

TENDER DOCUMENT

TENDER NUMBER: IT/62/2013-14

“Procurement of Multifunctional Production Printer for
Testing department.”

(Provide, Supply & Commissioning of Printing Solution)

SEAL & SIGNATURE OF THE TENDER

- Bid Amount Rs:.....
- Pay Order Number:.....
- Amount of the Pay Order Rs.

Date of Receipt / Opening of Tender 26/May/2014

Submit to: ICT Procurement Department
IBA Main Campus, Karachi University
Phone Number: 021 - 99261508



General Terms and Conditions

8. 2.5% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
9. All tenders should reach under sealed cover envelop up to 11:00am on 26/May/2014.
10. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
11. The items should be supplied within 07 days after the receipt of the Purchase Order **(Mandatory)**.
12. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
13. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
14. Income tax will be deducted as per Government Rules.
15. GST invoice should also be deposited with the original bill and Delivery Challan.
16. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007.
17. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
18. The bids will be evaluated on the basis of lowest items rate in equipment & price of SLA keeping in view our required configuration only.
19. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorize dealership/resellers certificates from the Manufacturer/ Principal. **(Provide proof, mandatory)**
20. Warranty should be of three years (manufacturer) with complete parts and services. Only consumable parts not covered under this warranty.
21. The bidder must also provide the rate of the SLA with parts & consumable after the completion of warranty period **(Mandatory)**.
22. The contract will be given to the bidder who quotes the lowest prices of the machine & FSMA and also meet the desired criteria. **(Functional Demonstration of Testing Printing Solution is mandatory)**

Signature: _____

Name: _____

E-mail: _____

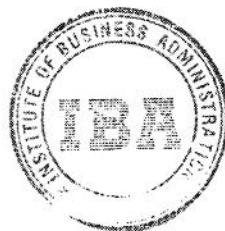
Tel Numbers: _____

Mobile Numbers: _____

Email Address: _____



Print Features	<p>Application Defaults</p> <p>Banner Sheet Enable / Disable</p> <p>Bi-directional Status</p> <p>Cover Selection</p> <p>Delay Print (specific time)</p> <p>User Permissions</p> <p>Image Options (Toner Saver, Resolution (Standard, High))</p> <p>Job Identification (Print ID or Banner, Print ID in margins on first page only or all pages)</p> <p>Layout / Watermark (N-up (up to 16 pages per sheet), Multi-up, Booklet layout / finishing, Fit to new paper size)</p> <p>Overlays</p> <p>Paper Selection by Attribute</p> <p>Sample Set</p> <p>Saved Job</p> <p>Secure Print with Timed Deletion</p> <p>Special Pages (exception page programming: covers, inserts, exception pages)</p> <p>Store and Recall Driver Settings</p> <p>Sustainability Features (Earth Smart Settings, Duplex, N-up, Turn-off Banner and Print ID, Smart Sample Set, Hold All Jobs)</p>	
Print / scan from USB	<p>Allows walk-up printing from USB port</p> <p>Supports direct printing from computer via USB port</p> <p>Supported file formats: PDF, JPEG, TXT</p>	
Scan to Email (Standard)	Yes	
Trays 1 and 2	500 sheet each or higher	
High Capacity Tandem Tray 3 and 4	<p>Tray 3: 1,600 sheets</p> <p>Tray 4: 2,000 sheets or higher</p>	
Secure Printing / Secure Scanning	Yes	
Print Features	<p>Print from USB, Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings,</p> <p>Bi-directional Status, Scaling, Job Monitoring</p>	
Toner Cartridge	76,000 pages or higher	
Fuser Module	400,000 or higher	



<i>Xerographic Module – Metered</i>	<i>450,000 or higher</i>	
<i>Centre Ware® Web</i>	<p><i>A Web-based server application for network administrators that permits Web browser-based device management from any workstation, whether running Windows, UNIX or any other operating system:</i></p> <ul style="list-style-type: none"> <i>• Works with any SNMP-managed printer from any manufacturer.</i> <i>• Provides help with device discovery and installation, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management.</i> <i>• Requires Windows XP, Vista or Windows 7 and Internet Explorer 6.0 and higher.</i> 	
<i>Warranty</i>	<i>Three Years original Manufacture warranty with parts and services onsite free of cost</i>	

- Unit price exclusive of taxes:
- Unit price inclusive of taxes:
- Price of SLA (Full Service Maintenance Agreement) with parts & consumable items inclusive of taxes after the warranty time.





Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Date: May 8, 2014

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Multifunctional Production Printer for Testing Department", IT/62/2013-14.

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