



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow



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 No. | Tender Fee |
|--------|---|---------------|------------|
| 1. | Procurement of Laser jet A3 size Printers | IT/75/2014-15 | Rs. 1000/- |
| 2. | Procurement of Photo copier Machine | IT/76/2014-15 | Rs. 1000/- |
| 3. | Procurement of High End Multimedia | IT/80/2014-15 | Rs. 1000/- |

Tender documents will remain available at the website www.iba.edu.pk/tenders from **February 17, 2015** to **March 4, 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 envelope procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to March 5, 2015 till 11:00 AM 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
Institute of Business Administration, Karachi
Main Campus, University Road, Karachi 75270
Tel: (92-21) 38104700-1 Ext. 2107
Email: aasad@iba.edu.pk Website: www.iba.edu.pk

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

Tender Document

Tender Number: IT/75/2014-15

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

| <u>Specifications (Laser Printer A3 Size) Quantity : 11</u> | |
|---|--|
| <u>Features</u> | <u>Details</u> |
| Make & model | |
| Print speed, black (normal quality mode) | Up to 40 ppm or higher |
| Print resolution, black | Up to 1200 x 1200 dpi or higher |
| Print technology | Laser |
| Memory, standard | 1 GB or higher |
| Processor speed | 800 MHz or higher |
| Paper tray(s) | 3 |
| Duplex printing (printing on both sides of paper) | Automatic |
| 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 include. Software |
| Media sizes, custom | Letter, letter rotated, legal, executive, statement, 8.5 x 13 in, A4, A3, A5, envelopes (No.10, Monarch, DL) |
| Warranty (Principal Warranty) | Three-year, on-site Free Complete warranty with free parts & support |



TERMS AND CONDITIONS:

1. Prices quoted should be exclusive of GST & Custom Duty and remain valid for Six months. We call prices on C&F bases.
2. Tender documents along with detailed list of printer specification can be collected from IBA website, tender fee cost of Rs. 1000/- (non-refundable). Supplier must be Authorized Partners or Distributor for the Printer.[Mandatory, latest]
3. Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
4. 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 36 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 printer and also meet the desired criteria.
8. Firm should quote prices along with brand name & part number wherever necessary.
9. The successful firms will have to supply items within 12 Weeks (C&F) 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.
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 three year for supply of printers.
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.[Mandatory]
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, **Mandatory**)



20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.[Mandatory]
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 05/ 03/2015 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. Bidders also mentions and provide the SLA amount after warranty period.
24. The bidder should have either the Principal office or Distributor office situated in Karachi. **[Mandatory]**
25. IBA Karachi is exempted from GST. Vendor is requested to provide the prices of C& F basis. At the time of payment vendor is responsible to provide the copies of GD, packing list, airway bill, bill of lading.(Please fill the price sheet Annexure-C **mandatory**)
26. Payment will be made after the complete delivery of the hardware in IBA.
27. The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

Stamp & Signature

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



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 the hardware Printers A3 | 11 | | | | | | | | |
| 2 | Price of the services during warranty period | 11 | | | | | | | | |
| 3 | Prices of SLA after warranty time | 11 | | | | | | | | |
| 4 | Price of toners / suggested printer by the bidder | 11 | | | | | | | | |
| 5 | | | | | | | | | | |

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.

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.



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

Tender Document

Tender Number: IT/76/2014-15(Procurement of Photo copier Machines)

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 | 28 CPM or higher |
| Duplex Printing | Require (Copy, Print, Color Scan) |
| Warm up time | 13 sec or lesser |
| First Print Out | 5 Seconds or lesser |
| Memory | 2048MB or higher |
| Resolution (Scanning) | 600 x 600 dpi or higher |
| Resolution (Printing) | 1800 x 600 dpi or higher |
| Multiple copies | 9999 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 | 150 sheets or higher |
| Type | Monochrome |
| ADF | Require |
| SCAN once Print Many | Require |
| USB & Network Printing Port | Require |
| Warranty | One year |
| Quantity | 03 |
| Price of ADF | |
| Total Price of Unit with ADF | |
| GST | |
| Grand Total | |

TERMS AND CONDITIONS:

- Prices quoted should be inclusive of GST and remain valid for Six months.
- Tender documents along with detailed list of Photocopier specification can be collected from IBA website, tender fee cost of Rs. 1000/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor for the Photo copier verify able.[**Mandatory, latest**]Please use sample given with this SBD.
- 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.
- 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.
- 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 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 Thirty days (30) 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.[Mandatory]
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 05/03/2015 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.
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

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



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.



TENDER DOCUMENT

TENDER NUMBER: IT/80/2014-15

“Procurement of High End Multimedia Projectors”

For various locations all over IBA.

SEAL & SIGNATURE OF THE TENDER

- Bid Amount Rs:.....
- Pay Order Number:.....
- Amount of the Pay Order Rs.

