



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: January 27, 2016

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Digitalization of Records", IT/98/2015-16.

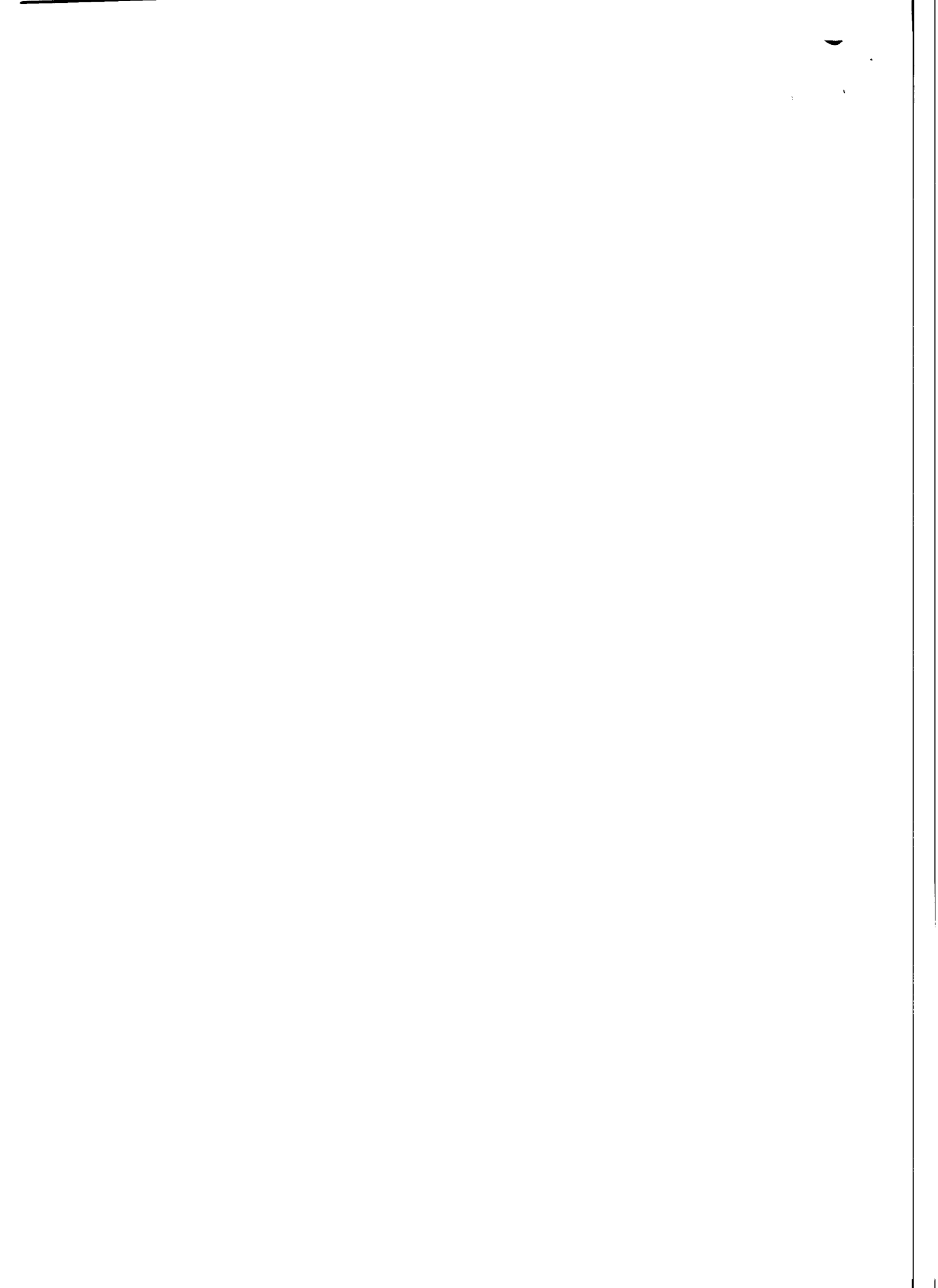
1. Mr.Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi **External Member** (PPRA Advisor ,HEJ Karachi University)

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards-

Imran Batada
Head of ICT
IBA, Karachi



TENDER NOTICE

1. Quotations / Bids are invited from firms having General Sales Tax Registration and NTN No. to carry out following works :

Tenders Number	Description
A (IT/98/2015-16)	Digitalization of Records

2. Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **30/Jan/2016**. (www.iba.edu.pk). Sealed quotations will be accepted only till **15/Feb/2016** at 11:00AM and will be opened on the same day in the presence of the bidders or their representative at 11:30AM.

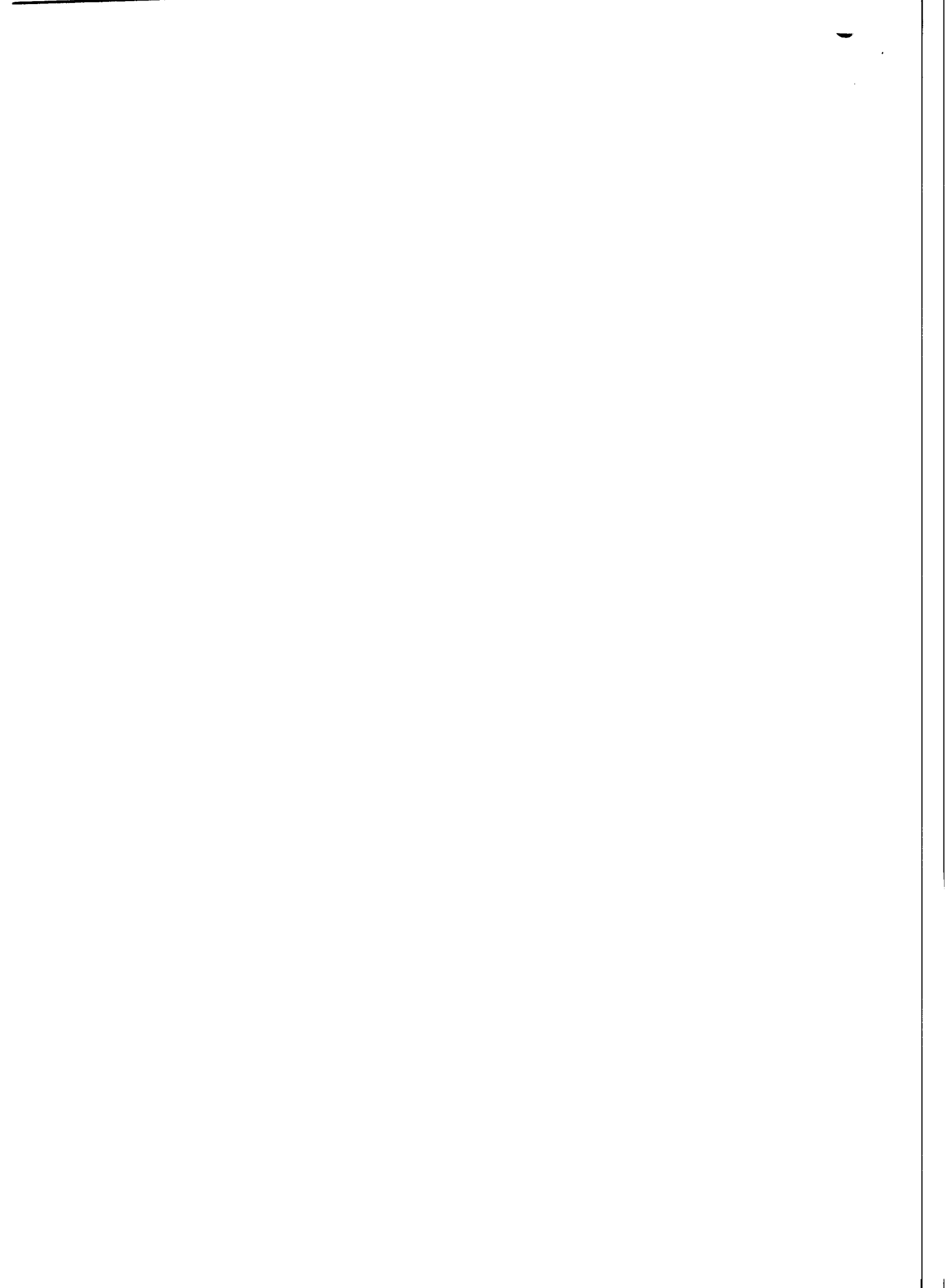
Tender must be submitted in person at the following address:

