

# 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:

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Photo copier Machine	IT/86/2014-15	Rs. 500/-

Tender documents will remain available at the website [www.iba.edu.pk/tenders](http://www.iba.edu.pk/tenders) from **26/04/2015 to 12/05/2015**. 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 Public Procurement Rules-46(b) single stage-Single envelopes procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to 12/05/2015 till 11:00A.M and will be opened on the same date and venue at 11:30 am in the presence of representatives who may wish to attend.

Kindly submit 2.5% 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.

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.

## Head of ICT

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

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**Tender Document**

**Tender Number: IT/86/2014-15 [Photo Copier]**

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2014-15.

General Requirements	Details
Copy Speed	30 CPM or higher
Duplex Printing	Require (Copy, Print, Color Scan)
Warm up time	15 sec or lesser
First Print Out	5 Seconds or lesser
Memory	2048MB or higher
Resolution (Scanning)	600 x 600 dpi or higher
Resolution (copy)	600 x 600 dpi or higher
Resolution (Printing)	1200 x 1200 dpi or higher
Multiple copies	999 sheets or higher
Paper Size	A3 to A5 or higher
Zoom Ratio	25% - 400% (in one step) or higher
Paper input capacity	2 x 500 or higher
Bypass tray	50 sheets or higher
Type	Monochrome
ADF	Required duplex
SCAN once Print Many	Require
USB & Network Printing Port	Require
Warranty (Principal Warranty)	one year
Quantity	03
Price of ADF	
Total Price of Unit with ADF	
GST	
Grand Total	
Price of SLA with Parts & Services after the warranty time	
Price of Toner	

**TERMS AND CONDITIONS:**

- Prices quoted should be inclusive of GST and remain valid for 12 months.
- Tender documents along with detailed list of Photocopier specification can be collected from IBA website, tender fee cost of Rs. 500/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor for the Photo copier. **[Mandatory, latest]**
- Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
- 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 photocopier, its toner & SLA after the warranty time 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 Fifteen days (15) after the issue of order at their own expenses or "vendor will supply the toners as and when required bases by IBA Karachi".
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 photocopier.
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. 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)**
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 1 year warranty with parts and free onsite support.
22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by 12/ 05/2015 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. Bidder also mention and provide the SLA amount after warranty period. IBA may increase or decrease the quantity.
24. The bidder should have either the Principal office or Distributor office situated in Karachi. **[Mandatory]**
25. The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.



**Stamp & Signature**

**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.

**Manager Procurement ICT**  
**Tel: 021-99261506 - Fax: 021- 99261508**  
**Website: www.iba.edu.pk**

