



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Diary # 2016-105-LP-04

Dated: July 01, 2016

Manager (Enforcement-II)

SPPRA, Karachi

Subject: **Tender "Procurement of Apple Laptops" IT/106/2015-16**

Dear Sir / Madam,

Please find the following documents to upload on SPPRA website.

- Notification of Procurement Committee
- Notification of Complaint Re-dressal Committee
- Tender Advertisement.
- Tender Document
- Copy of Budget

Regards-

A handwritten signature in black ink, appearing to be 'Syed Ali Ahmed Naqvi', written over a horizontal line.

Syed Ali Ahmed Naqvi  
IBA Karachi



Institute of  
Business Administration  
Karachi

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Dated: February 22, 2016

**NOTIFICATION**

The competent authority is pleased to constitute following committee for upcoming all the tenders of ICT department for 2015-16.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi **External Member** (PPRA Advisor, HEJ Karachi University)

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with 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. Nasir Tauheed  
Chairman ( Procurement Committee)  
IBA, Karachi



**Institute of  
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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

9-  
25

# INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

## ANNUAL PROCUREMENT PLAN

### ICT PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2015-16

### TO BE ADVERTISED ON SPPRA WEBSITE (REVISED SEPT 2015)

| Sl. # | Description of Items  | Procurement Method           | Remarks/Quantity | Anticipated/Actual Date of Start | Anticipated/Actual Date of Completion |
|-------|---|------------------------------|------------------|----------------------------------|---------------------------------------|
| 01    | Procurement of Computers  | Single Stage Single Envelope | Qty : 120        | 01-09-2015                       | 28-02-2016                            |
| 02    | Procurement of CISCO Core Switch with supervisor Engine   | Do                           | Qty : 01         | 01-07-2015                       | 28-02-2016                            |
| 03    | Procurement of RFID Solution (Smart Card) PROJECT   | Single Stage Two Envelope    | Qty : 01         | Do                               | Do                                    |
| 04    | Fire Suppression for Main Campus Server Room PROJECT  | Single Stage Two Envelope    | Qty : 01         | 10-10-2015                       | 28-02-2016                            |
| 05    | Procurement of Smart Cards (Aman Tower / Hostels) PROJECT   | Single Stage Two Envelope    | Qty : 01         | Do                               | Do                                    |
| 06    | Procurement of CISCO router for internet & firewall PROJECT   | Single Stage Two Envelope    | Qty : 01         | 01-07-2015                       | 28-02-2016                            |
| 07    | Procurement of Active Networking Equipment's for Boys Hostel New Extension PROJECT & Procurement of IP Phones | Single Stage Two Envelope    | Qty : 01         | 14-09-2015                       | Do                                    |
| 08    | Procurement of Multimedia   | Single Stage Single Envelope | Qty : 20         | 01-09-2015                       | Do                                    |
| 09    | Procurement of Hardware Lab equipment's PROJECT   | Single Stage Two Envelope    | Qty : 01         | Do                               | Do                                    |
| 10    | Procurement of Data Storage NAS PROJECT   | Single Stage Two Envelope    | Qty : 01         | 15-10-2015                       | 31-03-2016                            |
| 11    | Procurement of Lecture Recording System for CEE Aman Tower PROJECT  | Direct Contracting           | Qty : 01         | Do                               | Do                                    |

|    |  |                              |          |            |            |
|----|--|------------------------------|----------|------------|------------|
| 12 | Procurement of Smart Boards / Interactive Multimedia's           | Single Stage Single Envelope | Qty : 05 | Do         | Do         |
| 13 | Procurement of Mid -Range workstations for Web Sciences & AI lab | Single Stage Single Envelope | Qty : 04 | Do         | Do         |
| 14 | Procurement of Hardware for TRL Lab PROJECT                      | Single Stage Single Envelope | Qty : 01 | Do         | Do         |
| 15 | Procurement of UPS Batteries (Replacement) of different volts    | Single Stage Single Envelope | Qty : 40 | 01-07-2015 | 15-11-2015 |
| 16 | Service Level Agreement of Video Conferencing equipment's        | Single Stage Single Envelope | Qty : 02 | 01-09-2015 | 30-11-2015 |
| 17 | Procurement of UPS Batteries of different volts                  | Single Stage Single Envelope | Qty : 19 | 01-09-2015 | 31-12-2015 |
| 18 | Procurement of UPS Batteries of different volts                  | Single Stage Single Envelope | Qty : 64 | 15-11-2015 | 30-04-2016 |

