

# **TENDER NOTICE**

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

	<b>Tenders Number</b>	<b>Description</b>
A	(IT/102/2015-16)	Require Wireless Radio Link Services on Rental Bases.

2. Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **16/Mar/2016**. ([www.iba.edu.pk](http://www.iba.edu.pk)). Sealed quotations will be accepted only till **31/March/16** 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 Earnest Money/Call Deposit in shape of a pay Order/Demand Draft to be issued in favor of IBA Karachi, along with the Tender submission. All other terms & Conditions are already mention in bidding documents.

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**

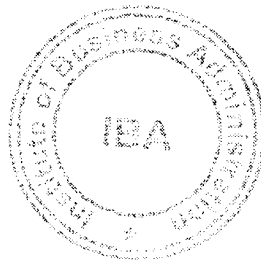


**TENDER DOCUMENT**  
**“Wireless Radio Link Services on Rental  
Basis”**  
**TENDER NUMBER:**  
**IT/102/2015-16**  
**SINGLE STAGE SINGLE ENVELOPE BASES**

SEAL & SIGNATURE OF THE TENDER

Date of Receipt/Opening of Tender: <sup>31</sup>██-03-2016

Submit to: ICT Procurement Department  
IBA Main Campus, Karachi University



## 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.

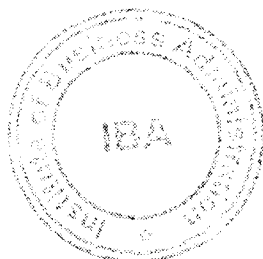
Prices must be quoted as per attached price sheet.

### 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.

### 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.

**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.

**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 Bidder.



## 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 31-03-2016 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 31-03-2016 at 11:30 am 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 31-03-2016.
- 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 12 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. The items should be supplied within 30 days after the receipt of the Purchase Order.
  - x. Every unsuccessful tenderer should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
  - 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. Services & Support should be of one year with complete parts and services.
- xiii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xiv. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
- xv. In case of failure of supplies within stipulated time, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
- xvi. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.



Annexure - A.

### Scope of Work

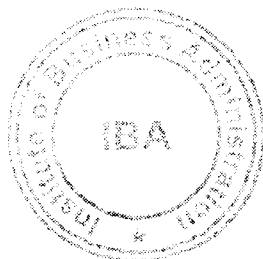
Institute of business administration tends to plan radio link connectivity between City Campus and University Campus. The Bidders will be required to provide all equipment on rental basis. IBA will not purchase any equipment in this regard. Bidders will be responsible for support, installation and maintenance services for one year initially. The system performance levels must be clearly specified in the proposal.

1. Wireless Connectivity between City Campus at Saddar, Garden Kyani Shaheed road and Main Campus at Karachi University whose distance requirement of connectivity is around 40 Km with at least 75 Mbps bandwidth on duplex mode and latency no more than 10 ms.

### TERMS AND CONDITIONS

- Separately sealed Technical and Financial proposals should be submitted
- Frequencies and type of satellite should also be mentioned
- The proposed solution should be able to provide data rates of 70 Mbps synchronous data, independent transmit and receive
- 10BaseT / 100BaseT Ethernet LAN connection / interface should be provided
- Bidders will be responsible for the Installation, Commissioning and Testing
- The system performance levels must be clearly specified in the proposal
- Local Radio links may be required at certain locations
- Power / UPS / Air-conditioning requirements for each site should be clearly mentioned in the proposal.
- Bidders will ensure the proper functionality and system availability on 24 x 7 basis in all weather conditions
- Time frame for the complete installation (after the acceptance of proposal and award of contract) at both locations must be clearly specified.
- All cabling / erection of tower (if required) etc should be the responsibility of the solution provider and must be included / mentioned in the proposal

Note: We will require demonstration of the equipment from the selected vendor for a week, over continuous one week satisfied performance we will award the tender to the complying RFP bidder.



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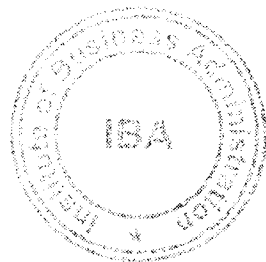
Bidders are bind to give a quote for a complete solution if anything missed which would require in the solution then bidder is will MUST provide the required equipment on FREE of cost to IBA.

**Evaluation Criteria:**

Bidders who will meet the following conditions and submit the documents / statements / information as mentioned in tender documents, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

**Mandatory Requirements**

S. No.	Attributes	Reference Page#
<b>Part A) Mandatory</b>		
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. 5 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.	





9	Successful completion of at least three (03) similar projects completed within last two years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.	
10	During the technical evaluation, bidder may be asked for the demo of at least 7 days free of cost.	

**\* The successful firm will be responsible for:**

1. Supply of hardware for connectivity and last mile
2. Responsible for complete Installation / Commissioning & Operation of related Hardware/Network components.
3. Smooth and timely User Acceptance Test
4. Providing local support and maintenance during and after commissioning for the contract period.
5. In case of any hardware failure, hot back up equipment should be available within the 24hrs.
6. The company must have valid licenses to do this project, as per PTA, Government rules & regulations.

**Bid Evaluation Criteria:**

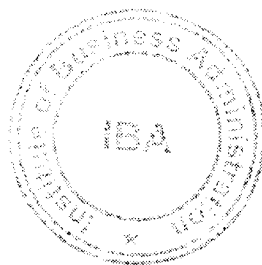
1. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.



Annexure - B

Format for technical proposal

Information required from Responding Organization	
<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 #	
NIN	
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	
clientele	
Technical staff expertise / skills	



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Annexure - C

Pl see the attached file, kindly fills the price sheet and submits along with all supporting documents.

Monthly Recurrence Charges

S.No	Items/Description	Unit Price	Qty	Total Price all taxes

Any Charges / If any One time cost

S.No	Items/Description	Unit Price	Qty	Total Price all taxes

IMPORTANT NOTE (Mandatory):

Kindly quote the price as per attached Annexure-C

\_\_\_\_\_  
Signature and seal

of responding organization



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Dated: February 22, 2016

**NOTIFICATION**

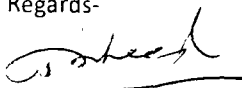
The competent authority is pleased to constitute following committee for upcoming all the tenders of ICT department for 2015-16.

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-



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



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Dated: September 29, 2015  
Manager (Enforcement-II)  
SPPRA, Karachi

Procurement Plan 2015-16 Revised Version


Subject: "ICT Procurement Plan 2015-16"

Dear Sir/Madam,

Please find the following document to upload on SPPRA website.

- Procurement Plan 2015-16

Regards,

  
Imran Batada  
Head of ICT

# 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	Hire 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 CEE Aman Tower PROJECT	Direct Contracting	Qty : 01	Do	Do

17	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 IRL 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

  
 Imran Batada  
 Head of ICT