

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

Tender Document

Tender Number: IT/09/2010-11

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2010-11.

<i>S.No.</i>	<i>Items</i>	<i>Description</i>	<i>Unit Price without GST</i>	<i>Unit Price with GST</i>
	A3 Size Laser Printer	Quantity		
	Specifications			
1	HP 5200N A3size or equal.	01		
	Print speed, black (normal quality mode)	Up to 35 ppm		
	Print resolution, black	Up to 1200 x 1200 dpi		
	Print technology	Laser		
	Memory, standard	512 MB		
	Processor speed	460 MHz		
	Paper tray(s), standard	3		
	Duplex printing (printing on both sides of paper)	Automatic (optional)		
	Connectivity, standard	1 IEEE-1284 parallel; 1 USB; 1 Fast Ethernet 10/100; 1 EIO		
	Compatible operating systems	Microsoft® Windows® Vista®, Windows XP Home, Windows XP Professional, Windows Server 2003, Windows 2000		
	Cable	USB cable & Power Cables must included		
	Media sizes, custom	Letter, letter rotated, legal, executive, statement, 8.5 x 13 in, 11 x 17 in, 12 x 18 in, envelopes (No.10, Monarch, DL)		
	Warranty (HP Card Warranty)	Three-year, on-site Free Complete warranty		

TERMS AND CONDITIONS:

1. The rates quoted will be applicable till July 2011.
2. Taxes will be deducted as per rules.
3. Only Authorized partners/resellers can apply and supply latest letter of Authorization certificate with quote.
4. Attachment of bank draft/ pay order / call deposit for a sum of 05% in the favor of Director Finance, IBA Karachi of the total quoted amount as an earnest money with the bid is necessary. Amount will be refunded to unsuccessful bidders; however, refund to successful bidders will be made after the completion of the successful warranty period i.e. 3years.
5. The firm should use their printed letterhead pad where firm name, telephone no. etc. must be mentioned.
6. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
7. The successful firms will have to supply items within fifteen days after the issue of supply order at their own expenses.

8. The competent authority reserves the right to reject or approve any tender completely or partially. The reason/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.
9. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.
10. The tenders complete in all respects should reach the undersigned latest by 23/05/2011 till 11.00 a.m. and these will be opened at 11.30 a.m. the same day in presence of the bidders or their representatives.
11. Vendor is responsible to change with new parts if any part found faulty in any aspect without any delay.
12. Quoted rates should remain valid up to 180 days from the date of opening the tender.
13. An owner of more than one company can send bid of his one company.
14. 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. The store incharge will check the quality of items before award of contract. The firm should provide Guarantee/Warranty for a period of Three year free of cost. The warranty covers free service & faulty parts replacement for three years only toners not cover in warranty. Require HP card warranty only.
15. 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.
16. In case of failure of supplies with in stipulated time, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
17. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.

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