

TENDER NOTICE

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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT/90/2015-16	Rs. 1,000/-
2.	Procurement of Batteries	IT/91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia	IT/92/2015-16	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing	IT/93/2015-16	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from **23/09/2015** to **12/10/2015**. 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 paid challan will be attached with the tender document at the time of submission.

Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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: aaasad@iba.edu.pk Website: www.iba.edu.pk

Size = 13x4col



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: May 20, 2015

NOTIFICATION (Revised)

The competent authority is pleased to constitute following committee for upcoming all ICT tenders during the period 2015-16.

1. Mr. Abdul Rehman (Sr. Manager Contracts, pp&d, 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,
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- 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-

A handwritten signature in black ink, appearing to read 'Nasir', written over a horizontal line.

Dr. Nasir Touheed
Chairman (Procurement Committee)
IBA, Karachi

Institute of Business Administration
Karachi

Tender Form

For

SLA of Video Conferencing Equipment and Sound System.

Date of issue : 23-Sept-2015
Last date of submission: 12-Oct-2015

Tender # IT/93/2015-16



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 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.

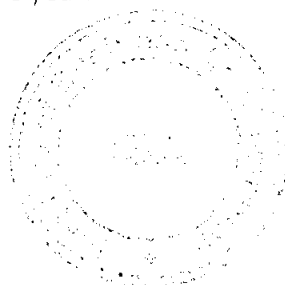
It is to be noted that IBA Karachi being an educational Institution is exempt from the whole of customs-duties (specified in the First Schedule to the Customs Act, 1969 (IV of 1969)), and the whole of sales tax on the goods imported in the name of IBA-Karachi. The Letter of Credit (LC) will however be 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)** 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, for Video Conferencing Products identified in this BOQ. Selected vendor should also be committed to provide maintenance / support service for a period of at least One year.



f) 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.

g) 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.

h) 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.

i) Compliance to specifications

The RO shall provide information as per requirements given in **Annexure - A**. Bidder **MUST** quote prices as per requirement mentioned in the attached in Annex C.

j) Payment

Payment will be made through crossed cheque. Advance payment will **ONLY** be made against Bank Guarantee an A Rated bank of the same amount.

The payment of this contract shall be paid in three installments as follow:

Payment would be made on Quarter Bases i.e. at the completion of each quarter.

k) 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.



l) Alteration

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

m) Invoice

Invoice / bill should be submitted to Finance Department.

n) 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

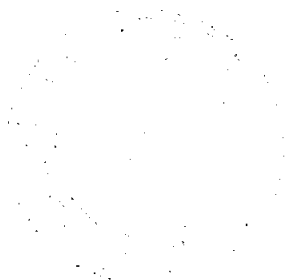
Proposals can be delivered by hand or courier so as to reach the office of address given at section 2 (a) by the last date indicated for submission. **Proposals received by fax or email will not be accepted.**

c) Submission of proposal

The complete proposals should be submitted by 11:00 AM hours on 12-Oct-2015 at 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 12-Oct-2015 at 11:30AM at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

e) Important

- i. Separate envelopes clearly labeled for 'Original Proposal', 'Copy 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 12-Oct-2015
- iv. Tenderers should be registered with Sales Tax department.
- v. Earnest money of 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.
- vi. Earnest money deposited by the successful bidder may be converted into security deposit. This would be in addition to the 5% of the total amount retained for a period of 36 months after delivery of the product contingent to satisfactory performance.
- vii. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- viii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- ix. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- x. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xi. Services required for floated SBD is one year, bidder should also quote the support price for second and third year.



SCOPE OF WORK

Following requirements define the scope of work for this tender.

1 The Selected Bidder will be responsible for the smooth functioning of the Video Conferencing Equipment and Sound System as per BOQ at Annexure A.

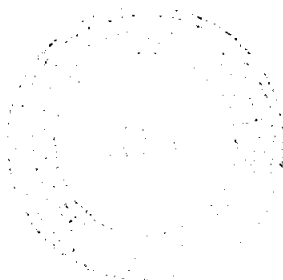
2 Selected Bidder must ensure that the equipment is fully operational and work perform Properly and meet SBD's Requirements. The scope of the project is to provide Support / warranties of Video Conferencing equipment and Sound System requested in BOQ at Annex-A

Annexure - A

Technical (BOQ)

Sr.	Model	Qty
1	CISCO/TANDEBERG TELEPRESENCE C60 Serial No. B1AD45B00061	1
2	CISCO TELEPRESENCE IP VCR 2210	1
3	CISCO TELEPRESENCE PRECISION HD CAMERA 12X	2
4	WIRELESS Microphone WS-5200	2
5	WIRELESS Microphone WS-5300	2
6	WIRELESS Microphone WM-5220	2
7	Peavey 20 Mixer	2
8	Aver Vision Document Camera Serial No. 5300145300235	1
9	TOA Speaker	6
10	TOA Amplifier	2
11	Cisco/Tandberg T-990 MXP Serial No. 30A57476	1
12	Additional Cameras Sony Brand Model EVI D100P	2
13	Sony Camera Controller RM-BR300	1
14	Interactive Pen Display	2

Contact Person (IBA) : Network Manager
Institute of Business Administration,
City Campus, University Road,
Karachi
Tel # : 111-422-422 Ext 1111
Email : mali@iba.edu.pk



Response Time

Critical	15 minute response time on critical issue.
	1 Hour response time on site support on critical issue.
	4 Hour response time for complaint resolution or part replacement.
Normal	1 hour response time
	4 hour response time on site support.
	NBD (Next Business Day) for complaint resolution or Part replacement.

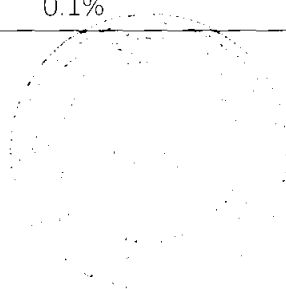
SELECTION PROCEDURE.

- Evaluation of the firms shall be based on information provided in Proposals. As a part of evaluation, bidders may be asked to conduct presentation/ Demonstration.
- On the basis of technical evaluation, the financial proposal of only technically Responsive bidders (qualified bidders) will be opened in the presence of their Representatives who choose to attend.
- For qualifying in Technical responsiveness, bidders shall fulfill all the requirements as laid out in Part A “Mandatory Requirements” of Technical Evaluation Criteria If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given.
- Financial proposals of bids found technically non-responsive will be returned unopened.
- As a part of evaluation, Technical Evaluation committee may visit bidder’s reference sites or inquire the further clarification / information to validate the Bidders information.
- During the examination, evaluation and comparison of the bids, the IBA at its sole discretion may ask the bidder for clarifications of its bid.