**ICT Procurement & Customer Support Department
Main Campus, Karachi University, Karachi**

Firms must also deposit the 2% Earnest Money/Bid Security in shape of a pay Order/Demand Draft to be issued in favor of IBA Karachi, along with the Tender submission.

IBA reserves the right to accept or reject any or all tenders according to SPPRA rules and regulations.

**Head of ICT
ICT Procurement & Customer Support Department
Institute of Business Administration, Karachi
Karachi University, University Road
Phone Number: 021-99261506**



TENDER DOCUMENT

TENDER NUMBER: IT/98/2015-16

“Digitalization of Records”

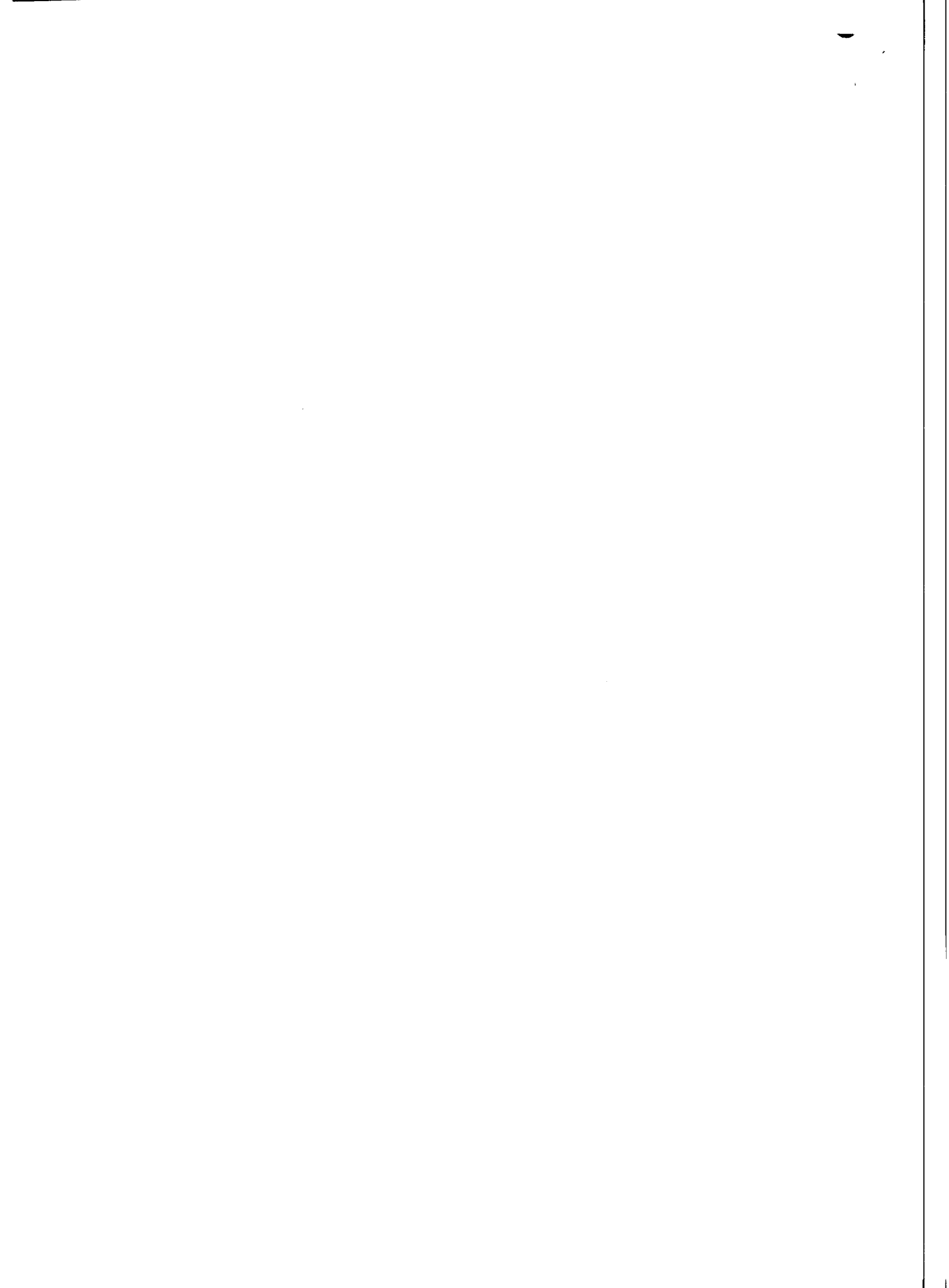
For IBA.

