

Sukkur Institute of Business Administration

Tender # Proc/0099



Tender Document

Stationary Items

September 2014

Last Date for Submission:
Tender Opening Date
Venue for Tender Opening

Sep 27, 2014 1400 hrs
Sep 27, 2014 1430 hrs
Sukkur IBA
Air Port Road, Sukkur

1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to all the equipment/works under this tender.

The last date of receipt of Bids is as mentioned in tender notice and face sheet of this document.

Documents/Details Required.

- 1.1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of repair & maintenance facilities.
- 1.3. Structure/Organizational Chart.
- 1.4. An affidavit to the effect that the firm has not been black listed by any Government/Semi Government Organization.
- 1.5. The Bidder indemnify procuring agency against all third-party claims of infringement of patent, trade mark industrial design rights arising from use of the goods or any part thereof in Pakistan.
- 1.6. Procuring Agency or Purchasing Committee or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.
The Technical Specifications shall specify what inspections and tests Procuring Agency/Purchase Committee requires and where they are to be conducted.
Procuring Agency/ Purchase Committee shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.
- 1.7. It is mandatory that the Bidders provide the following documents and information with respect to its relationship with Principal.
 - 1.7.1. Name and contact details of Principal/Manufacturer representative who is authorized to verify Vendor's local partnership.

- 1.7.2. Duration and scope of association in the current capacity with the Principal.
- 1.7.3. Copy of the Principal's Certification (along with its validity period), authorizing the Vendor as local partner/representative in Pakistan to Offer/Bid Principal's equipment and services
- 1.8. The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.
 - 1.8.1. Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.
 - 1.8.2. Number of engineers and technical staff in Vendor's office.
 - 1.8.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after/ supported by each.
 - 1.8.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.
- 1.9. The Bidder shall provide following information with respect to its Company Profile
 - 1.9.1. Registered Name of the Organization.
 - 1.9.2. National Tax Number, Sales Tax Number and GST number
 - 1.9.3. Head Office address.
 - 1.9.4. Management structure & Organization Chart.
 - 1.9.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person.
- 1.10. Financial status of the Vendor's/Bidder's Organization with supporting documents and last two years annual reports.
- 1.11. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.
- 1.12. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof.

1.13. Procuring Agency/ Purchase Committee, reserves the right to reject any or all Bids/Offeres without assigning any reason or cancel the process at anytime.

1.14. Procuring Agency/ Purchase Committee reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. A bidder can submit bid for single, two or all equipment/items, however bid in each item will be treated and evaluated separately.

2.2. Sealed Bid clearly marked as "**ORIGINAL**" should consist of following two separate and independent parts i.e. **1) Technical Proposal 2) Financial Proposal** and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.

2.2.1. TECHNICAL PROPOSAL

2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.

2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and may be asked to give a demonstration/presentation on their solution/products.

2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of integration, references, warranty/guarantee, origin, quality certifications, past experience (if any), after sales support etc.

2.2.1.4. Financial Proposal of only technically qualified bidders will be opened.

2.2.2. **FINANCIAL PROPOSAL**

2.2.2.1. Financial Proposal will include the prices quoted for equipment

2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.

2.2.2.3. Theses Equipment/ Items are for educational institutions. Therefore, expects significant educational and volume discounts.

2.2.2.4 the Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of **Sukkur IBA**, valid for **at-least six months** and enclosed along with financial proposal.

2.3. No Bid shall be entertained without earnest money. Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value.

2.4. The bid security is required to compensate against the consequences of:

2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.

2.4.2. Premature withdrawal of the bid before the completion of the bid evaluation.

2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

2.5. The successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of **Sukkur IBA** at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.

2.6. Proposals sent by fax or email will not be accepted.

2.7. An effort by a Bidder to influence Procuring Agency/ Purchase Committee, directly or indirectly THRDUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and black listing for any future tender of Procuring Agency/ Purchase Committee.

2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

3. HARDWARE AND SERVICE REQUIREMENTS

Following are the minimum requirements which the bidder/vendor for the equipment:

3.1 Vendor must furnish components, wires, connectors, materials and parts, equipment for the complete installation of the system, in accordance with recommendations of the equipment manufacturer. Installation shall follow standard broadcast wiring and installation practice, and shall meet or exceed industry standards for such work. Please refer to technical specifications and BOQ for details.

3.2 Vendor must ensure that all systems are in first class working condition and free of short circuits, ground loops, video noise and excessive system noise or any fault affecting its efficiency/quality/life.

3.3 At time of installation, Vendor must provide owner's manuals, manufacturer's data sheets, and a complete equipment list.

3.4 At the time of installation, Vendor must provide comprehensive system schematics, labeling and showing detailed connections to all equipment.

4. SELECTION PROCEDURE

Procuring Agency/ Purchase Committee intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors. The Vendor's past performance, Relationship with Principal Company, Quality Standards Certifications, After Sale Service, cooperation, and ability to provide timely services and training are general factors that will be weighed in the selection process.