LIQUIDATED DAMAGES

- In case of breach of SLA calculation will be done as per table below and IBA reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rates prescribed in Annex-I (Service Level Agreement) on the invoiced amount to each violation of SLA.
- If the work is not executed according to the satisfaction of IBA, IBA reserves the right to reject it altogether with serving 15 days prior notice.
- In case of delay in service provisioning Liquidated Damages will be Calculated and imposed as per following table

Level	Event	% of Invoiced amount per violation
L1	Severe	1%
L2	Critical	0.5%
L3	High	0.3%
L4	Moderate	0.1%

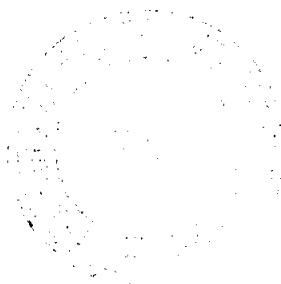


Mandatory Requirements

S. No.	Attributes	Reference Page#
Part A) Mandatory		
1	Firms with Income Tax Certificate / GST Certificate registered. (Documentary Proof required)	
2	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
3	Bidding company being in operation for at least Five years in Pakistan in relevant business. Documentary Proof required.	
4	Location of Offices (Islamabad, Lahore and Karachi) Documentary Proof required.	
5	Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)	
6	Completely filled BOQ should to be submitted (as part of Financial Bid)	
7	Minimum Rs. XX million annual Financial Turnover for last two years	
8	Backup Inventory maintained by company at least equivalent to those items mention in BOQ and backup equipment must provide against the faulty equipment.	

Bid Evaluation Criteria:

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

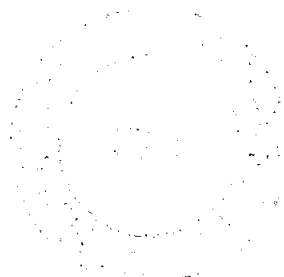


Annexure - B

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

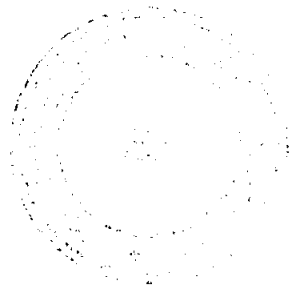
Annexure - C

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

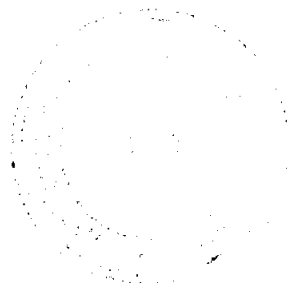
We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

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.



Annexure - C

Format for financial proposal

S. No.	Item	Qty	Cost (PKR)	
			Unit (PKR)	Total (PKR)
	(*)Price of the hardware			
	(*) Price of the services			
			Sub-total (PKR)	
			GST @ 16% (PKR)	
			Grand total (PKR)	

Total amount in words : _____

Signature and seal
of responding organization

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4.	Service Level Agreement of Video Conferencing.	IT/93/2015-16	Rs. 1,000/-

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Head of ICT

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Main Campus, University Road, Karachi 75270

Tel: (92-21) 38104700-1 Ext: 2107

Email: aaasad@iba.edu.pk Website: www.iba.edu.pk

PID/KI 970/15

DAWN

23 Sept 2015

Redressal Committee

Adnan Hameed / Head of HR @ IBA

Mon 9/28/2015 11:30 AM

From: Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA <asasad@iba.edu.pk>

Priority: High

Dear Mr. Asjad Siddiqi

This is with reference to my discussion with the Dean & Director IBA regarding the approval of the proposed Redressal Committee, which is a requirement of the SPPRA rules.

I am pleased to inform you that following Redressal Committee has been approved by the Dean & Director IBA with immediate effect:

Chairman: Capt. (R) Ahmed Zaheer, Registrar
Members: Mr. Fahad Jawed, Manager Finance
Mr. Khurram Khalid, Manager Internal Audit

Thanks & regards

Adnan Hameed
Head of HR

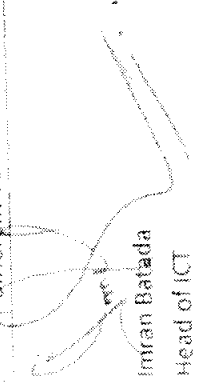
INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

ANNUAL PROCUREMENT PLAN ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16 TO BE ADVERTISED ON SPRA WEBSITE (REVISED SEPT 2015)

Sr.#	Description of Items	Procurement Method	Remarks/Quantity	Anticipated/Actual Date of Start	Anticipated/Actual Date of Completion
01	Procurement of Computers	Single Stage Single Envelope	Qty : 120	01-09-2015	28-02-2016
02	Procurement of CISCO Core Switch with supervisor Engine	Do	Qty : 01	01-07-2015	28-02-2016
03	Procurement of RFID Solution (Smart Card) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
04	Fire Suppression for Main Campus Server Room PROJECT	Single Stage Two Envelope	Qty : 01	10-10-2015	28-02-2016
05	Procurement of Smart Cards (Aman Tower / Hostels) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
06	Procurement of CISCO router for internet & firewall PROJECT	Single Stage Two Envelope	Qty : 01	01-07-2015	28-02-2016
07	Procurement of Active Networking Equipment's for Boys Hostel New Extension PROJECT & Procurement of IP Phones	Single Stage Two Envelope	Qty : 01	14-09-2015	Do
08	Procurement of Multimedia	Single Stage Single Envelope	Qty : 20	01-09-2015	Do
09	Procurement of Hardware Lab equipment's PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
10	Procurement of Data Storage NAS PROJECT	Single Stage Two Envelope	Qty : 01	15-10-2015	31-03-2016
11	Procurement of Lecture Recording System for CEF Aman Tower PROJECT	Direct Contracting	Qty : 01	Do	Do

12	Procurement of Smart Boards / Interactive Multimedia's	Single Stage Single Envelope	Qty : 05	Do	Do
13	Procurement of Mid - Range workstations for Web Sciences & AI lab	Single Stage Single Envelope	Qty : 04	Do	Do
14	Procurement of Hardware for TRL Lab PROJECT	Single Stage Single Envelope	Qty : 01	Do	Do
15	Procurement of UPS Batteries (Replacement) of different volts	Single Stage Single Envelope	Qty : 40	01-07-2015	15-11-2015
16	Service Level Agreement of Video Conferencing equipment's	Single Stage Single Envelope	Qty : 02	01-09-2015	30-11-2015
17	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 19	01-09-2015	31-12-2015
18	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 64	15-11-2015	30-04-2016

14/11


 Imran Batada
 Head of ICT



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Dated: May 20, 2015

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3. Mr. Haris Qureshi **External Member** (PPRA Advisor ,HEJ Karachi University)

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Regards-

Dr. Nasir Touheed
Chairman (Procurement Committee)
IBA, Karachi

Institute of Business Administration Karachi

Tender Form

For

Procurement of Dry, Maintenance free UPS Batteries

Date of issue	: 23-Sept-2015
Last date of submission	: 12-Oct-2015

Tender # IT/91/2015-16



1. General Terms & Conditions

a) Earnest money (Bid security)

An earnest money (bid security), in the shape of a bank draft / pay order in the name of "Institute of Business Administration" Karachi, equivalent to 5% of the total cost of bid, should be submitted along with the tender documents.

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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 batteries, components in Pakistan. A certificate to their effect should be included in the proposal otherwise the bid is liable to be rejected.

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

Comprehensive / Replacement Warranty of the require item(s) is three years (03) require.