Date of Receipt / Opening of Tender 05-03-2015 open at 11:30AM

Submit to: ICT Procurement Department
IBA Main Campus, Karachi University
Phone Number: 021 - 99261508



Condition of Payment

- | | |
|--|--|
| 1. Amount of Bid Security: | 2.5% of the tender amount. |
| 2. Time of completion of supply/work: | 10 weeks after the receipt of LOA/PO |
| 3. Liquidated damages in case of non-completion of supply/work within stipulated time. | Rs.1000/- for each calendar day. |
| 4. Limit of liquidated damages: | 10% of the tendered amount. |
| 5. Performance Security : | 05% of the total Bid amount.(For successful bidder only) |
| 6. Release of Performance Security: | After the successful completion of warranty period. |
| 7. Bid validity period: | 90 days. |

SEAL & SIGNATURE OF THE TENDER



General Terms and Conditions

1. 2.5% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favor of the Director Finance IBA Karachi.
2. All tenders should reach under sealed cover envelop up to 11:00am on 05-03-14.
3. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
4. The items should be supplied within **10-weeks** after the receipt of the Purchase Order/LOA.
5. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
6. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
7. Income tax will be deducted as per Government Rules, if applicable.
8. GST invoice should also be deposited with the original bill and Delivery Challan if applicable.
9. 20% sales tax of the total sales tax shown in the sales tax invoice shall be withheld and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007(if applicable). Also provide professional tax certificate updated.
10. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
11. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration only plus recurring cost(lamp cost),past experience of the supply of MM in Education Sector[**Mandatory**].
12. 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 & must be verifiable.(Attach copy with bid submission) [**Mandatory**]
13. At least provide 05 references in which bidder supplied multimedia's in Elite Educational Institutions in Pakistan. [**Mandatory**]
14. Warranty should be of three years with complete parts and services including (Multimedia & cabling). Lamp warranty must be of one year. Vendor is also bound to provide the services of the entire Multimedia on quarterly basis for three years from the date of delivery of the equipment.
15. Backup units should be provided within 48Hrs case of failure of hardware of same specification.
16. 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.
17. If required IBA can ask for the quoted demo unit from bidder.
18. IBA may reserve the right to increase or decrease the quantity.



Signature: _____

Name: _____

Mobile Numbers: _____

Email Address: _____

Bill of Quantity / Specifications:

1. MMP for Main Campus auditorium

| Technology | |
|--------------------------|--|
| Projection System | 3LCD Technology, RGB liquid crystal shutter |
| IMAGE | |
| Color Light Output | 7,000 Lumens or higher |
| White Light Output | 7,000 Lumens or higher |
| Resolution | WUXGA (1920*1200) or higher |
| Aspect ratio | 16:10 or higher |
| Contrast Ratio | 5,000:1 or higher |
| Lamp life (full mode) | 2,000 hrs or higher |
| Lamp life (eco. mode) | 4,000 hrs or higher |
| Keystone Correction | Digital vertical: $\pm 30^\circ$, horizontal $\pm 30^\circ$ |
| OPTICAL | |
| Zoom | Motorized |
| Projection Size | 40 inches – 400 inches |
| Projection Distance Wide | 30 m (300 inch screen) |
| Projection Distance Tele | 42.5m (300 inch screen) |
| Focus | Motorized |
| Telephoto Lens | Required |
| CONNECTIVITY | |
| Interfaces | Cinch audio in, VGA in, RS-232C, HDMI in, DisplayPort, S-video in, VGA out, Stereo mini jack audio out, stereo mini jack audio in (4X), Composite in, Ethernet interface (100 Base-TX/10 Base-T), BNC in, Wireless LAN IEEE 802.11b/g/n (optional) |
| ADVANCED FEATURES | |
| Quantity | 01 |
| OTHER | |
| Warranty | Complete three years with parts and services |

2. MMP for AMAN Tower seminar rooms

| Technology | |
|-----------------------|--|
| Projection System | 3LCD Technology, RGB liquid crystal shutter |
| IMAGE | |
| Color Light Output | 5,000 Lumens |
| White Light Output | 5,000 Lumens |
| Resolution | WXGA (1024*768) or higher |
| Aspect ratio | 16:10 or higher |
| Contrast Ratio | 10,000:1 or higher |
| Lamp life (full mode) | 3,000 hrs or higher |
| Lamp life (eco. mode) | 4,000 hrs or higher |
| Keystone Correction | Digital vertical: $\pm 30^\circ$, horizontal $\pm 30^\circ$ |
| OPTICAL | |
| Zoom | Manual |
| Projection Size | 30 inches – 300 inches |



| | |
|--------------------------|--|
| Focus | Manual |
| CONNECTIVITY | |
| Interfaces | VGA in, RS-232C, HDMI in, DisplayPort, S-video in, VGA out, Stereo mini jack audio out, stereo mini jack audio in (4X), Composite in, Ethernet interface (100 Base-TX/10 Base-T), BNC in, Wireless LAN IEEE 802.11b/g/n (optional) |
| ADVANCED FEATURES | |
| Quantity | 02 |
| OTHER | |
| Warranty | Complete three years with parts and services |

3. VGA splitter

| | |
|-------------------------|--|
| Type | Active, external powered |
| Video Input Connectors | 2 |
| Video input switching | external, movable, wired switch |
| Video Output Connectors | 4 |
| Connector type | HD15 |
| Max Resolution | 1920x1440 |
| Signal Type | VGA, SVGA, XGA, WXGA, WUXGA, Multisync |
| Quantity | 50 |
| Warranty | Complete three years with parts and services |

- IBA reserves the right to alter the required quantity of items as necessary.
- IBA Karachi is exempted from GST. Vendor is requested to provide the prices on C& F basis. At the time of payment vendor is responsible to provide the copies of GD, packing list, airway bill, bill of lading. (Please fill the price sheet **Annexure-C** mandatory) only for item # 1,2.
- Payment will be made after the complete delivery of the hardware in IBA.
- Selection will be made item wise. So please provide the prices item wise.



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 the hardware Multimedia (Auditorium)[C&F] | 2 | | | | | | | | |
| 2 | Price of the hardware Multimedia (Seminar Rooms)[C&F] | 1 | | | | | | | | |
| 3 | Prices of the VGA splitter | 50 | | | | | | | | |
| 4 | Prices of Lamps | | | | | | | | | |
| 5 | Prices of SLA after warranty time | | | | | | | | | |

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.