SEAL & SIGNATURE OF THE TENDER

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

Date of Receipt / Opening of Tender 15-02-2016 open at 11:30AM

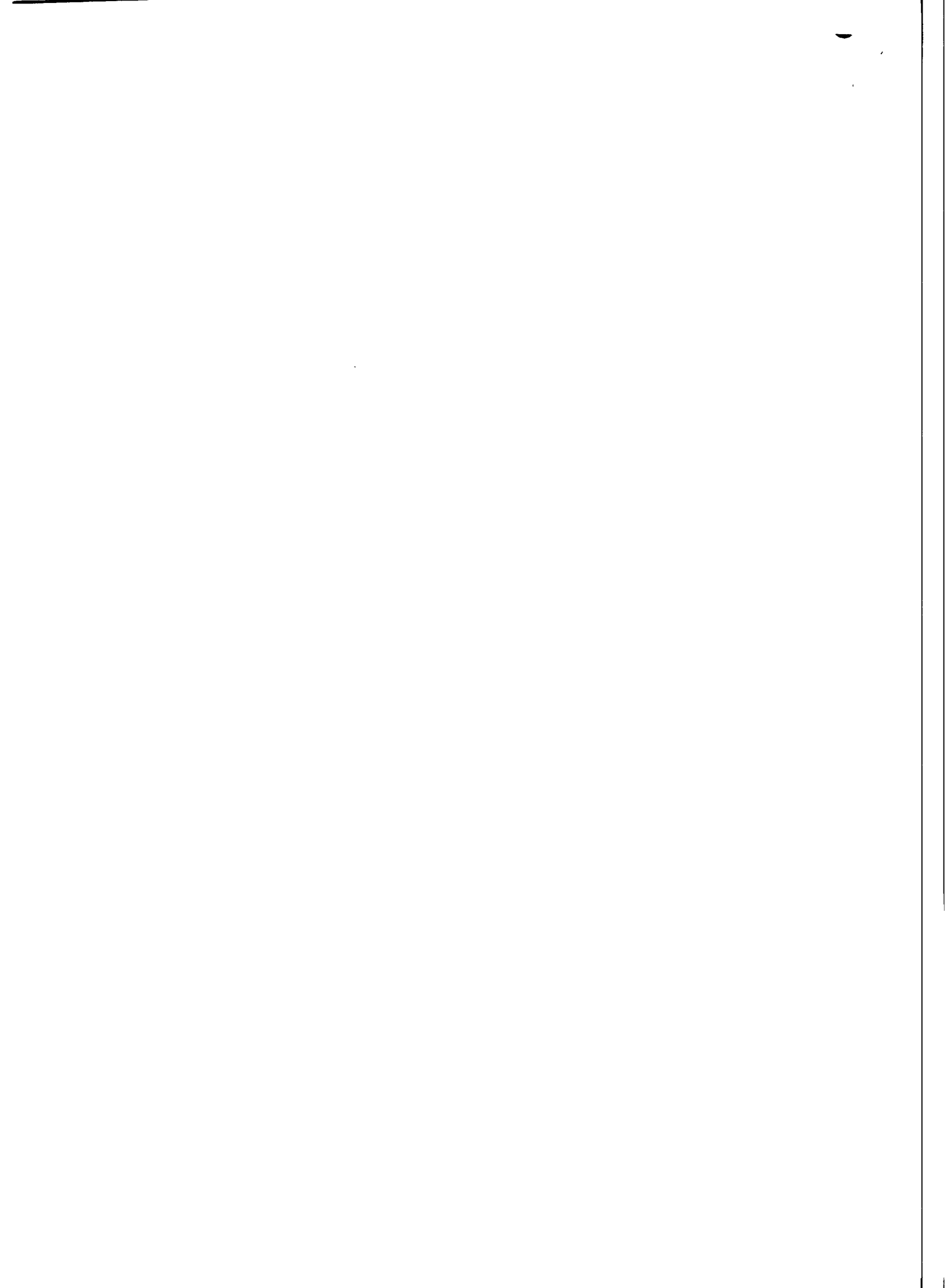
Submit to: ICT Procurement Department
IBA Main Campus, Karachi University
Phone Number: 021 - 99261508



Condition of Payment

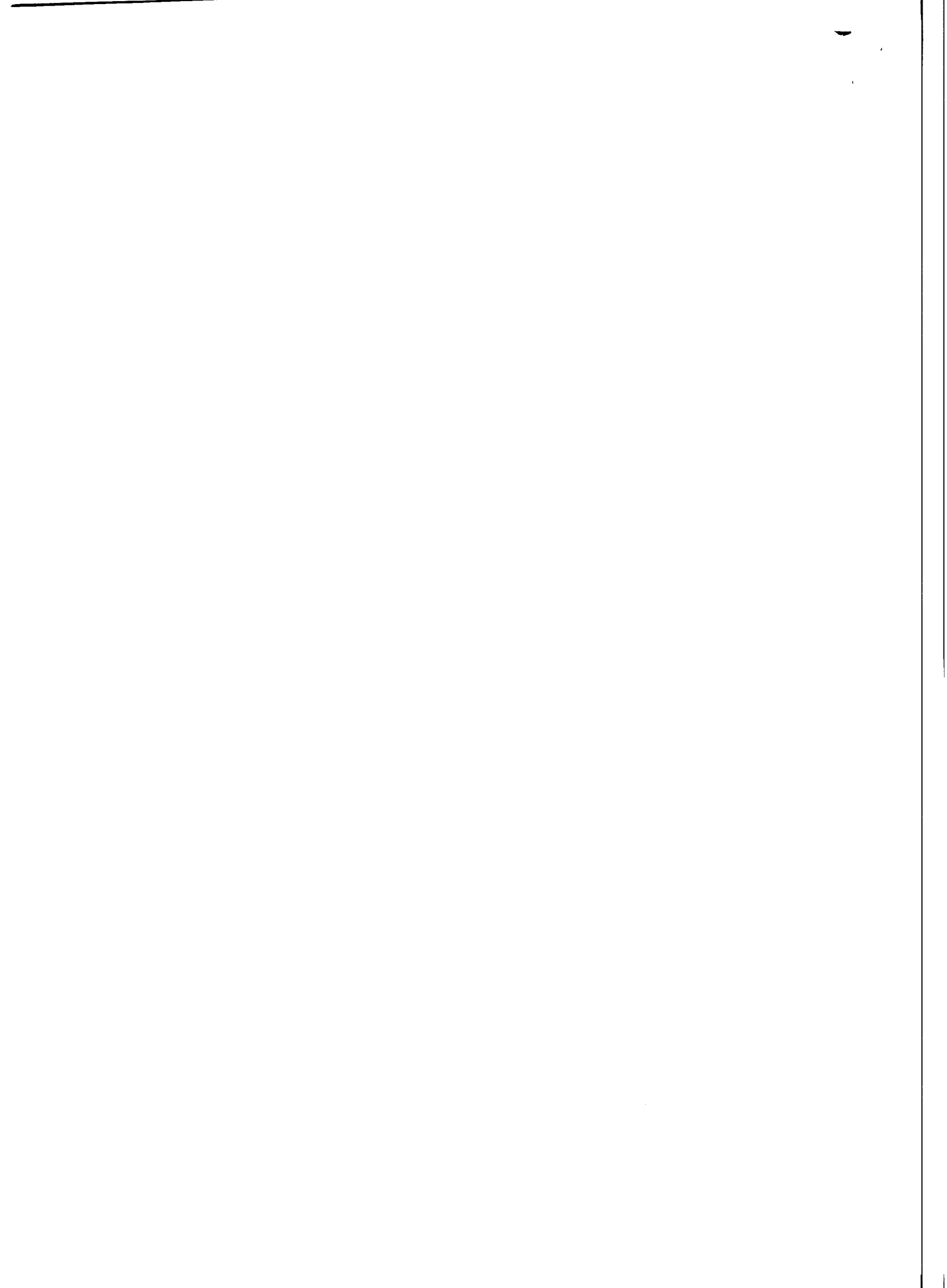
1. Amount of Bid Security: 2 % of the tender amount.
2. Time of completion of supply/work: 30- Days after the receipt of PO
3. Liquidated damages in case of non completion of supply/work within stipulated time. Rs.1000/- for each calendar day.
4. Limit of liquidated damages: 10% of the tendered amount.
5. Performance Security : 5% Performance Security of the total Bid amount.
6. Release of Performance Security: After the successful completion of project.
7. Bid validity period: 90 days.