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 batteries of the UPS will be delivered new, in packed condition directly to the location, as per the discretion of IBA. If all batteries delivered are not conforming to the specifications and bill of quantity, the batteries will not be accepted. The batteries will be installed only after inspection.

Delivery time must be of **Eight weeks** from the date of Purchase Order, in case of late delivery the vendor will charge 2% penalty per month up to 10% of the total contract value.

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 batteries provided during the course of the above mention time period. 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 equipment / 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

100% of the total order would be paid on successful delivery, installation, commissioning and integration of the equipment subject to final acceptance by IBA, Karachi.

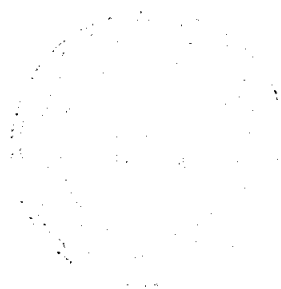
The supplier will submit the commercial invoice directly to the Finance Department of IBA, Karachi against which payment will be released after deduction of applicable taxes.

n. a. Performance Security:

Performance security, up to 10% of the contract value, in the form of pay order/demand draft or bank guarantee to be submitted at the time of award of contract. Validity of performance security shall extend at least ninety days beyond the date of completion of contract/warranty period of the goods.

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) Alteration

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

s) Invoice

Invoice / bill should be submitted to Finance Department.

t) 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

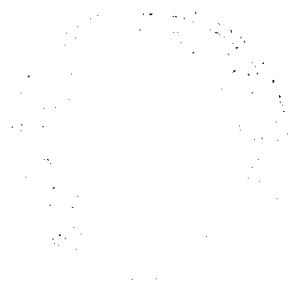
Proposals can be delivered by hand or courier so as to reach the office of address given at section 2 (a) by the last date indicated for submission. **Proposals received by fax or email will not be accepted.**

c) Submission of proposal

The complete proposals should be submitted by 11:00AM hours on 12-Oct-2015 at the address given at section 2 (a). Single Stage single Envelope basis. Prices quote on C&F bases.

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 12-Oct-2015 at 11:30Am at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

e) Important

- i. Separate envelopes clearly labeled for 'Original Proposal', 'Copy 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 (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 12-Oct-2015.
- 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. Payment will be made after receipt of store.
- vii. Earnest money of 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.
- viii. 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 up to 10% of the contract value. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).
- ix. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- x. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xi. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.



- xiii. Complete Installation of the batteries with 3 Years Comprehensive / Replacement Onsite Warranty including batteries is required on free of cost.
- xiv. Bidder should also quote the extended warranty price for the fourth and fifth year (separately). However, IBA will not be bound to avail this service.
- xv. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.

Annexure - A

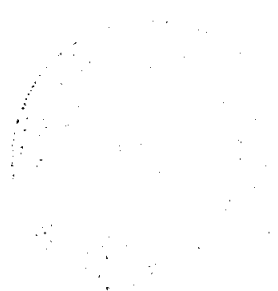
Technical Requirements (BOQ)

Institute of Business Administration, Karachi (IBA) requires Supply of UPS batteries for its Emerson UPS.

Specification of UPS Batteries		
S.No	Description	Specification
1	Technology	VRLA
2	Type	Dry, Maintenance free
3	Volt	12
4	Capacity	45AH, 65AH, 75AH, 134AH, 150AH, 180AH
5	Use	UPS
6	Charging time	4 to 6 hours
7	Manufacturing	China with the supervision of principal
8	Design life	Five years
9	Replacement warranty	Three years
10	Operating Temperature	20 – 40 Degree Centigrade
11	Brand	Vision or Equivalent

Required Battery ratings and Quantities.

S/N	Battery Rating	Quantity
1	12 V-45AH	1
2	12 V-75 AH	8
3	12 V-65 AH	2
4	12 V-134 AH	3
5	12 V-150AH	1
6	12 V- 180AH	2
Total		17



1. The cost must include all batteries price, labor, installation, stamp duty (as applicable under Stamp Act 1989) including delivery charges.
2. Onsite comprehensive replacement Warranty period of 3 year is mandatory which includes replacement of the Batteries without any additional cost, starting from the date of Installation of UPS Batteries.

Contact Person (IBA) : **Network Manager**
Institute of Business Administration,

City Campus, University Road,

Karachi

Tel # : 111-422-422 Ext 1111

Email : 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. Bidder must be registered with the Sales Tax & Income Tax department.
3. Bid must be accompanied by Manufacturer's authorization letter from principal.
4. Bidder must have its own maintenance & support team in Karachi.
5. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within Eight weeks from the date of LOA.

Bid Evaluation Criteria:

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



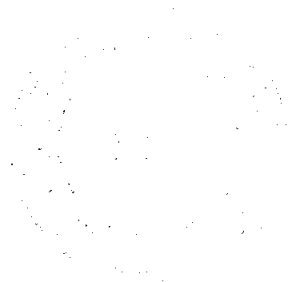
Eligibility Criteria

S. No.	Requisite	*Evidence required to be attached	Compliance / Proof	
1	Minimum 03 Years in business in the relevant field	Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN.	Yes	No
2	Turn Over in last 3 Years	Audit Report / Tax Return	Yes	No
3	Registration with Income Tax and Sales Tax	NTN & GST Certificates	Yes	No
4	Offices in minimum 03 major cities. office in Karachi is mandatory	Complete address along with PTCL landline numbers	Yes	No
4	The offered product must have been supplied / installed by the manufacturer in 03 countries including Pakistan	Certificates from Manufacturer	Yes	No
5	Company must provide a valid Manufacturer Authorization Certificate for Sale/Deal in Pakistan	Manufacturer Authorization Certificate	Yes	No
Qualified / Disqualified				

Note

1. *Attachment of relevant evidence in each above requisite is mandatory. In case of non- provision of evidence in any of the requisite, the company will be straight away disqualified.

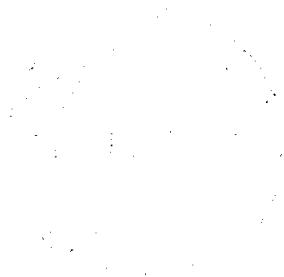
2. Attach Affidavit on Rs.100/- stamp paper from the owner of the company, stating that the "Firm" has never been blacklisted by any organization in the past".



Annexure - B

Format for technical proposal

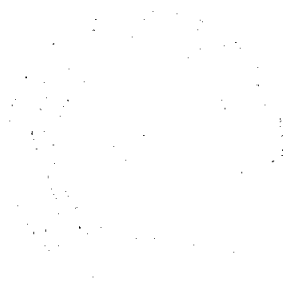
Information required from Responding Organization	
General information	
Name of the firm	
Name of contact person	
Cell #	
Office address	
Office phone #	
Office fax #	
Year of establishment	
Main area of business	
GST reg #	
NTN	
Annual turnover	
Values of projects in hand	
Details of staff employed	
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 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.