Bids will be evaluated against following evaluation criteria:

(1) Technical Evaluation Criteria - Weight age 70 %

S.No	Bidder Name	Max Score	Bidder Name	Remarks
1	Meeting Specifications	40		
2	Relevant Experience (Years)	5		
3	Experience with Academic Institutions	10		
4	Relationship with Principal	5		
5	Quoted Products Origin	10		
6	Complains Response Time	5		
7	Lead Time (Order to Delivery Time)	10		
8	Company Profile	10		
9	Cliental Served Profile	05		
	Total	100		

Note: Please attach documentary evidence for claims in technical proposals.

(2) Financial Evaluation Criteria- Weight age 30 %

5. DELIVERY

Delivery should be at the Sites/Locations at the risk and cost of successful bidder. Items will be delivered by successful bidder on fortnightly/monthly basis and quantity required will be communicated at the time of delivery required.

6. REJECTIONS & REPLACEMENT CLAIMS

Sukkur IBA reserves the right to reject any supplied items that do not meet the quality standard and specifications in this tender document & PO and successful bidder will be bound to provide the acceptable satisfactory replacement on immediate basis.

7. SERVICES

Procuring Agency/ Purchase Committee shall promptly notify the supplier in writing of any claims arising under the claims and the Vendor/Supplier will replace the defective stores at reasonable speed but within the specified period and time & without any additional cost.

8. PRICE

Successful bidder will be bound to supply items on quoted price for one year. Any price raise during the one year will be with the prior permission of the Sukkur IBA. Any price raise claim by successful bidder must be supported with the documentary evidence justifying the claim for price raise during the year.

9. LIQUIDATED DAMAGES

Liquidated damages shall be applicable as under:

Delay of one week	= 0.5% of the total cost
Delay of two weeks	= 1.0% of the total cost
Delay of three weeks	= 2.0% of the total cost
Delay of four weeks	=4.0% of the total cost

Note: After delay of four weeks, procuring agency/purchase committee has the right to cancel the purchase order or impose penalty up to 10% of the price of the item or both.

10. TERMS OF PAYMENT

Payment shall be made in the following manner:

Within 30 days after delivery and satisfactory acknowledgement.

Partial payment against partial delivery will be allowed.

11. For Any query/ confusion please contact to :

Manager Procurement
Sukkur IBA
Air Port Road Sukkur
Email: hari@iba-suk.edu.pk
Tel: 071 111 785 422

SPECIFICATIONS & QUANTITY

Important Note: Wherever Brand Name is mentioned, please read with the words " Or Equivalent " after the brand name.

S.No	Item	Specifications	Estimated Average Monthly Requirement	Estimated Annual Requirement
1	Ball Point Pen (Blue - Black - Red)	Dollar - Clipper Ball Pen or Equivalent	150	1800
2	Pointer Pen (Blue - Black - Red)	Dollar - Pointer Soft Line or Equivalent	150	1800
3	A-4 Papers	70 - grams (HP - FSC Paper) or Equivalent	250	3000
4	A-4 Papers	80 - grams (HP - FSC Paper) or Equivalent	250	3000
5	A-4 Papers	100 - grams (HP - FSC Paper) or Equivalent	2	24
6	Box Files	Rex- Blue Color or Equivalent	200	2400
7	D-Ring Files	Comet - View Binders or Equivalent	100	1200
8	Pencil	Dollar My Pencil 2 HP (PH456) or Equivalent	60	720
9	Eraser	Pelikan (Radierer Eraser) or Equivalent	36	432
10	Sharpner	DUX - Fluent Tharpning or Equivalent	36	432
11	Stapler	OPAL - HD-30 or Equivalent	24	288
12	Stapler Pins	Dollar 24 x 6 or Equivalent	50	600
13	Punch Machine	OPAL - Punch - 50 or Equivalent	24	288
14	Transperent Tape 1"	Deer Brand (Four Pillers) China Made or Equivalent	60	720
15	Transperent Tape 2"	Deer Brand (Four Pillers) China Made or Equivalent	50	600
16	Binding Tape (Blue Color)	NICHICD Cloth Tape or Equivalent	24	288
17	Binder Clips	Felyide - China Made or Equivalent	6	72
18	File Tray (Plastic)	Good Quality (China Made) or Equivalent	36	432
19	Pen Holder	Good Quality (China Made) or Equivalent	36	432
20	U -Clips	Power Clips (Size: 36mm) or Equivalent	36	432
21	UHU Gum Stick	21 - grams (Made in Germany) or Equivalent	48	576
22	Highlighter	Dollar - 90 Highlighter or Equivalent	12	144
23	Permanent Marker	Dollar or Equivalent	24	288
24	Regular Marker	Dollar for White Board (Dry Erase) or Equivalent	36	432

