



# 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](http://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](mailto:aaasad@iba.edu.pk) Website: [www.iba.edu.pk](http://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

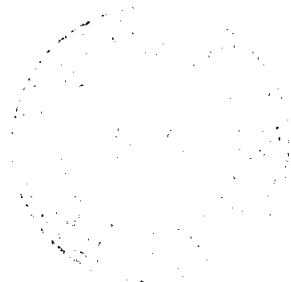
For

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**

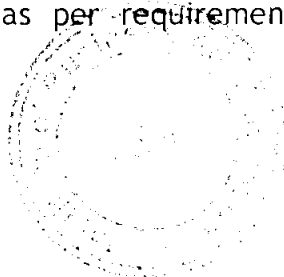
The IBA reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

#### **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:

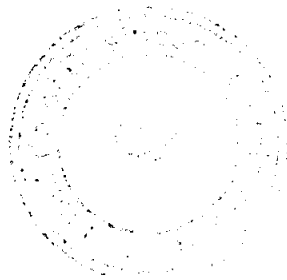
Manager Procurement ICT  
Institute of Business Administration,  
IBA Main Campus, University Road,  
Karachi  
Phone : 111-422-422 Ext 2107  
Fax : 021-9215528

### b) Submission of documents, mode of delivery and address

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

### c) Submission of proposal

The complete proposals should be submitted by 11:00 hours 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].

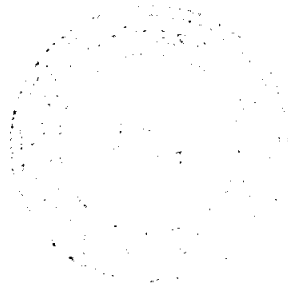
The bank draft for earnest money should be enclosed in a separate envelope, labeled as 'Earnest Money', and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

- 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.

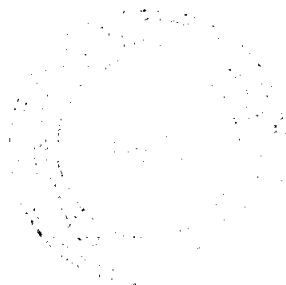
Contact Person (IBA) : Manager Procurement - ICT  
 Institute of Business Administration,  
 Main Campus, University Road,  
 Karachi

Tel # : 111-422-422 Ext 2107

Email : [aasad@iba.edu.pk](mailto: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**

<b>Information required from Responding Organization</b>	
<b>General information</b>	
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	
<b>Details of staff employed</b>	
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	
<b>Technical experience</b>	
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.

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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.









## 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 equipment's PROJECT	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