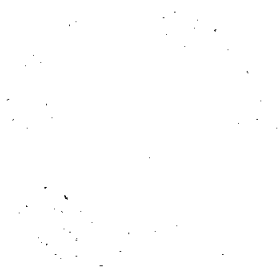
We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

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

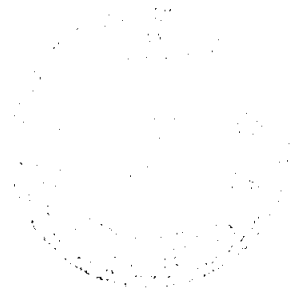
1	2	3	4	5	6	7	8	9	10	11
Sr.No	Description	Qty	Brand Name	Country of Origin	Unit Price (including margins)	Income Tax on Import	Custom Duty at the time of import / unit	Sales Tax input at the time of import / unit	Freight and other Expenses / unit	Total Final Price 3x(5+10)
	Price of the hardware/batteries	40								
	Prices of the services (Free Of Cost)									
	Price of extended warranty of batteries after warranty time									

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 rule.

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



Annexure - C

PI 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



TENDER NOTICE



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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT/90/2015-16	Rs. 1,000/-
2.	Procurement of Batteries.	IT/91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia.	IT/92/2015-16	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing.	IT/93/2015-16	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from **23/09/2015** to **12/10/2015**. 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 paid challan will be attached with the tender document at the time of submission. Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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

PI0(K) 970/15

DAWN

23 Sept 2015

Redressal Committee

Adnan Hameed / Head of HR @ IBA

Mon 9/28/2015 11:30 AM

To: Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA <aasad@iba.edu.pk>

Priority: High

Dear Mr. Asjad Siddiqi

This is with reference to my discussion with the Dean & Director IBA regarding the approval of the proposed Redressal Committee, which is a requirement of the SPPRA rules.

I am pleased to inform you that following Redressal Committee has been approved by the Dean & Director IBA with immediate effect:

Chairman: Capt. (R) Ahmed Zaheer, Registrar
Members: Mr. Fahad Jawed, Manager Finance
Mr. Khurram Khalid, Manager Internal Audit

Thanks & regards

Adnan Hameed
Head of HR

INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

ANNUAL PROCUREMENT PLAN

ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16 TO BE ADVERTISED ON SPRA WEBSITE (REVISED SEPT 2015)

Sr.#	Description of Items	Procurement Method	Remarks/Quantity	Anticipated/Actual Date of Start	Anticipated/Actual Date of Completion
01	Procurement of Computers	Single Stage Single Envelope	Qty: 120	01-09-2015	28-02-2016
02	Procurement of CISCO Core Switch with supervisor Engine	Do	Qty: 01	01-07-2015	28-02-2016
03	Procurement of RFID Solution (Smart Card) PROJECT	Single Stage Two Envelope	Qty: 01	Do	Do
04	Fire Suppression for Main Campus	Single Stage Two Envelope	Qty: 01	10-10-2015	28-02-2016
05	Server Room PROJECT Procurement of Smart Cards (Aman Tower / Hostels) PROJECT	Single Stage Two Envelope	Qty: 01	Do	Do
06	Procurement of CISCO router for internet & firewall PROJECT	Single Stage Two Envelope	Qty: 01	01-07-2015	28-02-2016
07	Procurement of Active Networking Equipment's for Boys Hostel New Extension PROJECT & Procurement of IP Phones	Single Stage Two Envelope	Qty: 01	14-09-2015	Do
08	Procurement of Multimedia	Single Stage Single Envelope	Qty: 20	01-09-2015	Do
09	Procurement of Hardware Lab equipment's PROJECT	Single Stage Two Envelope	Qty: 01	Do	Do
10	Procurement of Data Storage NAS PROJECT	Single Stage Two Envelope	Qty: 01	15-10-2015	31-03-2016
11	Procurement of Lecture Recording System for CEE Aman Tower PROJECT	Direct Contracting	Qty: 01	Do	Do

				Do	Do	Do
12	Procurement of Smart Boards / Interactive Multimedia's	Single Stage Single Envelope	Qty : 05	Do		
13	Procurement of Mid-Range workstations for Web Sciences & AI Lab	Single Stage Single Envelope	Qty : 04	Do		
14	Procurement of Hardware for IRL Lab PROJECT	Single Stage Single Envelope	Qty : 01	Do		
15	Procurement of UPS Batteries (Replacement) of different volts	Single Stage Single Envelope	Qty : 40	01-07-2015	15-11-2015	
16	Service Level Agreement of Video Conferencing equipment's	Single Stage Single Envelope	Qty : 02	01-09-2015	30-11-2015	
17	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 19	01-09-2015	31-12-2015	
18	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 64	15-11-2015	30-04-2016	

Imran Batatia
Head of ICT



TENDER NOTICE

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The copy of paid challan will be attached with the tender document at the time of submission.

Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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: aaasad@iba.edu.pk Website: www.iba.edu.pk

Size = 13x4col



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: May 20, 2015

NOTIFICATION (Revised)

The competent authority is pleased to constitute following committee for upcoming all ICT tenders during the period 2015-16.

1. Mr. Abdul Rehman (Sr. Manager Contracts, pp&d, 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-

Dr. Nasir Touheed
Chairman (Procurement Committee)
IBA, Karachi

Institute of Business Administration Karachi

Tender Form

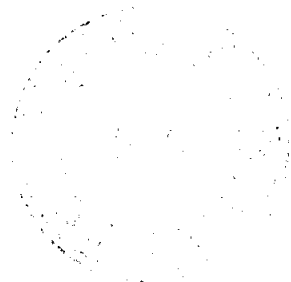
For

Procurement of Branded Computers

Date of issue : 23-Sept-2015

Last date of submission: 12-Oct-2015

Tender # IT/90/2015-16



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 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. **[Mandatory. Annexure - C]**

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 three 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.

Delivery time must be of ten weeks from the date of LOA/Purchase Order, in case of late delivery the vendor is bound to provide at least 25% 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

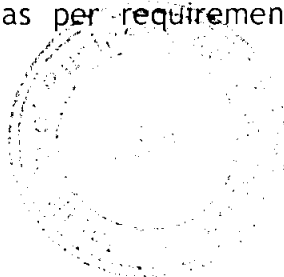
The IBA reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

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.

100% of the total contract amount payment will be made after the complete delivery of the equipment.

o) GST

GST will be paid on applicable items only.

p) Penalty

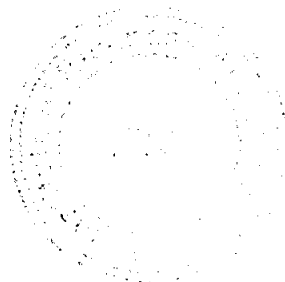
Penalty at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work but not exceed from 10% of the total contract value.

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) Alteration

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



s) Invoice

Invoice / bill should be submitted to Finance Department.

t) Stamp duty

Stamp duty will be paid by vendor.

u) Delivery of the equipment

IBA reserves the right to change the required number of machines, and may also require the bidder to deliver the consignment in parts.\

v) Performance Security

Bidder will bound to submit 5% of the total contract value to IBA as performance security in form of pay order/demand draft/ bank guarantee. Bid security shall be released after the completion of warranty period and also shall extend at least 90 days beyond the date of completion of warranty period.

