

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/104/2015-16)	Procurement of Branded Laptops

2. Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **09/April/2016**. (www.iba.edu.pk). Sealed quotations will be accepted only till **25/April/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**

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)

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 / Hostel) 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 Update Monitoring System for C.I. Admin Level PROJECT	Direct Contracting	Qty: 01	Do	Do

Sl. No.	Description of Small Goods	Unit	Qty	From	To
13	Procurement of And Range workstations for Web Services & Attach	Single Stage Single Envelope	Qty : 01	Do	Do
14	Procurement of Hardware for Iq 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


 Jagan Bahadur
 Head Office

March 29, 2016

NOTIFICATION

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

S#	Name of Member	Designation	Organization	Capacity
1	Mr. Abdul Wajed Khan	Controller of Examinations	IBA, Karachi	Chairman
2	Mr. Khurram Khalid	Manager Internal Audit	IBA, Karachi	Member
3	Mr. Fahad Jawed	Manager Finance	IBA, Karachi	Member
4	Mr. Muhammad Mabroor Khan	Admin Officer	CEMB, Karachi University	External Member
5	Representative from AG Sindh*		Accountant General Sindh	External Member

*Nomination request sent to AG Sindh is attached.

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



9-
25

Dated: February 22, 2016

NOTIFICATION

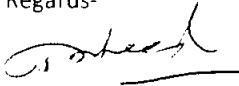
The competent authority is pleased to constitute following committee for upcoming all the tenders of ICT department for 2015-16.

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

Tender Form

For

Procurement of Branded Laptops

Date of issue : 09-04-2016
Last date of submission: 25-04-2016

Tender # IT/104/2015-16



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 2.5% 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)**, 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. The equipment must be delivered in 12 weeks from the date of the acceptance of this Purchase Agreement (effective delivery date is as per Purchase Agreement). In case there is any delay during the clearance of the equipment from the Customs Department, in that case the bidder will report the same to IBA in writing and may ask for extension in delivery time.

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 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 order value would be paid after delivery of the equipment at IBA Karachi Main campuses.

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) Increase in taxes

If any taxes are reduced, the IBA should get its benefit.

s) Alteration

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

t) Invoice

Invoice / bill should be submitted to Finance Department.

u) Stamp duty

Stamp duty will be paid by vendor.

1. 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 25-04-2016 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 25-04-2016 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', 'Copy Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents. Single Stage Single Envelope Basis.

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 25-04-2016.
- 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 2.5% 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. The successful bidder must deposit security. Performance Security 10% of the total amount retained for a period of 36 months after delivery of the product contingent to satisfactory performance.

- x. 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 day 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).
- xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments & Professional Certificate.
- xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiv. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xv. 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)

S.#	Description	Requirements	Compliance
0	Series	Business Series	
1	Operating System	Free Dos	
2	Processor	Intel Core i7 6th generation 6500U Dual Core or higher	
3	Chipset	Mobile Intel HM87 Express Chipset or integrated in CPU	
4	Graphics	Intel HD Graphics 520 or higher	
5	RAM	8GB / 16 GB Dual Channel DDR4 2133MHz	
6	HDD	500 / 1000 GB SATA or higher	
08	Display	14 diagonal LED-backlit HD anti-glare or higher	
9	Communications	Wifi , Bluetooth, Integrated Ethernet	

		10/100		
10	Camera	HD webcam with digital microphone or higher		
11	Audio & Speakers	Yes require		
12	Power	6-cell/3.0Ah (65 WHr)Lithium Lon		
13	Ports, Slots	HDMI option is require, RJ-45,10/100,USB 3.0,USB 2.0		
14	Multi-media Card Reader	Yes require		
15	Carry Bag + Mouse	Original Branded Bag & Optical Mouse		
16	Software Drivers CD/DVD	Yes require		
17	Quantity	10		
18	Warranty	03 years complete with parts & free service at customer premises.		

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

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. The bidder can provide any value added services to IBA on FOC bases.
6. Backup Inventory maintained by company at least those items mention in BOQ.
7. Delivery time within 12 weeks from the date of Purchase Agreement.
8. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
9. The bidder will also provide the SLA rate after the expiry of the warranty period in PKR only.

Bid Evaluation Criteria:

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

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

(*) IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged

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.



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)
1	Branded Laptops (As per BOQ of SBD) with 8GB & 500 GB	10								
2	Branded Laptops (As per BOQ of SBD) with 16GB & 1000 GB	10								

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.