SEAL & SIGNATURE OF THE TENDER



General Terms and Conditions

1. 2% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
2. All tenders should reach under sealed cover envelop up to 11:00am on 15-02-16.
3. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
4. The project/task should be completed within 04 weeks after the receipt of the Purchase Order.
5. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
6. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
7. Income tax will be deducted as per Government Rules.
8. GST invoice should also be deposited with the original bill and Delivery Challan if applicable.
9. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007(if applicable).
10. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
11. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration/requirements only.
12. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorize dealership/resellers certificates from the Manufacturer/ Principal. (Attach copy with bid submission where applicable)
13. The selected bidder will be seated in IBA, Main Campus and will work directly under the supervision of IBA Team.
14. The detail of required skill set and responsibilities is attached as Annexure-A/ BOQ.
15. The bidder shall submit 2 copies of the bid clearly marking "**ORIGINAL**" and "**COPY**" on the sealed bid envelopes. In the event of any discrepancy between the copies of the proposals/bids, the original shall govern. The original and copy of the bid shall be prepared in indelible ink and shall be signed by the Authorized representative. The person signing the proposal shall initial all the pages.



16. If required IBA can ask for the quoted demo from bidder.
17. IBA reserves the right to increase or decrease the quantity up to 15%.
18. Forfeiture of Performance guarantee:
 - a. In case the bidder is not able to execute the job in time or to the entire satisfaction of the IBA Karachi, the Chairman PC, IBA Karachi may allot the work to any other agency at any time. The difference between the rates agreed to between the Bidder and the third party, which would undertake such work shall be liable to be payable by the defaulting firm/bidder along with the penalty, if any, imposed by the Chairman PC of the IBA Karachi.
 - b. In case of non-retrieval of documents/records/ images and the agency is not able to retrieve the same, it shall be treated as mistake.

In the above cases, the performance/Bank Guarantee submitted by the firm/bidder shall be liable to be forfeited in whole or part as per decision of the Chairman of the Procurement Committee, which shall be binding on the agency.

- c. In case of any delay in supplying the desired output in digitization & archiving and software development, on the part of the agency, the following deductions shall be applicable :
 - i. **Penalty @ 2.5% per month delay shall be charged.**
 - ii. **In case of delay beyond 02 months no payment shall be made.**
19. Delay in providing documents to the bidder by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the Head of ICT in writing.

