



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: August 31, 2016

Manager

SPPRA, Karachi

IT/109/2016-17

Subject: **"Tender for Procurement of HP Toners"**

Dear Sir / Madam,

Please find the following documents to upload on SPPRA website.

- **Tender Ads**
- **Tender Documents**
- **Nomination of Procurement Committee**
- **Nomination of Complaint Redressal Committee**
- **Procurement Plan**

Regards-

A handwritten signature in black ink, appearing to read 'Asim'.

IBA, Karachi

Tender Notice

The Institute of Business Administration, Karachi (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 HP toners	IT/109/2016-17	Rs. 1,000/-

Tender documents will remain available at the website www.iba.edu.pk/tenders from **05/Sept/16 to 20/Sept/16**. 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 envelopes procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to **20/Sept/16** till 11:00am and will be opened on the same date and venue at **11:30** am in the presence of representatives who may wish to attend.

Kindly submit 1% 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.

In case of any unforeseen reasons, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place and time.

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.

Director IT

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

INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI
Main Campus, University Road, Karachi

Tender Document

Tender Number: IT/109/2016-17

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of (ORIGINAL HP TONERS) following items during 2016-17.

<i>S.No.</i>	<i>Items</i>	<i>Tentative/Estimated Quantity</i>	<i>Unit Price without GST</i>	<i>Unit Price with GST</i>
	HP Toners Original Specifications			
1	Printer 127 MFP / 83A	50		
2	Printer 701 / 14A	80		
3	Printer 402 / 26A	50		
4	Printer CP-551 DN / Full Kit (04colours) Mention rates per cartridge as well (BMYC)	36		
5	Printer CP-553 DN / Full Kit (04colours) Mention rates per cartridge(BMYC)	12		
6	Printer 601 / 90-A	12		
7	Printer 1536 MFP / 78A	50		
8	Printer 225DN / 83A	35		
9	Printer 401 / 80A	85		
10	Printer 2015 / 53A	35		
11	Printer 3015 / 55A	35		
12	Printer 2035,2055 / 5A	60		
13	Printer 1102 / 85A	75		
14	Printer 5200 / 16A	30		
15	Printer 5100 / 29A	30		
16	Printer 1522 MFP / 36A	95		
17	Printer 1320 / 49A	24		
18	Printer 3005 / 51A	50		
19	Printer CP1515 / Mention rates per cartridge(BMYC)	02		
20	Printer CP2025 / Mention rates per cartridge(BMYC)	50		

TERMS AND CONDITIONS:

- Prices quoted should be inclusive of GST and remain valid for one year from the signing of the contract/agreement.
- Tender documents along with detailed list of Toners can be collected from IBA website.
Bidder will provide **manufacturer authorization letter** at the time of bid submission from HP Pakistan. have to attach this documentary proof, otherwise bids will not be entertained.
- The procurement procedure shall be **Single Stage Single Envelope** as per Sindh Public Procurement Rules, 2010 (Amended 2013).
- A certificate that the company is never blacklisted by any Government Department on Stamp paper of Rs.100 mandatory.

5. Performance Guarantee/ Security in the shape of Pay order/Bank Guarantee in favor of IBA Karachi will be deposited by the successful bidder with the submission of first invoice. Performance Guarantee of the successful bidders will be retained as security till the completion of the agreement period.
6. All bids must accompany a bid security (earnest money) in the form of pay order/ demand draft of 1% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bid security can return after the award of the agreement.
7. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
8. The contract will be given to the bidder who quotes the lowest prices of the toners and also meet the desired criteria. **(Product Evaluation & Technical Performance)**
9. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
10. The successful firms will have to supply items within 07 days (seven) after the issue of order/email at their own expenses or **“vendor will supply the toners as and when required bases by IBA Karachi”**.
11. The competent authority reserves the right to reject or approve any tender completely or partially. The reasons/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.
12. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the bid security could also be confiscated and legal action could be initiated.
13. Vendor is responsible to change with new toner if any toner found faulty in any aspect without any delay.
14. Bid validity should remain valid at least 90 days.
15. An owner of more than one company can send bid of his only one company.
16. Specification of items tender should be clearly mentioned in the tender. Tender received after due date or incomplete in any sense will not be entertained. Company representative along with ICT procurement department will check the quantity of items at the time of delivery. The firm should provide Guarantee/Warranty .Warranty must be as per the tender specifications and must be verifiable from the manufacturer’s website.
17. 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.
18. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the bid security and the firm may be black listed.
19. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.
21. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by **20/Sept/16** till 11.00 a.m. The same will be opened at 11.30 a.m. the same day in the presence of the bidders or their representatives.
22. The bidder should have an office in KARACHI from at least 5 years at the date of submission and local & relevant resources available in the city of purchase to cater for all the after-sales support.
23. Minimum order quantity of toner one time will be 05 units. In case of color toner kit it will be 03 sets. This is **Rate Running Contract** for One year, the estimated quantity of toners mentioned above. It is estimated quantity and IBA Karachi not bound to procure or order this quantity.

24. No downward deviation from the required specifications of toners is accepted.
25. Rates will be accepted on the basis of total lowest cost. Evaluation shall be done on total cost against estimated quantity however order quantity may vary as per requirement. IBA has a right to increase & decrease in quantity, vendor is bound to provide without any change in unit prices.
26. Bids should be submitted in Pak Rupees only, inclusive of all taxes.
27. Rate must be given on this tender Performa otherwise tender will not be entertained.
28. Bid Security is 1% of total bid value (against proposed estimated quantity)
29. Performance Guarantee / Security 5% percentage of total bid value (against proposed estimated quantity).
30. Payment will be made on monthly bases at the end of each month.