25	Steel Scale	Good Quality (China Made) or Equivalent	12	144
26	Paper Cutter	Good Quality (China Made) or Equivalent	12	144
27	Scissors (Small & Medium)	Good Quality (China Made) or Equivalent	12	144
28	Sticky Notes	Pelikan Notes (N-125/Yellow 76 x 76 mm) or Equivalent	36	432
29	Paper Flag / Post It Pad	DCC - A1 - 3 Stationery Notes or Equivalent	36	432
30	Register (300-Pages)	Kohinoor or Equivalent	50	600
31	Thumb Nail Pins	JITE (Stationery) or Equivalent	24	288
32	Transperencies (A-4)	EURO - OHP Transprency Film) or Equivalent	12	144
33	Whito Pen	DUX - Correction Pen or Equivalent	24	288
34	Vehicle Log Book	Printed Log Books or Equivalent	24	288
35	Page Seprator	COSMO - (10 - Different Papers Included) or Equivalent	50	600
36	Calculator	CASIO - DJ-120D or Equivalent	12	144
37	Pin Catcher	Rapid C - 2 or Equivalent	12	144
38	Chalk (Green Board)	Kohinoor (Dust Less Chalks) or Equivalent	36	432

Note : Actual Ordered / Demand Quantity may vary ..

PRINTED STATIONARY

S.No	Items Name	Specifications	Estimated Monthly Requirement	Estimated Annual Requirement
1	A-4 Envelopes (White Color)	75 grams Indonesian/ Malaysian or Equivalent	3,000	36,000
2	Envelopes (Small 9 x 4) Without Window	75 grams Indonesian/ Malaysian or Equivalent	3,000	36,000
3	Envelopes (Small 9 x 4) With Window	75 grams Indonesian/ Malaysian or Equivalent	1,000	12,000
4	File Folder (White)	Hard Card 260 Grams or Equivalent	3,000	36,000
5	Answer Copies	10-Pages - 68 grams Flying Paper or Equivalent	5,000	60,000
6	Answer Copies	20-Pages 68 grams Flying Paper or Equivalent	5,000	60,000
8	Envelopes (Large Size)	Brown Color (Cloth Made) Craft Paper or Equivalent	1,000	12,000
9	Supplimentary Sheets	68 grams Flying Paper or Equivalent	5,000	60,000
10	Letter Head (Official)	Manager Paper / 100 gram Indonesian or Equivalent	3,000	36,000
11	Office Fils (Pink Color)	Box Board 260-280 grams or Equivalent	3,000	36,000
11	Certificate Sheets	Mat Card 200- 220 grams or Equivalent	5,000	60,000
12	Transcript Sheets	Manager Paper / 100 gram Indonesian or Equivalent	5,000	60,000
13	Writing Pad	20-Pages Indonesian Paper 70 grams or Equivalent	500	6,000

Notes :

Actual Ordered / Demand Quantity may vary

Please note above items will be with printing of text provided by Sukkur IBA .

Sample of items can be seen in the office of Manager Procurement Sukkur IBA on any working day during office hours.

COMPUTER STATIONARY

S.No	Items Name	Specifications	Estimated Monthly Quantity	Estimated Annual Quantity
1	Toner 05-A	HP - Toner	12	144
2	Toner 53-A	HP - Toner	5	60
3	Toner 49-A	HP - Toner	5	60
4	Toner 85-A	HP - Toner	12	144
5	Toner 80-A	HP - Toner	12	144
6	Toner 9730-A	HP - Toner	2	24
7	Toner 9731-A	HP - Toner	2	24
8	Toner 9732-A	HP - Toner	2	24
9	Toner 9733-A	HP - Toner	2	24
10	Toner Fax Machine	Panasonic	2	24
11	Extension Lead	HERO - Good Quality or Equivalent	24	288
12	Mouse	HP / Dell (Branded) or Equivalent	100	1200
13	Key Board	HP (Branded) or Equivalent	36	432
14	USB (Data Traveller)	Kingston or Equivalent	12	144
15	DVD's	Sony DVD - R (4.7 GB) or Equivalent	36	432
16	CD's	Sony CD-R (700-MB) or Equivalent	36	432

Note : Actual Ordered / Demand Quantity may vary

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Sukkur IBA
Airport Road, Sukkur.
www.iba-suk.edu.pk

TENDER NOTICE

Tender # PROC/0099

Sealed bids are invited from manufacturer / dealers / general order supplier (Registered with Taxation Department) on "Single stage two envelope basis" having vast experience in respective fields for supply of below items on fortnightly/monthly basis for one year to Sukkur IBA.

S.#	Description
01	Stationery Items
02	Hygiene Items

Details of specifications and quantity are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order of Rs. 500/- each (Non-refundable) in favour of Sukkur IBA from the office of the **Manager Procurement** on any working day from **10th September, 2014 to 26th September, 2014**. The last date for the submission of bids is **27th September, 2014 up to 1400 hours**. The technical bids will be opened on the same day at **1430 Hours** in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. **2% of the tender amount (Refundable)** in the shape of bank draft/pay order in the name of Sukkur IBA must be attached with the bid documents. Sukkur IBA reserves the right to accept or reject any or all bids as per SPPRA rules/SPP rules 2010.

Please send your queries: harl@iba-suk.edu.pk Ph: 071-5806101-10

REGISTRAR

SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION

Airport Road, Sukkur. Ph: 071-5630272, 5806101-10

UAN: 071-111-785-422 Fax: 071-5804425

E-mail: info@iba-suk.edu.pk

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