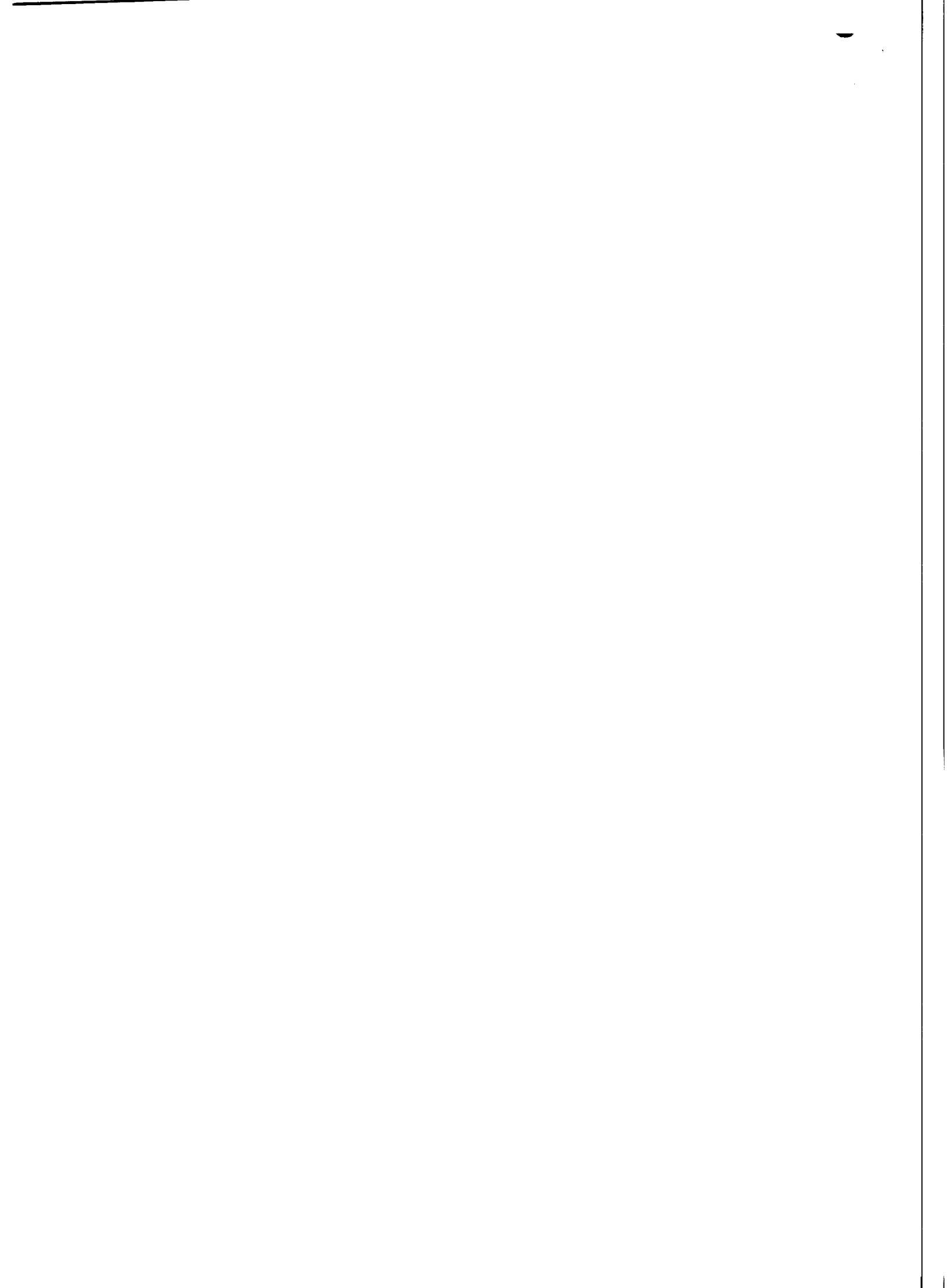
Signature: _____

Name: _____

Office Stamp: _____

Mobile Numbers: _____

Email Address: _____



Bill of Quantity / Specifications:

Details of Project

Introduction:

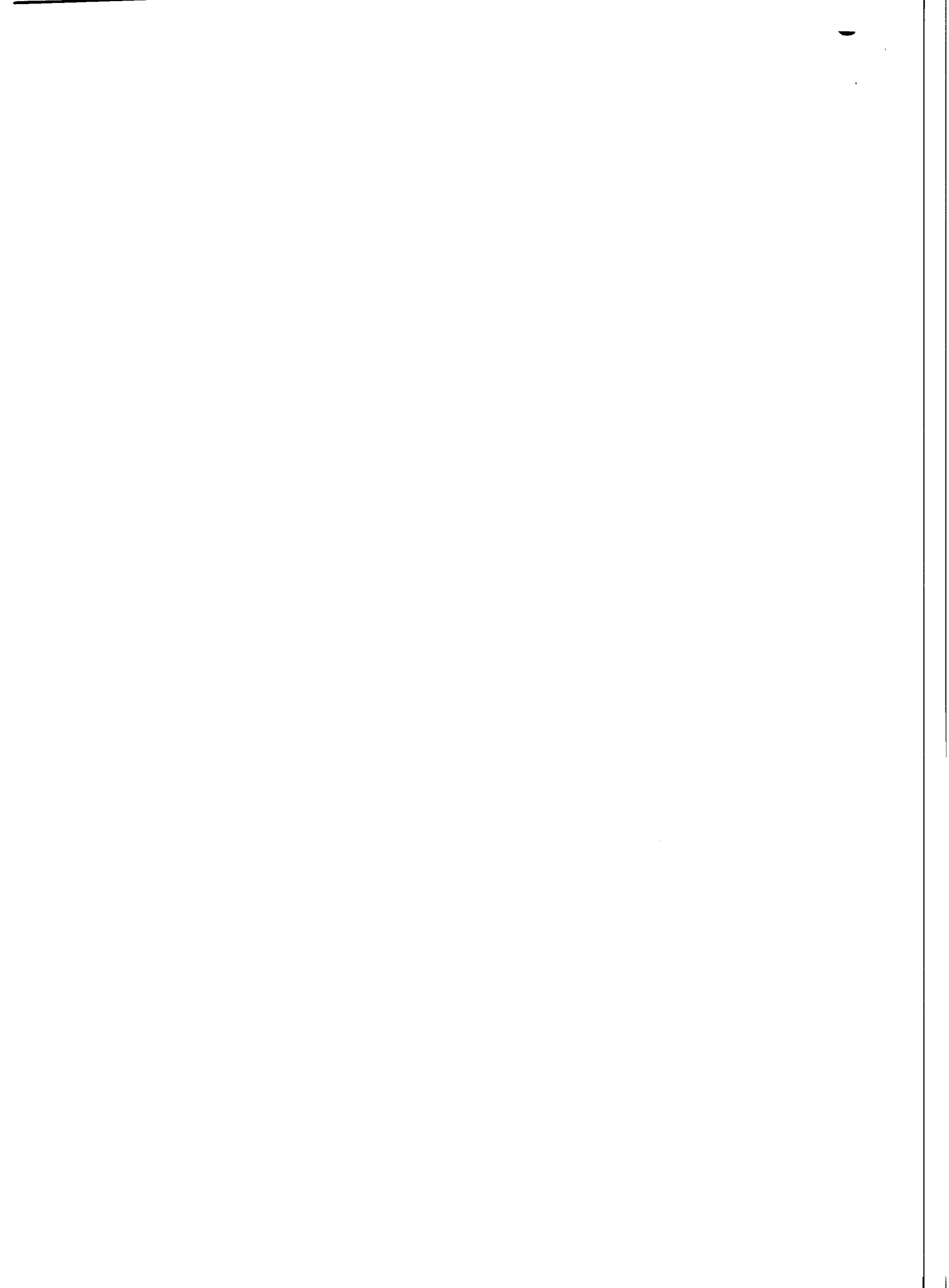
IBA, KARACHI is facing new challenges of preservation and management of old documents for longer period. IBA, KARACHI plans to digitize these records for proper up keep of these physical records in a systematic manner. This assignment includes scanning/quality enhancement/cropping of existing Record/digitization.

The documents would comprise approximately 50,000 pages & pictures and may be increased/decreased at the time of actual execution of the work.

The job is to be completed through scanning, converting to PDF format and indexing of records for fast and quick reference and retrieval.

Project Specification

Total number of pages	30,000 Pages Approximate
Total number of Pictures	20,000 Pictures Approximate



Paper Size	Minimum 3" x 4"
	Legal
Digitization Capacity (Estimated)	50,000 pages
Software	None
Time period for project completion	30 Days after the issuance of Letter Of Award/Purchase Order.

Implementation Process Plan

Standard process comprising of following steps will apply for Digitization of Documents / images & Bidders must follow these proposed process plan.