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
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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 on 12-Oct-2015 at 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 12-Oct-2015 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

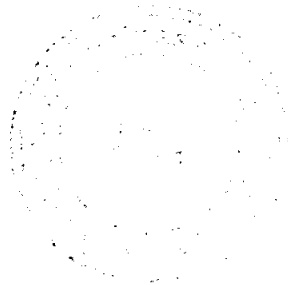
- i. Separate envelopes clearly labeled for '**Original Proposal** [Technical Proposal & Financial Proposal]', '**Copy Proposal** [Technical Proposal & Financial Proposal]' and '**Earnest Money / Bid Security**' must be submitted on or before last date to submit the tender documents. All in separate envelopes [Technical & Financial].

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 12-Oct-2015
- 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 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. 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. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).
- x. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- xi. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xiv. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted /entertained who will give surety of supply of ordered goods within 12-weeks.



Annexure - A

Technical Requirements (BOQ)

Product Feature	Description	Compliance (Y/N)	Model	Reference Brochure /Page No.
1.1 Make	1.1.1 Branded (Dell, HP or equivalent)			
1.2 Form Factor / Height	1.2.1 Ultra Slim Desktop			
1.3 Processor	1.3.1 Intel Core i7-6700 3.4G 8M 2133 4C or higher			
	1.3.2 64 Bit			
1.4 Processor Speed	1.4.1 3.2 Ghz or higher			
1.5 Intel Smart Cache	1.5.1 8MB cache			
1.6 Memory Installed	1.6.1 8GB			
	1.6.2 DDR4			
1.7 Hard Disk Drives	1.7.1 500 GB SATA 8G SSHD			
1.8 Optical Media	1.8.1 SATA Super Multi DVD Writer; Slim DVD Drive			
1.9 Network Interface	1.9.1 WLAN Intel 7265 PCIe x1 802.11AC Wlan Card			
1.10 Slots	1.10.1 (1) Mini PCI Express			
	1.10.2 (1) MXM 3.0 Type A-35w			
	1.10.3 (1) mSATA			
1.11 Power Supply	1.11.1 standard power supply			
1.12 OS Support	1.12.1 Windows 08 & Higher versions			
1.13 Operating System	1.13.1 DOS			
1.14 Peripherals	1.14.1 Branded USB Standard Keyboard & USB 2-button optical scroll mouse			
1.15 Intel Chipset	1.15.1 Intel Series (Q170) Energy Star Qualified Label			
1.16 Display Separate	1.16.1 22 "-inch LED Backlit Monitor & Quick Release Kit for DT/LED. LED Must be compatible with Release Kit.			
1.17 Image Load	IBA image load in BIOS Service			

	by manufacturer.			
1.18 Graphics	1.18.1 Integrated Intel HD Graphics			
1.19 Security	Solenoid Lock & Hood sensor for USDT.			
1.20 WiFi (Optional)	Yes (Please quote its price separately)			
1.21 Warranty	3 years comprehensive onsite warranty (Manufacturer)			

Warranty: All equipment carry comprehensive warranties/ support for Three years. Complete parts and onsite support (24/7) with response time 4Hrs.

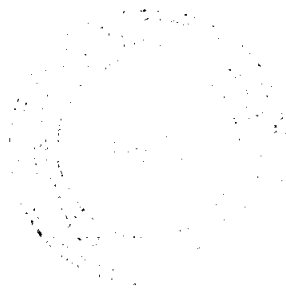
Contact Person (IBA) : Manager Procurement - ICT
 Institute of Business Administration,
 Main Campus, University Road,
 Karachi

Tel # : 111-422-422 Ext 2107

Email : aasad@iba.edu.pk

Contact Person for Technical Query (IBA) Manager IT - ICT
 Institute of Business Administration,
 City Campus, University Road,
 Karachi

Tel # : 111-422-422 Ext 1120



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. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within 12 weeks from the date of Purchase Agreement/LOA.
7. The successful bidder will be responsible to sign an SLA with IBA Karachi.
8. The bid shall be SOLELY submitted by the bidder. It shall NOT be a joint venture i.e. should NOT be jointly submitted by more than one party, and also, the prospective bidder shall NOT, in any way, sublet the bid / contract to a third party.
9. Total Quantity of order is 120.

Bid Evaluation Criteria:

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



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	
Clientel�	
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 prices of computers without Wi-Fi, quote the price of LED separately, and price of the computer with Wi-Fi.

Signature and seal
of responding organization



Annexure D

MANUFACTURER'S AUTHORIZATION FORM (MAF)

No. _____ dated _____

To

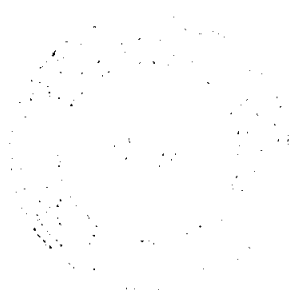
We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

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)
	Computer price without WiFi option	120								
	LED Price									
	Computer price with WiFi option									

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 rule.

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



TENDER NOTICE



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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT/90/2015-16	Rs. 1,000/-
2.	Procurement of Batteries.	IT/91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia.	IT/92/2015-16	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing.	IT/93/2015-16	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from **23/09/2015** to **12/10/2015**. 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 paid challan will be attached with the tender document at the time of submission. Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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: anasad@iba.edu.pk Website: www.iba.edu.pk

PID/K 976/15

DAWN

23 Sept 2015

پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

1. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

2. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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3. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

4. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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5. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

6. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

پاکستان سٹیٹ بینک کی طرف سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

اطلاع برائے اجلاس عام

1. اجلاس عام کی تاریخ: 2015ء کی 14 ستمبر کو صبح 11:30 بجے۔

2. اجلاس عام کی جگہ: Ball Room، پاکستان سٹیٹ بینک، لاہور۔

3. اجلاس عام کے مقاصد: مندرجہ ذیل کے امور پر بحث و تبادلہ خیال کرنا۔

4. اجلاس عام کے شرکاء: مندرجہ ذیل کے اداروں کے نمائندے۔

5. اجلاس عام کے نتائج: مندرجہ ذیل کے امور پر فیصلے کرنا۔

پاکستان سٹیٹ بینک کی طرف سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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17. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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ٹیٹنڈرسٹون

FOOD CONTRACTS: (PAC) KH

S. No.	TENDER NUMBER	DESCRIPTION	QUANTITY	QUALIFICATION FOR VENDORS	DATE & TIME
01	FSD-CNT-025-15	ANNUAL CONTRACT FOR THE SUPPLY OF FRESH EXOTIC VEGETABLE	FOR DETAILS TENDER DOCUMENTS	WHOLESALE	
02	FSD-CNT-061-15	ANNUAL CONTRACT FOR THE SUPPLY OF BUTTER SALTED / UNSALTED AT KH	FOR DETAILS TENDER DOCUMENTS	MANUFACTURER OR AUTHORIZED DEALER OF MANUFACTURER	12-10-2015 1000 HOURS PST (CLOSING TIME) 1100 HOURS PST (OPENING TIME)
03	FSD-CNT-085-15	ANNUAL CONTRACT FOR WASHING OF LINEN AT FLIGHT KITCHEN KH	FOR DETAILS TENDER DOCUMENTS	ISO CERTIFIED CLEANER	
04	FSD-CNT-086-14	ANNUAL CONTRACT FOR WASHING OF FLIGHT KITCHEN UNIFORM AT KH	FOR DETAILS TENDER DOCUMENTS	ISO CERTIFIED CLEANER	
05	FSD-CNT-085-15	ANNUAL CONTRACT FOR THE SUPPLY OF INSTANT DAIRY WHITENER 40 GRAM SACHET FOR ALL NETWORKS	FOR DETAILS TENDER DOCUMENTS	MANUFACTURER OR AUTHORIZED DEALER OF MANUFACTURER	

www.pppa.org.pk, www.piac.com.pk

پاکستان سٹیٹ بینک کی طرف سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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24. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

25. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

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33. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

34. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

35. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

TENDER NOTICE

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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT,90/2015-18	Rs. 1,000/-
2.	Procurement of Batteries.	IT,91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia.	IT,92/2015-18	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing.	IT,93/2015-18	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from 23/09/2015 to 12/10/2015. The Tender Fee shall be deposited in United Bank Ltd., Karachi University Campus Branch in A/C No. 903-6092-5 in the name of "IBA, Karachi".

پاکستان سٹیٹ بینک کی طرف سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

36. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

37. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

38. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

39. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

40. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

پاکستان سٹیٹ بینک کی طرف سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

41. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

42. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

43. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

44. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

45. پاکستان سٹیٹ بینک کی جانب سے مندرجہ ذیل کے اداروں کو قرضے فراہم کرنے کی منظوری دی گئی ہے۔

جنگ 23 ستمبر 2015

Redressal Committee

Adnan Hameed / Head of HR @ IBA

Mon 9/28/2015 11:30 AM

To: Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA <aasad@iba.edu.pk>

Importance: High

Dear Mr. Asjad Siddiqi

This is with reference to my discussion with the Dean & Director IBA regarding the approval of the proposed Redressal Committee, which is a requirement of the SPPRA rules.

I am pleased to inform you that following Redressal Committee has been approved by the Dean & Director IBA with immediate effect:

Chairman: Capt. (R) Ahmed Zaheer, Registrar
Members: Mr. Fahad Jawed, Manager Finance
Mr. Khurram Khalid, Manager Internal Audit

Thanks & regards

Adnan Hameed
Head of HR

INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

ANNUAL PROCUREMENT PLAN ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16 TO BE ADVERTISED ON SPRA WEBSITE (REVISED SEPT 2015)

Sr.#	Description of Items	Procurement Method	Remarks/Quantity	Anticipated/Actual Date of Start	Anticipated/Actual Date of Completion
01	Procurement of Computers	Single Stage Single Envelope	Qty : 120	01-09-2015	28-02-2016
02	Procurement of CISCO Core Switch with supervisor Engine	Do	Qty : 01	01-07-2015	28-02-2016
03	Procurement of RFID Solution (Smart Card) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
04	Fire Suppression for Main Campus Server Room PROJECT	Single Stage Two Envelope	Qty : 01	10-10-2015	28-02-2016
05	Procurement of Smart Cards (Aman Tower / Hostels) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
06	Procurement of CISCO router for internet & firewall PROJECT	Single Stage Two Envelope	Qty : 01	01-07-2015	28-02-2016
07	Procurement of Active Networking Equipment's for Boys Hostel New Extension PROJECT & Procurement of IP Phones	Single Stage Two Envelope	Qty : 01	14-09-2015	Do
08	Procurement of Multimedia	Single Stage Single Envelope	Qty : 20	01-09-2015	Do
09	Procurement of Hardware Lab equipment's PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
10	Procurement of Data Storage NAS PROJECT	Single Stage Two Envelope	Qty : 01	15-10-2015	31-03-2016
11	Procurement of Lecture Recording System for CET Aman Tower PROJECT	Direct Contracting	Qty : 01	Do	Do

12	Procurement of Smart Boards / Interactive Multimedia's	Single Stage Single Envelope	Qty : 05	Do	Do
13	Procurement of Mid-Range workstations for Web Sciences & AI Lab	Single Stage Single Envelope	Qty : 04	Do	Do
14	Procurement of Hardware for TRL Lab	Single Stage Single Envelope	Qty : 01	Do	Do
15	PROJECT Procurement of UPS Batteries (Replacement) of different volts	Single Stage Single Envelope	Qty : 40	01-07-2015	15-11-2015
16	Service Level Agreement of Video Conferencing equipment's	Single Stage Single Envelope	Qty : 02	01-09-2015	30-11-2015
17	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 19	01-09-2015	31-12-2015
18	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 64	15-11-2015	30-04-2016


 Imran Batada
 Head of ICT

Dated: September 22, 2015

Mr. Ayub Khan

SPPRA, Karachi

IT/92/2015-16

Subject: "Service Level Agreement of EPSON Multimedia IT/92"

Dear Mr. Ayub Khan,

Please find the following document to upload on SPPRA website.

- Tender Documents ✓
- Tender Advertisement ✓
- Nomination of Purchase Committee ✓

Regards

Imran Batada
Head of ICT

SPPRA INWARD DIARY
NO: 2332
DATE: 29-09-15



TENDER NOTICE

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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT/90/2015-16	Rs. 1,000/-
2.	Procurement of Batteries	IT/91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia	IT/92/2015-16	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing	IT/93/2015-16	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from **23/09/2015** to **12/10/2015**. 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 paid challan will be attached with the tender document at the time of submission.

Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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 = 13x4cm



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: May 20, 2015

NOTIFICATION (Revised)

The competent authority is pleased to constitute following committee for upcoming all ICT tenders during the period 2015-16.

1. Mr. Abdul Rehman (Sr. Manager Contracts, pp&d, 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-

Dr. Nasir Touheed
Chairman (Procurement Committee)
IBA, Karachi

Institute of Business Administration
Karachi

Tender Form

For

SLA of EPSON Multimedia's (with Parts).

Date of issue : 23-Sept-2015
Last date of submission: 12-Oct-2015

Tender # IT/92/2015-16



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 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

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.

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) 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, for Video Conferencing Products identified in this BOQ. Selected vendor should also be committed to provide maintenance /



support service for a period of at least One year.

f) 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.

g) 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.

h) 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.

i) Compliance to specifications

The RO shall provide information as per requirements given in Annexure - A.
Bidder MUST quote prices as per requirement mentioned in the attached in Annex C.

j) Payment

1. 40% of the agreement payment at the start of 1st half year tenure of service contract.
2. 40% of the agreement payment at the start of 2nd half year tenure of service contract.
3. 20% of the agreement payment at the end of agreement.

k) 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.

l) Alteration

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



m) Invoice

Invoice / bill should be submitted to Finance Department.

n) 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.

