

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

*Leadership and Ideas for Tomorrow*

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 Redressal 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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# **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/114/2016-17)	Procurement of Color Printer & Tablets

2. Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **15/Oct/2016**. ([www.iba.edu.pk](http://www.iba.edu.pk)). Sealed quotations will be accepted only till **01/Nov/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 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 (IBA) KARACHI**  
**Main Campus, University Road, Karachi**

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**Tender Document**

**Tender Number: IT/114/2016-17**

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

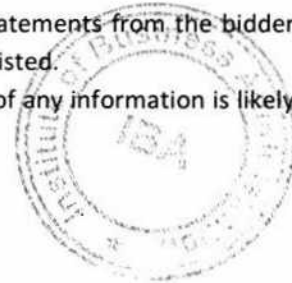
<b>(A) Specifications (Color Laser Printer) Quantity : 01</b>	
<b>Features</b>	<b>Details</b>
Make & model	
Print speed, black (normal quality mode)	Up to 18 ppm or higher
Function	Print – Copy- Scan-Fax
First Page Out	Black As Fast as 11.5 sec , Color : 13 sec or quick
Print Speed Color	Up to 18ppm or higher
Duty Cycle	Up to 30,000 pages or higher
Print resolution, black & color	Up to 600 x 600 dpi or higher
Print technology	Laser
Display	Touch Screen LCD require
Processor Speed	800 MHz or higher
Connectivity	WiFi require, Ethernet Require
Memory, standard	256 MB or higher
Duplex printing (printing on both sides of paper)	Automatic
Compatible operating systems	Microsoft® Windows® Vista®, Windows XP Home, Windows XP Professional, Windows Server 2003, Windows 2000
Cable	USB cable & Power Cables must include. Software
Media sizes, custom	Letter, letter rotated, legal, executive, statement, 8.5 x 13 in, A4, A3, A5, envelopes (No.10, Monarch, DL)
Warranty (Principal Warranty)	One-year, on-site Free Complete warranty with free parts & support

**(B)**

Sr.01	Description	Quantity
01	Tab Samsung S2 T815 and T670 or Equivalent"	02
02	Tab Apple Air2 16GB and 64 GB or Equivalent"	02

## TERMS AND CONDITIONS:

1. Prices quoted should be exclusive of GST & Custom Duty and remain valid for 90 days.
2. Tender documents along with detailed list of printer specification & Tablet can be collected from IBA website, tender fee cost of Rs. 500/- (non-refundable). Supplier must be Authorized Partners or Distributor or reseller for the Printer and tablets.[Mandatory, latest]
3. Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
4. Performance Guarantee in the shape of CDR in favour of IBA Karachi 05% of the total bid value will be deposited if win the tender. Performance Guarantee of the successful bidders will be retained as security for the period of 12 months.
5. All bids must accompany a bid security in the form of pay order/ demand draft of 2.5% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bidders quoting for two or more Lots shall submit separate pay order / demand draft for each Lot.
6. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
7. The contract will be given to the bidder who quotes the lowest prices of the hardware's and also meet the desired criteria.
8. Firm should quote prices along with brand name & part number wherever necessary.
9. The successful firms will have to supply items within 15 days after the issue of order at their own expenses.
10. 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.
11. 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 earnest money could also be confiscated and legal action could be initiated.
12. Vendor is responsible to change with new part if any part found faulty in any aspect without any delay under warranty period.
13. Bid validity should remain valid at least 90 days.
14. An owner of more than one company can send bid of his only one company.
15. 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 quality of items at the time of delivery. The firm should provide Guarantee/Warranty for a period of one year for supply of hardware's.
16. 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.[Mandatory]
17. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
18. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.



19. 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, **Mandatory**)
20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.[Mandatory]
21. Product must have 1 year warranty with parts and free onsite support.
22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by 01/11/2016 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.
23. Bidders also mentions and provide the SLA amount after warranty period.
24. The bidder should have either the Principal office or Distributor office situated in Karachi. [**Mandatory**]
25. Payment will be made after the complete delivery of the hardware in IBA.
26. IBA Karachi may increase or decrease the quantity or even may decrease any item.
27. Tender will be awarded on item wise basis.
28. The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

Sr.#	Description of Item	Unit Price	Total Price with Taxes
1 (A)	Color Printer		
2 (B)	Tablet Price		



**Stamp & Signature**

**Manager Procurement ICT**  
**Tel: 021-99261506 - Fax: 021- 99261508**  
**Website: [www.iba.edu.pk](http://www.iba.edu.pk)**

**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 Single Envelope
9	Procurement of different types of Scanners including A3 size. (A3600S or equal)		Single Stage Two 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 Single Envelope
14	Procurement of Smart Cards System for Building Security- Aman Tower, Hostels & VFR		Single Stage Single Envelope
15	Procurement of Data Centre Monitoring System DCIM		Single Stage Two Envelope
16	Networking Work for IP Based Cameras in FCS Building		Direct Contracting
17	Centralized Printing Solution		Direct Contracting
18	Procurement of Easy Pic Fusion V7 & Add-On		Single Stage Single Envelope
19	Procurement of Logicy		Single Stage Single Envelope
20	Procurement of Misc. Softwares (Different Departmental Requirements)		Direct Contracting
21	Procurement of Misc hardware		Direct Contracting
22	Pockey Drives / hard Drives / USB		Direct Contracting
			Quotation
			Quotation

Prepared By

Approved by



(Signature)



Tentative / Actual date of NIT	Tentative / Actual closing date of NIT	Tentative / Actual date of award of Contract	Tentative Deadline / Actual date for Execution	Remarks
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	
Aug-16	Oct-16	Dec-16	Jun-17	

HS



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