Step 1 Defining File name Convention

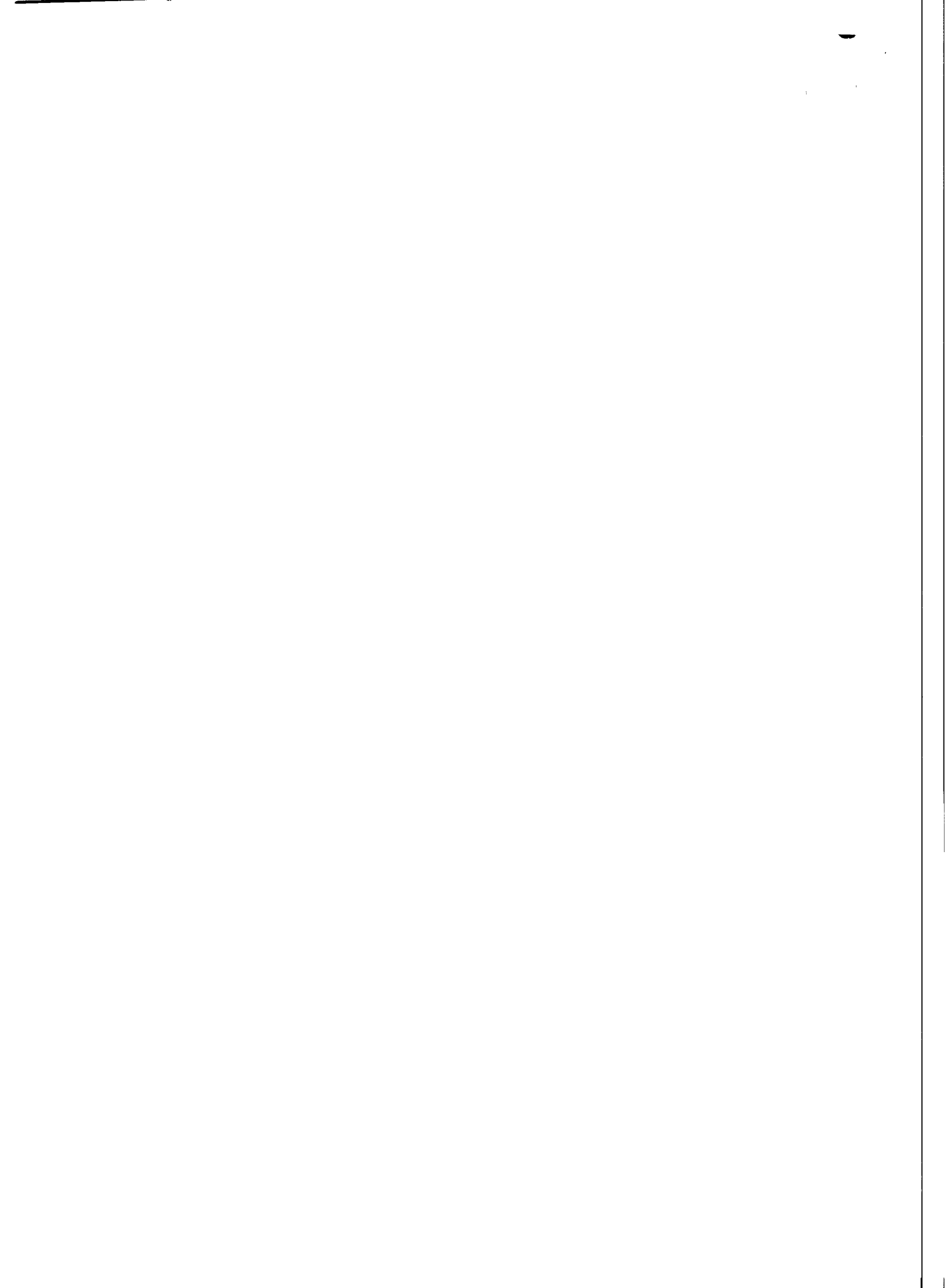
Step 2 Preparation of Documents

Staples removal and stapling again would be the responsibility of vendor.

Step 3 Scanning and indexing of documents for retrieval (Through Filename).

Documents will be scanned in Black & White 300dpi for Searchable PDF.

Pictures will be Scanned in 24 bit Color 300dpi for Smooth images



Step 4 Physical Documents will be placed back to its Original files properly responsibility of bidder.

Step 5 Processed data will be transferred to the server on weekly basis and will be available to IBA user.