Bidder Eligibility Criteria (Mandatory)

	Eligibility Qualification Criteria	Documents / Proof
1	NTN	
2	Sales Tax Registration	
3	Professional Tax	
	Qualification Criteria	
4	Minimum 05 year experience of relevant filed	
5	Required Earnest Money /Bid Security is attached	
6	Turnover of at least last 05 years	
7	Bid is signed, named & stamped by authorized person of the firm along with authorization letter	
8	Certificate on stamp paper Not Black List	
9	HP Manufacturer Authorization Letter as per attached sample only. (Latest, Mandatory)	

The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

Stamp & Signature

Director IT
Main Campus: University Road, Karachi
Tel: 021-111422422-2107 - Fax: 021- 99261508
Website: www.iba.edu.pk

[HP Manufacturer Authorization Letter / SAMPLE]

Date:

Ref Number

To,

Partner Name.,

Tender No:

HP PPS Singapore (Sales) Pte Ltd (herein "HP PPS Singapore") is aware that:

[HP PARTNER NAME, ADDRESS]., as submitted a bid /will be submitting a bid to IBA, KARACHI of Pakistan for HP products which includes related HP consumables (herein "HP Products");

- - the HP Authorized Reseller is currently negotiating or due to sign a contract, subject exclusively to the terms and conditions between the Customer and HP Authorized Reseller, for the supply to Customer of products and services including the HP Products

HP PPS Singapore acknowledges that HP Authorized Reseller is, at the date of this letter, a non-exclusive HP authorized reseller for the sale of the HP Products in Pakistan.

HP Products are covered by the HP standard warranty subject to the warranty terms and conditions applicable to Pakistan. HP Care Pack services are standard prepaid and packaged HP-branded services. The HP Authorized Reseller is permitted to pass through such standard warranty to end user customers who purchase and use such HP Products in Pakistan and HP PPS Singapore will honor such standard warranties.

Notwithstanding anything contained herein:

1. HP Authorized Reseller is acting in its own name and on its own behalf, and has no right, power or authority to create any obligation or duty, express or implied, on behalf of HP PPS Singapore or any other HP entity.
2. HP PPS Singapore will only be responsible or liable to the Customer on the HP standard warranty and/or the standard HP Care Pack terms and conditions. The HP Authorized Reseller will be solely responsible for any expansion or extensions of such warranty and/or terms and conditions.

Yours Faithfully,

General Manager & Managing Director, SEATH-K
HP PPS Singapore (Sales) Pte. Ltd



**Institute of
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Karachi**

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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

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Date: August 16, 2016

Notification of Procurement Committee

The competent authority is pleased to constitute following committee for upcoming all the tenders of ICT Procurement Office for 2016-17.

1. Mr. Syed Jehanzeb (Assistant Manager, IBA)
2. Dr. Rameez Khalid (Assistant Professor, IBA)
3. Mr. Haris Qureshi External Member (PPRA Advisor, HEJ Karachi University)
- 4.
- 5.

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with IBA 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. Rameez Khalid
Chairman, Procurement Committee
IBA, Karachi

Institute of Business Administration, Karachi

PROCUREMENT PLAN

FOR THE FINANCIAL YEAR 2016-17

S. No.	Title of Procurement	Quantity	Method
1	Procurement of Desktop PCs (Upgradation of Computer Lab)		Single Stage Two Envelope
2	Procurement of Server Chassis & two Blades		Single Stage Two Envelope
3	Procurement of CISCO IP Phones including wireless CISCO IP phones(Different Departmental Requirements)		Single Stage Single Envelope
4	Procurement of Laptops for new Hirings		Single Stage Two Envelope
5	Procurement of Heavy Duty, Normal Office Printers (Different Departmental Requirements)		Single Stage Two Envelope
6	Procurement of Color Printers		Single Stage Single Envelope
7	Procurement of Multimedia Projectors with Multimedia Screen (Different Departmental Requirements)		Single Stage Single Envelope
8	Procurement of Heavy Duty Multimedia For Auditorium Main campus		Single Stage Two Envelope
9	Procurement of different types of Scanners including A3 size.(A3600S or equal)		Single Stage Single Envelope
10	Procurement of Machine MP9000SP Nashutec or Equal		Single Stage Single Envelope
11	Procurement of Machine MP2501L or Equal		Single Stage Single Envelope
12	Procurement of Kindle Voyage Ebook Reader		Single Stage Single Envelope
13	Procurement of Faceup Book Scanner (Scansnap)Fujitsu SV600 or Equal		Single Stage Two Envelope
14	Procurement of Smart Cards System for Building Security- Aman Tower, Hostels & VFR		Direct Contracting
15	Procurement of Data Centre Monitoring System DCIM		Direct Contracting
16	Networking Work for IP Based Cameras in FCS Building		Single Stage Single Envelope
17	Centralized Printing Solution		Single Stage Single Envelope
18	Procurement of Easy Pic Fusion V7 & Add-On		Direct Contracting
19	Procurement of Logicly		Direct Contracting
20	Procurement of Misc. Softwares (Different Departmental Requirements)		Direct Contracting
21	Procurement of Misc hardware		Quotation
22	Pockey Drives / hard Drives / USB		Quotation

Prepared By _____

Approved by _____

(Signature)

