



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

IT-120/2017/LUN

Dated: February 3, 2017

Manager

SPPRA, Karachi

**IT/120/2016-17**

Subject: **Procurement of Printers**

Dear Sir / Madam,

Please find the following documents to upload on SPPRA website.

- Tender Ad
- Tender Documents (IT/120)
- Nomination of Procurement Committee
- Nomination of Complaint Redressal Committee
- Procurement Plan

Regards-

IBA, Karachi



SPPRA PURCHASE CLERK  
NO: 918  
DATE: 03-02-17



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 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 Logichy	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

*Asif* *Ju*

Approved by





**IBA** Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

# TENDER NOTICE

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

A	Tender Number	Description
	IT/120/2016-17	Procurement of Printers

Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **07-2-2017**. ([www.iba.edu.pk](http://www.iba.edu.pk)). Sealed quotations will be accepted only **till 23-02-2017 at 11:00 am** and will be opened on the same day in the presence of the bidders or their representative **at 11:30 am**.

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.

**Director ICT**

ICT Procurement & Customer Support Department  
Institute of Business Administration,  
Karachi University, University Road, Karachi  
Phone Number: 021-99261506

PID (K) 00000

# Institute of Business Administration Karachi

Tender Form

For

Procurement of high volume printers

Date of issue : 07-02-2017  
Last date of submission: 23-02-2017

## Single Stage Single Envelope



*Tender # IT/120/2016-17*

## *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 which is mandatory.

### **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 equipment's / 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:

Senior 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 23-02-2017 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 23-02-2017 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 **MANDATORY. Single Stage Single Envelope Basis.**
- ii. 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).
- iii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.
- iv. Last date for tender submission is 23-02-2017.
- v. Supply will be on C&F basis to IBA Main Campus.
- vi. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- vii. Tenderers should be registered with Sales Tax department.
- viii. Payment will be made after receipt of store.
- ix. 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.
- x. 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.



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

## **Annexure - A**

### **Technical Requirements (BOQ)**

#### **a) A3 size printer**

S.#	Description	Requirements	Compliance
1.	Print speed (black, normal)	40 ppm or higher	
2.	Resolution (black)	1200 X 1200 or higher	
3.	Technology	Laser	
4.	Memory	512MB or Higher	
5.	Processor	800 MHz or higher	
6.	Trays	At least 03	
7.	Duplex printing	Automatic	
8.	Connectivity (standard)	2 Hi-Speed USB 2.0 Host, 1 Hi-Speed USB 2.0 Device, 1 Gigabit Ethernet 10/100/1000 Base-T, 1 hi-Speed USB 2.0 Easy Access walkup Port, 1 Hardware Integration Pocket (HIP)	



9.	Compatible O/S	<u>Windows XP</u> 32/64-bit (SP2 or higher) <u>Windows Server 2003</u> * SP1 or higher <u>Windows Server 2008</u> 32/64 bit <u>Windows* 7</u> <u>Windows* 8</u> <u>Windows* 10</u> <u>Mac OS</u> Mac OS X v10.6, 10.7	
10.	Cables	USB and power cable (multi standard)	
11.	Media size(s)	Tray 1,2:Letter, Legal, executive, 8.5 X 13INCH in;Tray3:Letter,legal,executive,8.5x13 in, 11X17 in	
12.	Warranty (Principal)	03 years complete with parts & free service at customer premises.	

