

Institute of Business Administration
Karachi

Tender Form

For

Cisco Active Equipment Admin Block Main Campus

Date of issue : 02-March-2014

Last date of submission: 21-March-2014

Tender # IT/51/2013-14



1. General Terms & Conditions

a) Earnest money (Bid Security)

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

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.

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.

Prices must be quoted as per attached price sheet.

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.

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 three years after expiry of

2 | Page



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.

Delivery time must be of six-eight weeks from the date of Purchase Order, in case of late delivery the vendor is bound to provide at least 50% of the backup equipment for the smooth working till the delivery of purchased equipment.

h) Arbitration and governing law

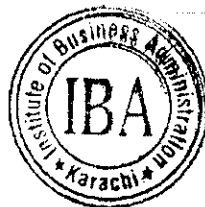
This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all responding organizations responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction 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. IBA Karachi may ask to provide demo unit which vendor quoted in the tender. After the final inspection of the unit the decision will be made.

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.

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

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.

80% of the total order value would be paid after supply, installation & commissioning and integration of the equipment at IBA Karachi Main campuses.

10% 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 of the total contract amount 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.

u) Stamp duty

Stamp duty will be paid by vendor.

2. Instructions for Responding Organizations

a) Communication

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

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

b) Submission of documents, mode of delivery and address

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 fax or email will not be accepted.

c) Submission of proposal

The complete proposals should be submitted by 11:00 hours AM on 21-March-2014 at
5 | Page



the address given at section 2 (a).

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.

d) Date of opening of proposal

Bid will be opened on 21-March-2014 at 11:30AM at IBA Main Campus ICT Procurement office 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 'Original Proposal', 'Copy Proposal' and 'Earnest Money (Bid Security)' must be submitted on or before last date to submit the tender documents.

The bank draft for earnest money (bid security) should be enclosed in a separate envelope, labeled as 'Earnest Money (bid security)', 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 21-March-2014.
- 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.
- 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 Karachi' 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 36 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 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).
- 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.
- xiv. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.



Annexure - A

Technical Requirements(BOQ)

P/N	Description	Quantity
Cisco Switch 48 port		
WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W 4 x 1G SFP LAN Base	15
CAB-ACU	AC Power Cord (UK) C13 BS 1363 2.5m	15
CON-SNT-WSC294SL	SMARTNET 8X5XNBD Catalyst 2960-X 48 G	15
Cisco Switch 24 port		
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W 4 x 1G SFP LAN Base	5
CAB-ACU	AC Power Cord (UK) C13 BS 1363 2.5m	5
CON-SNT-WSC224SL	SMARTNET 8X5XNBD Catalyst 2960-X 24 G	5
Cisco Wi-Fi Access Points.		
AIR-CAP3501I-E-K9	802.11g/n Ctrlr-based AP w/CleanAir; Int Ant; E Reg Domain	18
CON-SNT-CAP351IE	SMARTNET 8X5XNBD 802.11g/n Ctrlr-based AP w/Clean	18
SWAP3500-RCOVRY-K9	Cisco 3500 Series IOS WIRELESS LAN RECOVERY	18
AIR-AP-BRACKET-1	802.11n AP Low Profile Mounting Bracket (Default)	18
AIR-AP-T-RAIL-R	Ceiling Grid Clip for Aironet APs - Recessed Mount (Default)	18
IP Phone with Licenses		
CP-6921-CL-K9=	Cisco UC Phone 6921 Charcoal Slimline Handset	40
CON-SNT-21CLK	SMARTNET 8X5XNBD Cisco Unified IP Phone 6921 Char SLIM	40
L-CUCM-USR-LIC-ADD	Top Level Sku For Adding User License	1
CON-ESW-CUCMUS	ESSENTIAL SW Top Level Sku For Adding User License	1
LIC-CUCM-BASIC-A	Unified Communications Manager Basic Single User-Under 1K	40
CON-ESW-BUSRAT	ESSENTIAL SW Unified CommMgr Basic Sgl User Under 1K	40
CUCM-PAK	Include PAK Auto-expanding PAK for CUCM	1
CUCM-USR	Include PAK Auto-expanding User for CUCM	150

Contact Person (IBA)

Syed Muhammad Wajeeh Zaidi
 Manager IT
 Institute of Business Administration,
 City Campus, University Road,
 Karachi

Tel #
 Email

: 111-422-422 Ext 1133
 : mali@iba.edu.pk



Mandatory Criteria:

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

1. Local/Global Affiliation with Manufacturer - in Pakistan.
2. At least Tier-1 partner must at least 05 years business relation with the manufacturer.
3. Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)
4. Local Presences. Must have coverage across the country with minimum presence in Karachi.
5. The bidder can provide any value added services to IBA on FOC bases.
6. Backup Inventory maintained by company at least those items mention in BOQ.
7. Delivery time within six-eight weeks from the date of Purchase Agreement.
8. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
9. The bidder will also provide the SLA rate after the expiry of the warranty period in PKR only.

Bid Evaluation Criteria:

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

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



Annexure - B
Format for technical proposal

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	
Clientelé	
Technical staff expertise / skills	

 Signature and seal
 of responding organization



Annexure - C

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

IMPORTANT NOTE (Mandatory):

Kindly quote the price as per attached Annexure-C

Signature and seal
of responding organization



Annexure D

MANUFACTURER'S AUTHORIZATION FORM (MAF)

No. _____ dated _____

To

We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name) for and on behalf of M/s _____
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.



Price Sheet

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	3x(6+10)
Price of the hardware										
Prices of the services										
Prices of SLA after warranty time										

Vendor should mention the amount with rate of column 7 & 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.



TENDER NOTICE

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

S. No.	Description	Tender #	Tender Fee
1.	Procurement of CISCO Active Equipment for New Administration Building on turnkey basis.	IT/51/2013-14	Rs. 1000/-

Tender documents will remain available at the website www.iba.edu.pk/tenders from **March 02, 2014 to March 21, 2014**. 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 the paid challan will be attached with the tender documents at the time of submission.

Bidding will be conducted under the provision of Public Procurement Rules-46(1) single stage-One envelope procedure of SPPRA Rules-2010. Bids shall comprise of one single envelope containing the financial & technical proposal and the required information mentioned in tender documents, Name of Bidder & Tender Description as per the details given in the bidding documents shall have to be marked on the envelope.

The Tender Documents should be submitted at the "ICT Procurement Dept., IBA Main Campus" up to **March 21, 2014** till 11:00 am and will be opened on the same date and venue at 11:30 am in the presence of representatives who may wish to attend.

Kindly submit 2.5% Earnest Money (Bid Security) of the total cost in the shape of a 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

Size = 17x2col



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: March 1, 2014

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Active Equipments for New Administration Block", IT/51/2013-14.

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