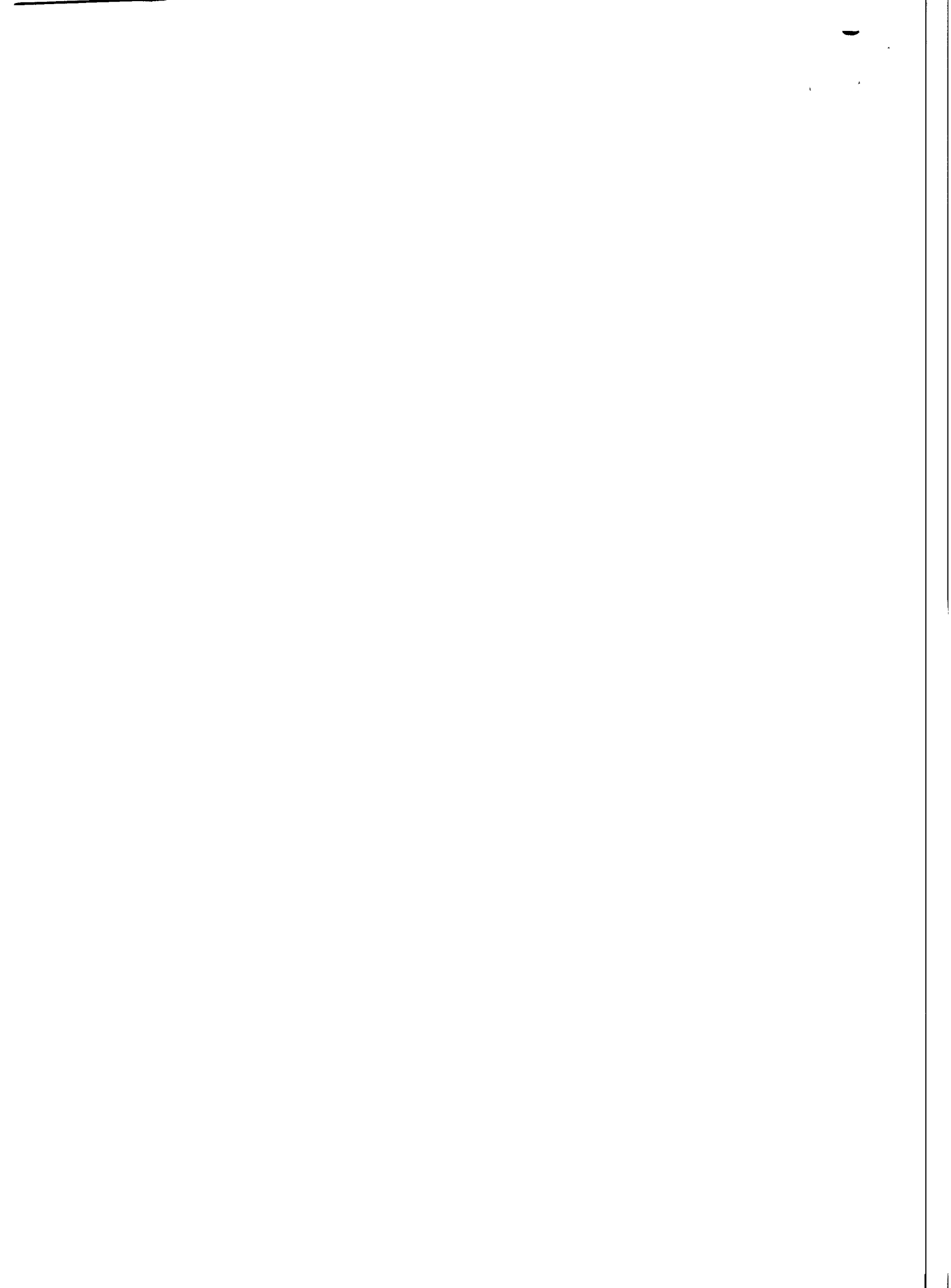
Financial Details

A. Rates must be quoted exclusive of all taxes

1. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all inclusive of (Preparing documents for scanning/digitization, Manpower/System Analysis and designing or any other charges).

Sl.No	Activity	Rates exclusive of all taxes with details of taxes applicable and their rates					
		Rs... Per page of size					
		A0	A1	A2	A3	A4	A5
1							
	a. Digitization of Documents (Including Cleaning, Scanning, Conversion to PDF, for Retrieval)						
	b.						
	c.						
	d.						

(*) Bid Security calculated on the basis of 50,000 pages.



October 14, 2015

NOTIFICATION

This is to inform all concerned departments that as per the requirement of the SPPRA, the Dean & Director IBA has constituted the following Complaint Redressal Committee:

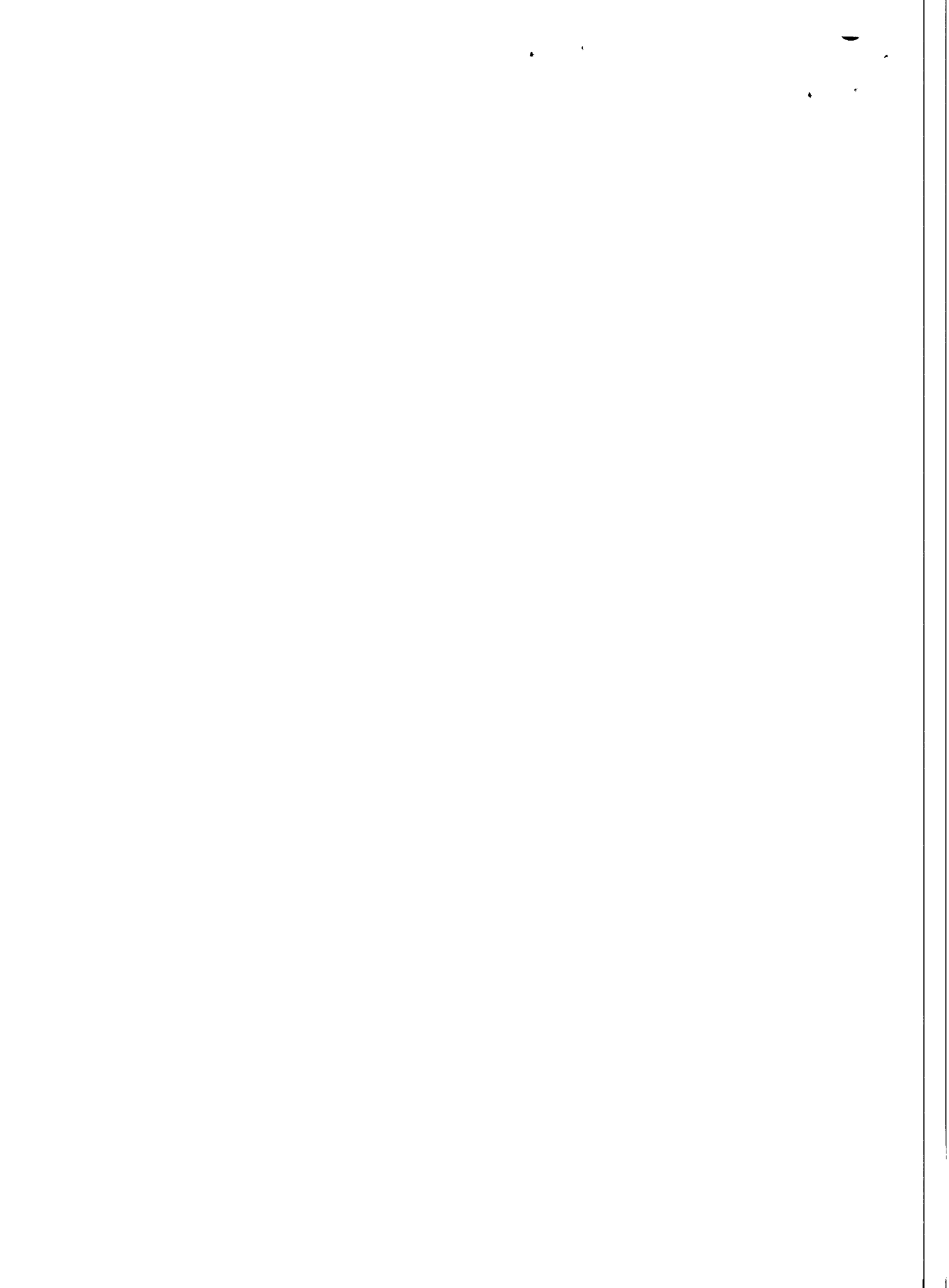
Mr. Abdul Wajed Khan, Controller of Examinations	Chairman ✓
Mr. Khurram Khalid, Manager Internal Audit	Member
Mr. Fahad Jawed, Manager Finance	Member ✓

The purpose of this committee is to review and give its deliberations on the complaints / objections raised by the contesting vendors / contractors on IBA tenders.