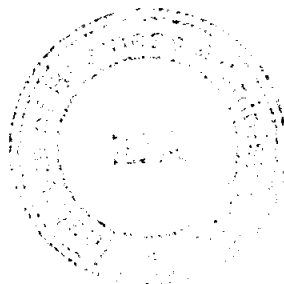
c) Submission of proposal

The complete proposals should be submitted by 11:00 AM hours on 12-Oct-2015 at 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.

d) Date of opening of proposal

Bid will be opened on 12-Oct-2015 at 11:30AM at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.



e) Important

- i. Separate envelopes clearly labeled for 'Original Proposal', 'Copy 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 12-Oct-2015
- iv. Tenderers should be registered with Sales Tax department.
- v. Earnest money of 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.
- vi. Earnest money deposited by the successful bidder may be converted into security deposit. This would be in addition to the 5% of the total amount retained for a period of 36 months after delivery of the product contingent to satisfactory performance.
- vii. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- viii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- ix. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- x. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xi. Services required for floated SBD is one year, bidder should also quote the support price for second and third year.



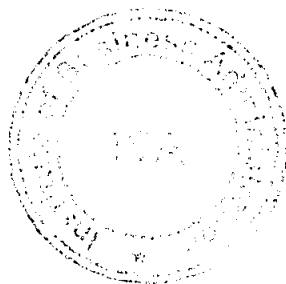
SCOPE OF WORK

Following requirements define the scope of work for this tender.

SCOPE OF WORK:

1. There are initially 28 Multimedia projectors, as per details mentioned at Annexure - A are to be considered for AMC. (Whose warranty completed)
2. Qualified technical person should visit every two months for routine checking and servicing (Preventive Maintenance) of projectors during the AMC period.
3. Emergency visits shall be attended by vendor within 5 hours as and when required by IBA, Karachi (City and Main Campuses).
4. Emergency visit is included in the scope of AMC no extra charges shall be paid for the emergency visit.
5. All parts / components shall be the part of the SLA including lamp, LCD / DLP chip, polarizer, motherboard etc.
6. In case of major break down extending for more than two days, for repairing the projector, a standby LCD Projector shall be provided by the vendor.
7. Deduction of Rs.1000/- (Rupees one thousand only) for each delay will be made in respect of the days for which LCD Projectors was non-functional due to delay on the account of the service provider. Therefore, the machines have to be under operation within 48 hours of the faulty being informed to the service provider.
8. No increase in contracted amount shall be considered for any unforeseen expenditure incurred by you for maintaining the system. Further, no interest shall be paid arising out of any delay in payment. No other charges will be payable like transportation, fare etc. for providing the service
9. The complaint must be attended within the same day of informing the problem.

PENALTY: In case the agency fails to provide any service listed above, there would be a minimum penalty of Rs.1000/- per day for the each service affected, which will be deducted from the quarterly payment payable to the Agency. The Penalty to be imposed will be subject to a maximum of total value of the contract.



ESSENTIAL ELIGIBILITY CONDITIONS: Quotations satisfying the following essential conditions will only be considered for processing. In absence of the proof of following supportive document the Quotation will be rejected:

- a) The firm has to attach an undertaking that it has not been blacklisted by any procuring agency in Pakistan.
- b) The Vendor should be a Company registered in Pakistan.
- c) The firm should have at least 10 years' experience in the same field.
- d) Should have valid Registration No. etc. with appropriate authority.
- e) Latest more than one certificate of satisfactory service from the organizations where the vendors are maintaining Multimedia Projectors should be attached with the Quotation. The bidder should have full-fledged office at Karachi.
- f) All the pages and appendices attached should be numbered & to be signed & sealed by bidder.
- g) The bidder must be Authorized Dealer / Partner of EPSON multimedia in Pakistan. Please attach latest authorized dealership/Partnership certification.
- h) Bidder must have authorized service Centre of EPSON multimedia in Karachi.
- i) Initially there would be a total of 28 multimedia projectors which would be part of the SLA (list attached). With the passage of time, there would be a total of 49 multimedia projectors which will become part of the SLA after the expiry of the initial warranty period.
- j) Minimum Rs. 300 million annual Financial Turnover for last two years

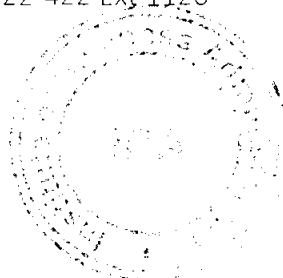
Annexure - A

Technical (BOQ) LIST OF PROJECTORS COVERED UNDER SLA

Sr.	Model	Qty
1	EPSON MULTIMEDIA EB1880	28 (warranty already expired)
2	EPSON MULTIMEDIA EB1880	21

Contact Person (IBA) : Network Manager
Institute of Business Administration,
City Campus, University Road,
Karachi

Tel # : 111-422-422 Ext 1120



Email : aqzaki@iba.edu.pk

Bid Evaluation Criteria:

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

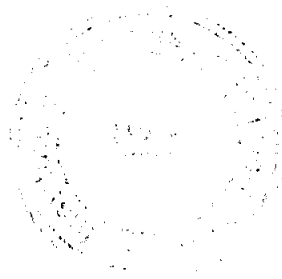


Annexure - B

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

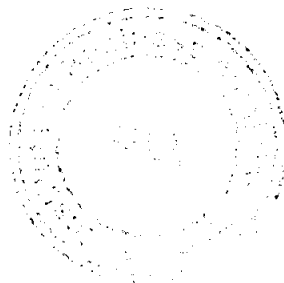
We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

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.



Initial

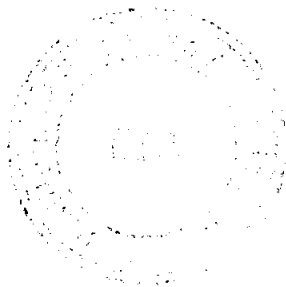
Serial #	itm_ItemDesc	loc_Desc	invd_expiry_date
1	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
2	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
3	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
4	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
5	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
6	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
7	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
8	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
9	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
10	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
11	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
12	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
13	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
14	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
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18	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
19	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
20	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
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23	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
24	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
25	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
26	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
27	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
28	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00

Final

Serial #	itm_ItemDesc	loc_Desc	invd_expiry_date
1	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/20/2016 0:00
2	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/20/2016 0:00
3	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/20/2016 0:00
4	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/27/2015 0:00
5	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
6	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
7	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
8	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
9	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
10	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
11	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
12	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
13	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
14	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
15	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
16	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
17	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00



18	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
19	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	1/31/2016 0:00
20	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/20/2016 0:00
21	EPSON EB-1880 BUSINESS PROJECTOR	Karachi	6/20/2016 0:00



TENDER NOTICE



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

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Branded Computers.	IT/90/2015-16	Rs. 1,000/-
2.	Procurement of Batteries.	IT/91/2015-16	Rs. 1,000/-
3.	Service Level Agreement of EPSON Multimedia.	IT/92/2015-16	Rs. 1,000/-
4.	Service Level Agreement of Video Conferencing.	IT/93/2015-16	Rs. 1,000/-

Tender Documents will remain available at the website www.iba.edu.pk/tenders from **23/09/2015** to **12/10/2015**. 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 paid challan will be attached with the tender document at the time of submission. Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-single envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **12/10/2015** till 11:00am and will be opened on the same date and venue at 11:30am in the presence of representatives who may wish to attend.