Imran Batada  
Head of ICT

# **TENDER NOTICE**

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

| <b>Tenders Number</b> |                  | <b>Description</b>             |
|-----------------------|------------------|--------------------------------|
| A                     | (IT/106/2015-16) | Procurement of Apple MacBook's |

2. Details of items are mentioned in the tender documents. Interested firms may obtain tender documents from IBA, Karachi website free of cost from **16/July/2016**. ([www.iba.edu.pk](http://www.iba.edu.pk)). Sealed quotations will be accepted only till **02/August/2016** 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 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.

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

# TENDER DOCUMENT

TENDER NUMBER: IT/106/2015-16

“Procurement of Apple MacBook’s”

SEAL & SIGNATURE OF THE TENDER

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

Date of publish **16/07/2016**

Date of Receipt / Opening of Tender **02/08/2016**

*(SINGLE STAGE SINGLE ENVELOPE)*

Submit to: ICT Procurement Department

IBA Main Campus, Karachi University

Phone Number: 021 - 99261508

## **Condition of Payment**

1. Amount of Bid Security: 3 % of the tender amount.
  2. Time of completion of supply/work: 30 - Days after the receipt of PO
  3. Reduction in total payment, in case of non-completion of supply/work within stipulated time (which will be settled from the Amount of bid security): Rs.1000/- for each calendar day.
  4. Limit of reduction in total payment: 10% of the tendered amount.
  5. Performance Security: 10% PS of the total Bid amount will be  
Deposit from successful bidder.
- Release of Performance Security: After the successful completion of warranty period.
- Bid validity period: 90 days.

**SEAL & SIGNATURE OF THE TENDER**

## **General Terms and Conditions**

6. The manufacturer /Supplier should deposit 3% Bid Security of the total amount of the bid with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
7. All tenders should reach under sealed cover envelop up to 11:00am on **2/08/2016**.
8. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
9. The manufactured items should be supplied within 30 days after the receipt of the Purchase Order.
10. 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.
11. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
12. Income tax will be deducted as per Government Rules.
13. GST invoice should also be deposited with the original bill and Delivery Challan.
14. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007.
15. 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.
16. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration only.
17. Only those companies can participate in this tender who have past experience in dealing with such work.
18. Warranty from Principal should be of three years with complete parts and services. Only consumable parts not covered under this warranty. Vendor will also requested to quote the price with one year principal warranty as well (mandatory). Calculate EM with One Year Warranty amount.
19. Quoted price in Pak rupees only.
20. Please provide copies of NTN, Sales Tax Registration, Professional Tax, Registration with Sindh Revenue Board (SRB), and Turnover of at least last three years.(Mandatory)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Office Stamp: \_\_\_\_\_

Tel Numbers: \_\_\_\_\_

Mobile Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **BOQ / Apple Air Book Air (MMGF2) or Equivalent**

- 13.3-inch (diagonally) LED-backlit display with IPS technology with the resolution of 2560×1600 at 227 Pixels
- Intel Core i5, 2.5GHz dual-core processor (Turbo Boost up to 3.1GHz)
- 8GB of 1600MHz DDR3L Memory
- 128GB Flash Memory
- 3.57 pounds Weight
- NVIDIA GeForce GT 650M with 1GB of GDDR5 memory and automatic graphics switching
- 720 pixels FaceTime HD Cam
- 802.11n Wi-Fi wireless networking
- Built-in 74-watt-hour lithium-polymer battery
- Stand by Time up to 30 Days
- Up to 7 Hours Wireless Web Timing
- Quantity is 04.
- With Apple Care Pack

### **PLEASE FILL THE BELOW DETAILS**

| Sr.# | Quoted Model | Warranty | Delivery Time | Unit Price | GST | Qty | Unit Amount Including all taxes | Total Amount Including all taxes | Remarks |
|------|--------------|----------|---------------|------------|-----|-----|---------------------------------|----------------------------------|---------|
|      |              | 01 Years | 30 Days       |            |     | 04  |                                 |                                  |         |
|      |              | 03 Years | 30 Days       |            |     | 04  |                                 |                                  |         |