**b) A4 size printer**

S.#	Description	Requirements	Compliance
1.	Print speed (black, normal)	40 ppm or higher	
2.	Resolution (black)	600 X 600 or higher	
3.	Technology	Laser	
4.	Memory	256MB or higher	
5.	Processor	1200 MHz or higher	
6.	Trays	Standard 2	
7.	Duplex printing	Automatic	
8.	Connectivity (standard)	Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000T Base-TX network port; Host USB	
9.	Compatible O/S	<u>Windows XP</u> 32/64-bit (SP3) <u>Windows Vista</u> * 32/64-bit <u>Windows* 7</u> 32/64-bit <u>Windows* 8</u> 32/64-bit <u>Windows* 8.1</u> 32/64-bit <u>Windows* 10</u> 32/64-bit <u>Mac OS</u> Mac OS X v10.7, 10.8, 10.9, 10.10 <u>Other</u> Mobile OS (In-OS drivers): iOS, Android, Windows 8/8.1/10 RT; Linux OS (In-OS HPLIP): SUSE Linux (12.2, 12.3, 13.1), Fedora (17, 18, 19, 20), Linux Mint (13, 14, 15, 16, 17), Boss (3.0, 5.0), Ubuntu (10.04, 11.10, 12.04, 12.10, 13.04, 13.10, 14.04, 14.10), Debian (6.0.x, 7.x); Other OS: UNIX	



10.	Cables	USB and power cable (multi standard)	
11.	Media size(s)	Tray 1: A4, A5, A6, B4, B5, 16k, postcards (JIS double), envelopes (DL, C5, B5); Tray 2: A4, A5, A6, B4, B5	
12.	Warranty (Principal)	03 years complete with parts & free service at customer premises.	



c) Colour printer

S.#	Description	Requirements	Compliance
1.	Functions	Print	
2.	Print Speed	<b>Color and Black:</b> Up to 28ppm or higher	
3.	First page out	<b>Color and Black:</b> As fast as 8.9 sec or higher	
4.	Resolution	<b>Black(best)</b> : 600 x 600 dpi, Up to 38,400*600 enhanced dpi; <b>Color (best):</b> 600*600 dpi, Up to 38,400*600 enhanced dpi or higher	
5.	Print Technology	Laser	
6.	Control panel	3.0 inch Intuitive Color Touch Screen	
7.	Monthly duty cycle	Up to 50,000 pages or higher	
8.	Processor speed	1200 MHz or higher	
9.	Memory	256 MB NAND Flash,128 MB DRAM or higher	
10.	Paper trays	<b>Input :</b> 100-sheet multipurpose tray, 550-sheet input tray 2 <b>Output :</b> 250-sheet output bin	
11.	Duplex printing	Automatic	
12.	Media Types	Paper (bond, brochure, colored, glossy, letterhead, photo, plain, pre-printed, prepunched, recycled, rough),postcards, labels, envelops	
13.	Media Sizes	Tray1, Tray2:Letter,legal,executive,3x5in,4x6in,envelops(No 10,Monarch); Optional Tray 3: Letter, legal, executive,3x5in,4x6in, 5x8in	
14.	Network Capabilities	Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000T Base-TX network port; Easy-access USB, Wireless; Host USB or equivalent	
15.	Warranty (Principal)	Three (03) years' comprehensive parts & labour warranty	

Contact Person (IBA)

Senior Manager Procurement - ICT  
Institute of Business Administration,  
Main Campus, University Road,  
Karachi

Tel # : 111-422-422 Ext 2107  
Email : [aasad@iba.edu.pk](mailto: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**

<b>Information required from Responding Organization</b>	
<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 #	
NTN	
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	
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

### Please provide the following Information's MANDATORY

S.No:	Eligibility Qualification Criteria	Bidder's Name	YES/NO
1	NTN		
2	Sales Tax Registration		
3	Professional Tax		
	<b>Qualification Criteria</b>		
6	Minimum 5 year experience of relevant filed		
7	Required Bid Security is attached		
8	Turnover of at least last three years		
9	Local authorized dealers service center and warranty setup specially in Karachi		
10	Bid is signed, named & stamped by authorized person of the firm along with authorization letter		
9	Agreed to provide the required channel legal warranty of the equipment.		



**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	Price of Laser Black Printer / A4 Size	8								
2	Price of Laser Black Printer / A3 Size	8								
3	Price of Colour Laser Printer	1								

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.