Kindly submit 5% Earnest Money (Bid Security) of the total cost in the shape of 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 Fax: 2107
Email: aasad@iba.edu.pk Website: www.iba.edu.pk

PI0(K) 970/15

DAWN

23 Sept 2015

پاکستان اینڈیشیا ایئر ویزا سروسز کا ایئر فائر میٹن سٹیج کریا

پاکستان ایئر لائنز اور انڈین ایئر لائنز کے درمیان قائم کیے جانے والے ایئر فائر میٹن سٹیج کریا کے تحت پاکستان اور انڈیا کے درمیان ہفت روزہ وار پروازیں شروع ہو گئی ہیں۔ اس سٹیج کریا کے تحت پاکستان سے انڈیا کے لیے ہفت روزہ وار پروازیں شروع ہو گئی ہیں۔

ایشین نیشنل سٹیس: پاکستان میں کھانا پکانے والی

ایشین نیشنل سٹیس پاکستان میں کھانا پکانے والی ہے۔ اس سٹیس کے ذریعے پاکستان میں کھانا پکانے والی کے لیے سٹیس فراہم کیے جاسکتے ہیں۔

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

ٹینڈر نوٹس

S. No.	TENDER NUMBER	DESCRIPTION	QUANTITY	QUALIFICATION FOR VENDORS	DATE & TIME
01	FSD-CNT-027-15	ANNUAL CONTRACT FOR THE SUPPLY OF FRESH EXOTIC VEGETABLE	FOR DETAILS TENDER DOCUMENTS	WHOLESALER	
02	FSD-CNT-061-15	ANNUAL CONTRACT FOR THE SUPPLY OF BUTTER SALTED / UNSALTED AT KHI	FOR DETAILS TENDER DOCUMENTS	MANUFACTURER OR AUTHORIZED DEALER OF MANUFACTURER	12-10-2015 02H HOURS PST (CLOSING TIME)
03	FSD-CNT-095-15	ANNUAL CONTRACT FOR WASHING OF LINEN AT FLIGHT KITCHEN KHI	FOR DETAILS TENDER DOCUMENTS	CERTIFIED CLEANER	1100 HOURS PST (OPENING TIME)
04	FSD-CNT-096-14	ANNUAL CONTRACT FOR WASHING OF FLIGHT KITCHEN UNIFORM AT KHI	FOR DETAILS TENDER DOCUMENTS	CERTIFIED CLEANER	
05	FSD-CNT-085-15	ANNUAL CONTRACT FOR THE SUPPLY OF INSTANT DAIRY WHITENER 04 GRAM SACHET FOR ALL NETWORKS	FOR DETAILS TENDER DOCUMENTS	MANUFACTURER OR AUTHORIZED DEALER OF MANUFACTURER	

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

PAKISTAN International Airlines

www.plac.aero

UAN: 00-92-21-111-786-786

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

PAKISTAN STANDARDS AUTHORITY

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

پاکستان اسٹیٹ آئل کمپنی لمیٹڈ کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

سکھری ایکٹرک پاور کمپنی

پیشکشوں کی طلبی

No.GSC-04/2015_03/2015_08/2015_07/2015_08/2015_09/2015_09/2015

Sl. No.	Description	Quantity	Unit Price	Total Price
1
2
3
4
5
6

پیشکشوں کی طلبی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

CORRIGENDUM

Reference to the Tender Notice published in Dawn, Jang and Awaraz Avez on September 10, 2015, following details must be read as per under:

Closing date of purchase of Tender September 27, 2015, Bid submission and Technical opening September 29, 2015 at 10:30am opening after than at 11:30am

Financial Bid Opening October 11, 2015 at 3:00pm

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پیشکشوں کی طلبی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

پروجیکٹ ڈائریکٹر GSC

پیشکشوں کی طلبی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔ اس کمپنی کے ذریعے پاکستان میں آئل فراہم کیے جاسکتے ہیں۔

Redressal Committee

Adnan Hameed / Head of HR @ IBA

Mon 9/28/2015 11:30 AM

To: Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA <aasad@iba.edu.pk>

Priority: High

Dear Mr. Asjad Siddiqi

This is with reference to my discussion with the Dean & Director IBA regarding the approval of the proposed Redressal Committee, which is a requirement of the SPPRA rules.

I am pleased to inform you that following Redressal Committee has been approved by the Dean & Director IBA with immediate effect:

Chairman: Capt. (R) Ahmed Zaheer, Registrar
Members: Mr. Fahad Jawed, Manager Finance
Mr. Khurram Khalid, Manager Internal Audit

Thanks & regards

Adnan Hameed
Head of HR

INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

ANNUAL PROCUREMENT PLAN ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16 TO BE ADVERTISED ON SPRA WEBSITE (REVISED SEPT 2015)

Sr.#	Description of Items	Procurement Method	Remarks/Quantity	Anticipated/Actual Date of Start	Anticipated/Actual Date of Completion
01	Procurement of Computers	Single Stage Single Envelope	Qty : 120	01-09-2015	28-02-2016
02	Procurement of CISCO Core Switch with supervisor Engine	Do	Qty : 01	01-07-2015	28-02-2016
03	Procurement of RFID Solution (Smart Card) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
04	Fire Suppression for Main Campus	Single Stage Two Envelope	Qty : 01	10-10-2015	28-02-2016
05	Server Room PROJECT Procurement of Smart Cards (Aman Tower / Hostels) PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
06	Procurement of CISCO router for internet & firewall PROJECT	Single Stage Two Envelope	Qty : 01	01-07-2015	28-02-2016
07	Procurement of Active Networking Equipment's for Boys Hostel New Extension PROJECT & Procurement of IP Phones	Single Stage Two Envelope	Qty : 01	14-09-2015	Do
08	Procurement of Multimedia	Single Stage Single Envelope	Qty : 20	01-09-2015	Do
09	Procurement of Hardware Lab equipment's PROJECT	Single Stage Two Envelope	Qty : 01	Do	Do
10	Procurement of Data Storage NAS PROJECT	Single Stage Two Envelope	Qty : 01	15-10-2015	31-03-2016
11	Procurement of Lecture Recording System for CEE Aman Tower PROJECT	Direct Contracting	Qty : 01	Do	Do

12	Procurement of Smart Boards / Interactive Multimedia's	Single Stage Single Envelope	Qty : 05	Do	Do
13	Procurement of Mid Range workstations for Web Sciences & All lab	Single Stage Single Envelope	Qty : 04	Do	Do
14	Procurement of Hardware for TRL Lab PROJECT	Single Stage Single Envelope	Qty : 01	Do	Do
15	Procurement of UPS Batteries (Replacement) of different volts	Single Stage Single Envelope	Qty : 40	01-07-2015	15-11-2015
16	Service Level Agreement of Video Conferencing equipment's	Single Stage Single Envelope	Qty : 02	01-09-2015	30-11-2015
17	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 19	01-09-2015	31-12-2015
18	Procurement of UPS Batteries of different volts	Single Stage Single Envelope	Qty : 64	15-11-2015	30-04-2016


 Infran Batada
 Head of ICT