

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:

Procurement Of Scanner(IT/119/2016-17)

Availability of Tender/ Bid Documents	Last Date/Time for Submission of Bid	Tender/Bid Opening Date/Time
1/02/2017 To 17/02/2017 (During working hours)	17/02/2017 Up to 11:00 Am	17/02/2017 at 11:30 Am

Tender documents will remain available at the website www.iba.edu.pk/tenders. 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 Sindh Public Procurement Rules-46(1) single stage-One envelope procedure of SPPRA Rules-2010(Amended 2013).

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus"

Kindly submit 2% 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. No tender will be accepted without Bid Security and such tender(s) will be rejected on the spot.

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 ICT

Institute of Business Administration, Karachi
Main Campus, University Road, Karachi 75270
Tel: (92-21) 38104700-1 Ext. 2107
Email: asad@iba.edu.pk Website: www.iba.edu.pk

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

Tender Document

Tender Number: IT/119/2016-17

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

Specifications	Details
Scan Technology	Charge Coupled Device (CCD)
Scan Type	Flatbed, ADF; Color Scanning: Yes
Scan Speed	Up to 50 ppm/100 ipm (black & white, grey, colour, 200 dpi) or higher
Scan Resolution	Hardware: Up to 600 x 600 dpi Optical: Up to 600 dpi or higher
Scan File Format	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG
Output resolution dpi settings	75, 100, 150, 200, 240, 300, 400, 500, 600 or better
Grayscale Levels/Bit Depth	256; Bit Depth: 48-bit or higher
Duplex ADF Scanning Media Size (ADF)	Yes With A3; A4; A5; A6; long paper up to 864 mm (require)
External I/O ports/Standard Connectivity/Optional Connectivity	1 Hi-Speed USB 2.0/Silex SX-DS-3000U1 Fast Ethernet USB Device Server; Silex SX-3000GB Gigabit Ethernet USB Device Server; Silex SX-DS-3000WAN 802.11n Wireless and Gigabit Ethernet USB Device Server; Silex SX-DS-4000U2 High Performance Gigabit Ethernet USB Device Server
Scanner Advanced Features	48-bit internal/24-bit external bit depth or higher
Compatible Operating Systems	Windows 10 (32-bit, 64-bit), Windows 8 (32-bit, 64-bit), Windows 7 (32-bit, 64-bit), Windows Vista (32-bit, 64-bit), Windows XP (32-bit, 64-bit) with Service Pack 3, (Windows 2000) Or Higher
Duty Cycle (daily)	5000 pages daily duty cycle or higher
Auto Document Feeder Capacity	200 sheets or higher
Scanner Advanced Features	48-bit internal/24-bit external bit depth or higher
Warranty	Software Included/1 years complete warrant with Services FOC (Card Warranty)
Quantity	01
Price with taxes	

TERMS AND CONDITIONS:

- Prices quoted should be inclusive of GST.
- Tender documents along with detailed list of hardware specification can be collected from IBA website, tender fee cost of Rs. 500/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor.
- Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
- Performance Guarantee in the shape of CDR / bank Guarantee in favour of IBA Karachi 05% of the total bid value will be deposited if win the tender at the time of invoice submission. Performance

Guarantee of the successful bidders will be retained as security for the period of 36 months starts from the delivery of the hardware in IBA.

5. All bids must accompany a bid security in the form of pay order/ demand draft of 2% 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 where require.
 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 and also meet the desired criteria.
 8. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
 9. The successful firms will have to supply items within 12 weeks 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 except consumables.
 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 3 year for supply of hardware.
 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.
 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. Provide authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies.(Mandatory)
 20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.
 21. Product must have 3 year warranty with parts and free onsite support.
 22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by 17-02-2017 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. Date of Publish 01-02-2017.
 23. Bidder also mention and provide the SLA amount after warranty period.
 24. The bidder should have either the Principal office or Distributor office situated in Karachi.
 25. Bidder is also requested to mention the prices of consumables with this tender, mandatory.
- The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.
(MANDATORY)

Sr. No	Quoted Brand Name	Model with Product Number	Earnest Money % (Calculated With 01 year warranty)	Bid Amount With 01 year warranty with Tax	Bid Amount With 03 year warranty with Tax	Remarks

Mandatory to fill in above table.

Company Stamp & Signature

Director ICT
Tel: 021-99261506 - Website: www.iba.edu.pk

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 (REVISED 02)
FOR THE FINANCIAL YEAR 2016-17

S. No.	Title of Procurement	Method	Tentative / Actual date of NIT	Tentative / Actual closing date of NIT	Tentative / Actual date of award of Contract	Tentative Deadline / Actual date for Execution
1	Procurement of Desktop PCs (Upgradation of Computer Lab)	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
2	Procurement of Server Chassis & two Blades	Single Stage Two Envelope	Aug-16	Oct-16	Dec-16	Jun-17
3	Procurement of CISCO IP Phones including wireless CISCO IP phones(Different Departmental Requirements)	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
4	Procurement of Laptops for new Hirings	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
5	Procurement of Heavy Duty, Normal Office Printers (Different Departmental Requirements)	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
6	Procurement of Color Printers	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
7	Procurement of Multimedia Projectors with Multimedia Screen (Different Departmental Requirements)	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
8	Procurement of Heavy Duty Multimedia For Auditorium Main campus	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
9	Procurement of different types of Scanners including A3 size.(A3600S or equal)	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
10	Procurement of Machine MP9000SP Nashutec or Equal	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
11	Procurement of Machine MP2501L or Equal	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
12	Procurement of Kindle Voyage Ebook Reader	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
13	Procurement of Faceup Book Scanner (Scansnap)Fujitsu SV600 or Equal	Single Stage Two Envelope	Aug-16	Oct-16	Dec-16	Jun-17
14	Procurement of Smart Cards System for Building Security- Aman Tower, Hostels & VFR	Direct Contracting	Aug-16	Oct-16	Dec-16	Jun-17
15	Procurement of Data Centre Monitoring System DCIM	Direct Contracting	Aug-16	Oct-16	Dec-16	Jun-17
16	Networking Work for IP Based Cameras in FCS Building	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
17	Centralized Printing Solution	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
18	Procurement of Easy Pic Fusion V7 & Add-On	Direct Contracting	Aug-16	Oct-16	Dec-16	Jun-17
19	Procurement of Logicy	Direct Contracting	Aug-16	Oct-16	Dec-16	Jun-17
20	Procurement of Misc. Softwares (Different Departmental Requirements)	Direct Contracting	Aug-16	Oct-16	Dec-16	Jun-17
21	Procurement of Misc hardware	Quotation	Aug-16	Oct-16	Dec-16	Jun-17
22	Pockey Drives / hard Drives / USB	Quotation	Aug-16	Oct-16	Dec-16	Jun-17
23	Procurement of Toners	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
24	Procurement of Supply Gas & SLA for Fire Alarm System	Single Stage Two Envelope	Aug-16	Oct-16	Dec-16	Jun-17
25	Services Require for Internet Services	Single Stage Two Envelope	Aug-16	Oct-16	Dec-16	Jun-17
26	Procurement of Ram Modules for Various Departments	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17
27	Procurement of Color Printer & Tablets	Single Stage Single Envelope	Aug-16	Oct-16	Dec-16	Jun-17

Prepared By

Approved by

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