

INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI
Main Campus, University Road, Karachi

Tender Document

Tender Number: IT/65/2013-14

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2013-14.

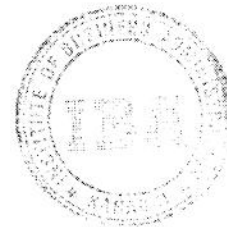
Type	Flatbed Scanner
Scan Technology	Charge Couple Device (CCD)
Transparent Material Adapter	Integrated, 5 slides (35mm), 6 negative frames (35mm)
Task Speed	4 x 6-in color photo to file (200 dpi, 24-bit, TIFF): about 11 sec for multiple image scan, about 30 sec for single image scan; 35 mm slides to file (300 dpi, 24-bit, TIFF): about 6 sec for multiple image scan, about 24 sec for single image scan; 35 mm negatives to file (300 dpi, 24-bit, TIFF): about 8 sec for multiple image scan, about 40 sec for single image scan OCR 8.5 x 11-in text page to Microsoft Word: about 25 sec for single image scan; 4 x 6-in (10 x 15 cm) color photo to share/e-mail (150 dpi, 24-bit): about 30 sec for single image scan; 8.5 x 11-in (A4) PDF to e-mail (300 dpi, 24-bit): about 61 sec for single image scan
Scan Resolution	Hardware: Up to 4800 x 9600 dpi Optical: Up to 4800 dpi Enhanced: Up to 999999 dpi or higher
Preview Speed	Up to 8.5 sec or higher
Scan Input Modes	Front-panel: Scan (reflective scans from the glass), Scan film, Copy, Scan to PDF; user application via TWAIN; transparent materials adapter (transmissive scans of film materials) or higher
Color bit depth/ Grayscale levels	256/96-bit or higher
Image scaling or enlargement	10 to 2400% in 1% increments or higher
Document scan size	8.5 x 12.3 in (216 x 311 mm) or higher
Media types	Paper (plain, inkjet, photo, banner), envelopes, labels, cards (index, greeting), 3-D objects, 35 mm slides and negatives (using transparent materials adapter), iron-on transfers
Scan file format	For images: PDF, BMP, TIFF, TIFF compressed, PCX, JPEG, FlashPix (FPX), GIF, PNG; for text: HTML, TXT, Rich Text Format (RTF) For text and image pages: PDF, PDF (searchable), FlashPix, PNG image



Photographic Format Types	Reflective scan of printed photos up to 8.5 x 12.3 inches, transmissive scans of positive and negative film, 35 mm negative film strips, mounted slides
Control panel buttons	4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF)
Connectivity	Hi-Speed USB (compatible with USB 2.0 specifications)
Compatible Operating System	Windows 7/ 8/ 2000, XP Home, XP Professional, XP Professionalx64, XP Media Center Edition 2005; Mac OS X v 10.3.9, v10.4 and higher
Warranty	One year hardware warranty (Manufacture Principal warranty only).
Quantity	06 (Six)

TERMS AND CONDITIONS:

1. Prices quoted should be inclusive of GST and remain valid for Six months.
2. Tender documents along with detailed list of Scanner specification can be collected from IBA website, tender fee cost of Rs. 500/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor from manufacture for proposed product.
3. Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
4. Performance Guarantee in the shape of CDR in favour of IBA Karachi 10% of the total bid value will be deposited if win the tender. Performance Guarantee of the successful bidders will be retained as security for the period of 12 months.
5. All bids must accompany a bid security in the form of pay order/ demand draft of 2.5% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bidders quoting for two or more Lots shall submit separate pay order / demand draft for each Lot.
6. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
7. The contract will be given to the bidder who quotes the lowest prices of the scanner and also meet the desired criteria.
8. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
9. The successful firms will have to supply items within seven days (07) after the issue of order at their own expenses.
10. The competent authority reserves the right to reject or approve any tender completely or partially. The reasons/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.
11. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.
12. Vendor is responsible to change with new part if any part found faulty in any aspect without any delay under warranty period.
13. Bid validity should remain valid at least 90 days.

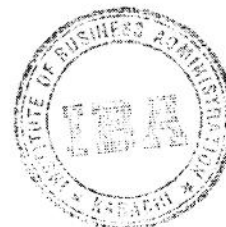


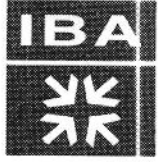
14. An owner of more than one company can send bid of his only one company.
15. Specification of items tender should be clearly mentioned in the tender. Tender received after due date or incomplete in any sense will not be entertained. Company representative along with ICT procurement department will check the quality of items at the time of delivery. The firm should provide Guarantee/Warranty for a period of one year for supply of scanner.
16. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
17. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
18. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
19. Authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies will be given preference.
20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last year.
21. Product must have 1 year warranty with parts and free onsite support.
22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by **16/ June/2014** till 11.00 a.m. The same will be opened at 11.30 a.m. the same day in the presence of the bidders or their representatives.
23. Bidder also mention and provide the SLA amount after warranty period with parts.
24. The bidder should have either the Principal office or Distributor office situated in Karachi.

The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

Stamp & Signature

Manager Procurement ICT
Tel: 021-99261506 - Fax: 021- 99261508
Website: www.iba.edu.pk





Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: May 27, 2014

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Scanners", IT/65/2013-14.

- 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

Dated : May 27, 2014

Mr Junaid Ahmed

Manager (Enforcement-II)

SPPRA, Karachi

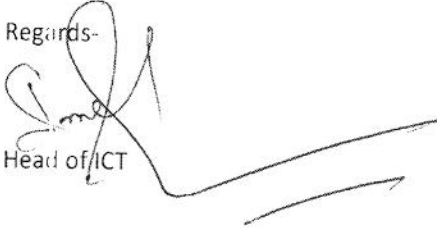
Subject: Tender "Procurement of Scanners" IT/65/2013-14

Dear Mr.Junaid Ahmed,

Please find the following documents to upload on SPPRA website.

- Tender Documents (SBD)
- Tender Advertisement (The estimated cost of this tender is below one million rupee).
- Constitution of PC

Regards-


Head of ICT