Thank you



Adnan Hameed
Head of HR



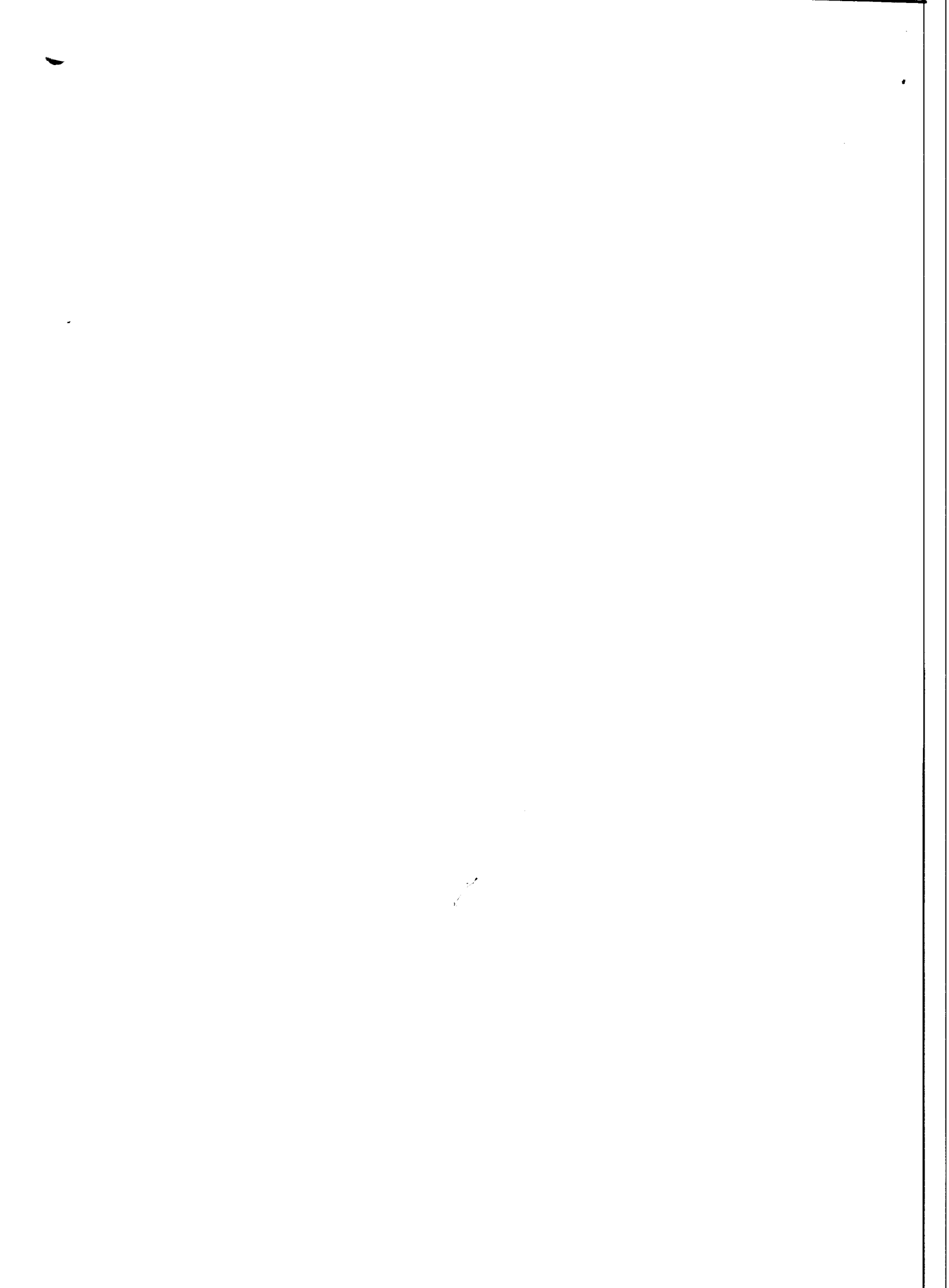
INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

ANNUAL PROCUREMENT PLAN

ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16

TO BE ADVERTISED ON SPPRA WEBSITE (REVISED SEPT 2015)

Sl.#	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: 220	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 RRP Solution (Smart Card) PROJECT	Single Stage Two Envelope	Qty: 01	10-10-2015	28-02-2016
04	Procurement of Smart Card	Single Stage Two Envelope	Qty: 01	Do	Do
05	Procurement of Smart Cards (Aman Tower / Hotel) PROJECT	Single Stage Two Envelope	Qty: 01	01-07-2015	28-02-2016
06	Procurement of CISCO router for internet & firewall PROJECT	Single Stage Two Envelope	Qty: 01	14-09-2015	Do
07	Procurement of Active Networking Equipment of Star boys Hotel New Extension PROJECT & Procurement of Extension PROJECT	Single Stage Single Envelope	Qty: 20	01-09-2015	14/09-2015
08	Procurement of Adhesive	Single Stage Single Envelope	Qty: 01	Do	Do
09	Procurement of Hardware Lab equipment PROJECT	Single Stage Two Envelope	Qty: 01	05-10-2015	14-09-2015
10	Procurement of Extra Storage NAS PROJECT	Direct Contracting	Qty: 01	Do	Do
11	Procurement of Office furniture System (ICT, Aman Tower) PROJECT	Direct Contracting	Qty: 01	Do	Do



No.	Description	Unit	Qty	Rate	Amount
1	Procurement of Small stationery	Single Stage Single Envelope	QTY: 01	100	100
2	Procurement of Stationery	Single Stage Single Envelope	QTY: 01	100	100
3	Procurement of Hand Paper	Single Stage Single Envelope	QTY: 01	100	100
4	Procurement of Hand Paper (A4)	Single Stage Single Envelope	QTY: 01	100	100
5	Procurement of Hand Paper (A5)	Single Stage Single Envelope	QTY: 01	100	100
6	Procurement of Hand Paper (A6)	Single Stage Single Envelope	QTY: 01	100	100
7	Procurement of Hand Paper (A7)	Single Stage Single Envelope	QTY: 01	100	100
8	Procurement of Hand Paper (A8)	Single Stage Single Envelope	QTY: 01	100	100
9	Procurement of Hand Paper (A9)	Single Stage Single Envelope	QTY: 01	100	100
10	Procurement of Hand Paper (A10)	Single Stage Single Envelope	QTY: 01	100	100
11	Procurement of Hand Paper (A11)	Single Stage Single Envelope	QTY: 01	100	100
12	Procurement of Hand Paper (A12)	Single Stage Single Envelope	QTY: 01	100	100
13	Procurement of Hand Paper (A13)	Single Stage Single Envelope	QTY: 01	100	100
14	Procurement of Hand Paper (A14)	Single Stage Single Envelope	QTY: 01	100	100
15	Procurement of Hand Paper (A15)	Single Stage Single Envelope	QTY: 01	100	100
16	Procurement of Hand Paper (A16)	Single Stage Single Envelope	QTY: 01	100	100
17	Procurement of Hand Paper (A17)	Single Stage Single Envelope	QTY: 01	100	100
18	Procurement of Hand Paper (A18)	Single Stage Single Envelope	QTY: 01	100	100

Amount in Words: One Hundred and Eighty and 00/100 Rupees Only.

