete solution if anything missed which would require in the solution then bidder is will MUST provide the required equipment on FREE of cost to IBA.

* IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged.

Warranty: All equipments carry comprehensive warranties for Three years, complete parts and on site support (24/7) with response time 4Hrs

Contact Person (IBA)	Mansoor Ali Manager Network Institute of Business Administration, City Campus, Kayani Shaheed Road, Karachi-74400
Tel #	: 111-677-677
Email	: mali@iba.edu.pk



Annexure - B
Format for technical proposal

Information required from Responding Organisation	
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	

Signature and seal
of responding organization



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 margins)	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
	Price of the hardware									
	Price of the residence engineers									
	Prices of the services									

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 rate.

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





Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: February 14, 2014

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Branded Laptops", IT/49/2013-14.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi External Member (PPRA Advisor, HEJ Karachi University)

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