



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: May 20, 2015

Mr. Ayub Chandio

Manager (Enforcement-II)

SPPRA, Karachi

IT/85/2014-15

Subject: **“Up gradation of RAMs for Computers”**

Dear Mr. Ayub,

Please find the following document to upload on SPPRA website.

- **Tender Documents**
- **Tender Advertisement**
- **Nomination of Purchase Committee**

Regards-

A handwritten signature in blue ink, appearing to read 'Imran Batada', with a long horizontal line extending to the right.

Imran Batada

Head of ICT



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TENDER NOTICE

The Institute of Business Administration (IBA), Karachi 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.	Up gradation of RAMs for Computers	(IT/85/2014-15)	Rs. 1,000/-

Tender documents will remain available at the website <http://iba.edu.pk/tenders.php> from **May 23, 2015** to **June 09, 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 **June 09, 2015** till 11:00am and will be opened on the same date and venue at 11:30am 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.

To get notified on upcoming tenders, subscribe
at www.iba.edu.pk/tenders.php

Head of ICT

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PID# 0000



TENDER DOCUMENT

TENDER NUMBER: IT/85/2014-15

“Up gradation of RAMs for Computers”

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 23-May-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.(Based on the total quoted amount of new modules of RAM) |
| 2. Time of completion of supply/work: | 15- Days after the receipt of PO |
| 3. Performance Security : | 05% of the total Bid amount will be deposit for One year from the date of delivery acceptance at IBA. |
| 4. Release of Bid Security: | Bid security will be released to the bidders once the contract has been signed with the successful bidder. |
| 5. 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 favour of the Director Finance IBA Karachi.(as mention above)
2. All tenders should reach under sealed cover envelop up to 11:00am on 09-June-2015.
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 **15 days** after the receipt of the Purchase Order.
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.
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 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(if applicable).
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 & also quote high rates in buy back of RAM modules, past experience of the supply of same hardware in Education Sector.
 - a. Selection Criteria
Bidder is bound to quote sale prices of RAMs new modules (8GB) specification already mention in documents & the quote buy back price of RAMs old modules (4GB) specifications already mention in documents. Any bidder if quotes only either sale price or buy back price than it will be consider as disqualified.
12. **Award of the tender;** the tender will be given to the most responsive bidder whose "net price" is lowest among all.

Net Price: (Price of New Module 8GB without tax) minus (Price of buy back old Module 4GB without tax)

Only those companies can participate in this tender who have past experience in dealing with such work
13. Warranty should be minimum five years with replacement.
14. Backup units should be provided within 24hr in case of failure of hardware of same specification.
15. If required IBA can ask for the quoted demo unit from bidder.
16. IBA may reserve the right to increase or decrease the quantity.
17. Payment will be made after the complete delivery of the hardware in IBA.



Signature: _____

Name: _____

Office Stamp: _____

Bill of Quantity / Specifications:

Specs (Require 8GB RAM Modules):

DDR3, 1600MHz, Non-ECC, CL11, X8, 1.5V, Unbuffered, SODIMM, 204-pin

Quantity required:

Total Quantity of 8GB Modules required: 330

Buy Back (Requires that bidder also quote at which price he purchase the RAM modules, specs mention below)

Specs (Available RAM Modules):

4GB, DDR3, 1600 MHz, SODIMM

Quantity required:

Total Quantity of 4GB Modules available : 165

Sr. #	Description of RAM Modules	Unit Price	Total Price with Taxes where applicable
01	DDR3, 1600MHz, Non-ECC, CL11, X8, 1.5V, Unbuffered, SODIMM, 204-pin		
02	4GB, DDR3, 1600 MHz, SODIMM (Buy Back)		





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NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender
~~"Procurement of Branded Computers"~~ ^{Upgradation of RAM}, IT/85/2014-15.

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-

Imran Batada
Head of ICT
IBA, Karachi