



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 work :

Tenders Number	Description
(IT/83/2014-15)	Procurement of UPS

Details of items are mentioned in the Tender documents. Interested firms may obtain Tender documents from IBA, Karachi website ([www.iba.edu/pk/tenders](http://www.iba.edu/pk/tenders)) free of cost from **29/03/2015** to **15/04/2015** Sealed quotations will be accepted only till **15/04/2015** 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 5% Earnest Money (Bid Security) in shape of a pay Order/Demand Draft to be issued in favor of IBA Karachi, along with the Tender submission.

IBA reserves the right to accept or reject any or all Tender(s) 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

PID# 0000



# Institute of Business Administration Karachi

Tender Form

For

Procurement of UPS for MP Building

Date of issue	: 29-03-2015
Last date of submission:	15-04-2015

*Tender # IT/83/2014-15*



## 1. General Terms & Conditions

### a) Earnest money (Bid security)

An earnest money(bid security), in the shape of a bank draft / pay order in the name of "Institute of Business Administration" Karachi, equivalent to 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.

### 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.

The equipment should be supplied through verifiable distribution channel in Pakistan.



Comprehensive Warranty of the require item(s) is three years (03) require.

**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.

Delivery time must be of Ten weeks from the date of Letter of Award /Purchase Order, in case of late delivery the vendor is bound to provide at least 50% of the backup equipment for the smooth working till the delivery of purchased equipment.

**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 / components in their proposals.

Bidder **MUST** quote prices as per requirement mentioned in the attached in Annex C. **(MANDATORY )**

## **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**

**90%** of the total order would be paid on successful delivery, installation, commissioning and integration of the equipment subject to final acceptance by IBA, Karachi.

**10%** of the order would be paid after 6 months of commissioning & final acceptance by IBA.

The supplier will submit the commercial invoice directly to the Finance Department of IBA, Karachi against which payment will be released after deduction of applicable taxes.

Advance payment will **ONLY** be made against Bank Guarantee of "A" Rated bank of the same amount

### **n. a. Performance Security:**

Performance security, up to 10% of the contract value, in the form of pay order/demand draft or bank guarantee to be submitted at the time of award of contract. Validity of performance security shall extend at least ninety days beyond the date of completion of contract.

## **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) Alteration**

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof.

**s) Invoice**

Invoice / bill should be submitted to Finance Department.

**t) Stamp duty**

Stamp duty will be paid by vendor.

**2. Instructions for Responding Organizations**

**a) Communication**

Any request for clarification regarding this tender document should be submitted in writing to:

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 15-04-2015 at the address given at section 2 (a) on Single Stage Two Envelope basis.

The RO shall deliver two copies of the bids which include IBA tender documents along with BOQ and Financials. Technical & Financial two separate envelops.

Format for submission of financial proposal is attached as **Annexure – C**.

#### **d) Date of opening of proposal**

Bid will be opened on 15-04-2015 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 [Technical Bid + Financial Bid]', 'Copy Proposal [Technical Bid + Financial Bid]' and 'Earnest Money' must be submitted on or before last date to submit the tender documents.

The bank draft for earnest money should be enclosed in a separate envelope, labeled as 'Earnest Money (Bid Security)', and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

- ii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.
- iii. Last date for tender submission is 15-04-2015.
- iv. Supply will be on C&F basis to IBA Main Campus. IBA not liable to pay any Custom duty, GST or any other charges.
- v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- vi. Payment will be made after receipt of store.



- vii. Earnest money of 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.
- viii. 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).
- ix. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- x. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xi. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xiii. Complete Installation of the equipment with 3 Years Comprehensive Onsite Warranty including batteries is required (Mandatory).
- xiv. Bidder should also quote the extended warranty price for the fourth and fifth year (separately). However, IBA will not be bound to avail this service.
- xv. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.



## Annexure - A

### Technical Requirements(BOQ)

Specifications			QTY	Compliance (Yes/No)
Capacity	KVA	16	2	
Input	Voltage	230V AC		
	Voltage Range	140 -300 VAC		
	Frequency	50 Hz ± 6%		
Output	Voltage	230V AC ± 10%		
	Frequency	50 Hz ± 1%		
	Wave Form	Sine Wave		
Battery	Type	Sealed Lead Acid Maintenance Free with Suspended electrolyte :		
		Leak-proof Included Battery Modules.		
	Battery Capacity			
Backup Time		Minimum 15 minutes.		
Protection	Full Protection	Under / Over Voltage		
		Spike / Surge Suppression.		
		Overload, Short Circuit		
Phase	3 Phase	Configurable for 400 or 415V 3 Phase nominal output voltage		
Communications & Management	Interface Port	DB-9 RS-232, RJ-45 10/100 Base		
		Multi-function LCD status and control console		
		Audible and visible alarms		
		Emergency Power Off (EPO)		
		SNMP Card for Monitoring		
Warranty	3 Years Comprehensive Onsite Warranty including batteries.			

Contact Person (IBA)

Manager IT

Institute of Business Administration,  
City Campus, University Road,  
Karachi

Tel # : 111-422-422 Ext 1133

Email : smwzaidi@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. Bidder must be registered with the Sales Tax & Income Tax department.
3. At least Tier-1 partner must at least 05 years business relation with the manufacturer.
4. Bid must be accompanied by Manufacturer's authorization letter from principal.  
(Sample attached Annexure D)
5. Bidder must have its own maintenance & support team in Karachi.
6. Backup Inventory maintained by company at least those items mention in BOQ.
7. Delivery time within ten weeks from the date of LOA.
8. The bidder will also provide the SLA rate after the expiry of the warranty period in PKR only.

### **Bid Evaluation Criteria:**

9. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.



## **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



## Price Sheet (Service Level Agreement)

1	2	3	4	5	6	7	11
Sr.No	Description	Qty	Brand Name	Country of Origin	Unit Price	Taxes	Total Final Price
	Price of the hardware parts						
	Prices of the services						

Description	Total Price	Taxes	Grand Total
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Total Price of SLA for (1st) First Year			
Price of SLA for (2nd) Second Year			
Price of SLA for (3rd) Third Year			

Grand Total (Prices of all three years )			
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IBA Karachi has a right to increase or decrease the quantity.

## 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.

