



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Tender Financial # IT/14/20-21

***Tender Fee: Rs. 2,000/-
(Non-Refundable)***

TENDER FORM

Tender # IT/14/20-21

Development & Implementation of Custom Modules for ERP IBA Karachi

Date of Issue : May 24, 2021

Last Date of Submission : June 09, 2021 (3:00 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, Drawn on Bank _____

Amount of Rs. _____, Dated: _____

Notice Invitation Tender (NIT)**Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of manufacturers / firms / companies / distributors / suppliers registered with relevant tax authorities (whichever is applicable) for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Development & Implementation of Custom Modules for ERP IBA Karachi (IT/14/20-21)	Singe Stage Two Envelope	2%
Tender Fee & Dates		
Fee: Rs.2,000/-		
Issuance start date: May 24, 2021 at 9am		
Issuance end date & time: June 09, 2021 at 3pm		
Submission date & time: May 24, 2021 to June 09, 2021 from 9am to 3pm		
Opening date & time: June 09, 2021 at 3:30pm		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents have to be submitted.

Kindly mention "Tender Number" at top left corner of the envelope.

N.B. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders/>



1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on May 24, 2021 to "Development & Implementation of Custom Modules for ERP IBA Karachi".

The Institute of Business Administration, Karachi (IBA) is one of the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

Registrar



2. Instructions

(a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant bidder contactor manufacturers / firms / supplier / companies / distributors / dealers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement. The tender document will be accepted ONLY on the IBA's prescribed Tender Document available on IBA's Website.

(b) Filling of Tender Form

It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.

(c) Collection of Tender

You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from May 24, 2021 to June 09, 2021 during working 9:00am to 3pm.

(d) Submission of Tender

The last date of submit the Tender Document in sealed envelope in June 09, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30pm in the presence of representatives who may care to attend.

(e) Bid Security

Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Institute of Business Administration**. Bid Security should be enclosed in a separate envelope, labelled as '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).

(f) Performance Security

Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.



Stamp & Signature

(g) Tender Number

Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

(h) Communication

Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA): Muhammad Hanif (Sr. Executive Purchase)
Institute of Business Administration,
Main Campus, University Enclave,
Karachi
Tel # : 021 38104700; Ext: 2150
Email : tenders@iba.edu.pk

(i) Submission of Documents and Address

Separate envelopes clearly labeled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before last date to submit the tender documents. Tender Document can be dropped by hand or courier in Tender Box placed at the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

(j) Submission of Tender

The complete tender document should be submitted by 3pm on June 09, 2021 at the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi

The manufacturer/firms/companies/distributors/suppliers shall deliver two copies of the bids which include IBA tender documents.

(k) Date of Opening of Tender

Bid will be opened on June 09, 2021 at 3:30 pm at Office of the Head of Procurement IBA Main Campus in presence of representative bidders who may care to attend.

(l) Rights

Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.



Stamp & Signature

(q) Delivery of Licenses

All licenses will be delivered directly to the location, as per the discretion of IBA. If licenses delivered are not conforming to the specifications and bill of quantity, the licenses will not be accepted.

(r) Certification / Proof

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies' /distributors/ suppliers should also provide copy (ies) of certificate(s) etc as proof of their claim.



Stamp & Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Procurement:** - Development & Implementation of Custom Modules for ERP IBA Karachi
- (c) **Procuring Agency's Address:** -Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:** - Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi
- (e) **Period of Bid Validity (days):** - Ninety Days
- (f) **Deadline for Submission of Bids along with Time :-** The last date of submit the Tender Document in sealed envelope in June 09, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (g) **Venue, Time, and Date of Bid Opening:** - Tender will be opened on June 09, 2021 on 3:30pm at IBA Main Campus, University Road, Karachi.
- (h) **Time for Completion from Written Order of Commence:** - 18 months
- (i) **Liquidated Damages:** - Liquidated damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (j) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
- #, Amount :Rs.....Drawn on Bank..... Dated.....



Stamp & Signature

4. Terms & Conditions

a) Bid Security

Bid Security, in the shape of a bank draft / pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2% of the total cost of bid, should be submitted along with the tender documents.

b) Validity of the Tender

All proposal and prices shall remain valid for a period of 90 days from the closing date of the submission of the tender document. However, the Manufacturer /firms /companies /distributors /suppliers 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) Delivery Time

The solution should be deployed / delivered within a period of 18 months from the date of signing off agreement.

e) 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.

f) 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 Manufacturer / firms / companies / distributors / suppliers 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.

g) Acceptance of Tender

The IBA reserves the right not to accept the lowest or any tender and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide demo unit which supplier quoted in the tender. After the final inspection of the unit the decision will be made.

Bidder MUST quote prices as per requirement mentioned in the Tender Document.



Stamp & Signature

h) 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.

i) Performance Security

Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of contract.

j) Liquidated Damages

Liquidity damages 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.

k) Quantity

Competent Authority reserves the right to remove any item.

l) Invoice

Invoice / bill should be submitted to Purchase & Store Department.

m) Payment Terms

S. #	Timeframe / Phase Completion	Deliverables	Amount
1	Requirement collection and analysis.	Project Management plan, work breakdown structure, Requirement Gathering Documents	5%
2	Complete Solution Design along with necessary documentation	Solution Design Documents, Technical Design Document	5%
3	Complete project Development & Software Testing *	Ready Product along with Source Code, BI Reports	50%
4	Completion of Successful User Acceptance Testing	UAT Signoff	20%
5	Implementation & Go-Live on Production	Live Application on Cloud	10%
6	Post Implementation Support for 1 year & Project Closure	User Guide, Project Closure reports	10%
	Total		100%

* Release of payment is subject to 3rd party audit of the development. Auditor will be appointed by IBA.

n) Stamp Duty

Stamp duty 0.35% against total value of Purchase Order will be levied accordingly.

o) Conditional / Optional / Alternate Bids:

Such bids will not be accepted.



Stamp & Signature

p) Trainings:

Bidder should provide training to staff members of IBA for the proposed solution.

q) Restriction:

The software must not be produced / integrated / configured / developed in the country India or Israel.

r) Patent Rights:

The bidder shall indemnify & hold the IBA harmless against all the third party(ies) claim(s) of infringement of patents, trademark or industrial decision rights arising from use of the service(s) or any part thereof.

s) Operational Maintenance:

The bidder shall be responsible for installation configuration integration of the software to the IBA provided servers. The bidder shall ensure that newly deployed software modules works seamlessly with existing applications. Software installation, configuration and integration will be free of cost. Moreover, for any upgradation / change in IBA network during the contract period, the bidder shall provide support and maintenance related to the provided software without any additional cost.

t) Severability:

If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.



Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the Bidder.

M/s. _____, the Bidder hereby declares that:

- (a) Its intention not to obtain the Provide & Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Provide & Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, Bidder agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide & Supply/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature



6. Technical Specifications & BOQ:

1. Project Objectives

The project is required to meet following objectives

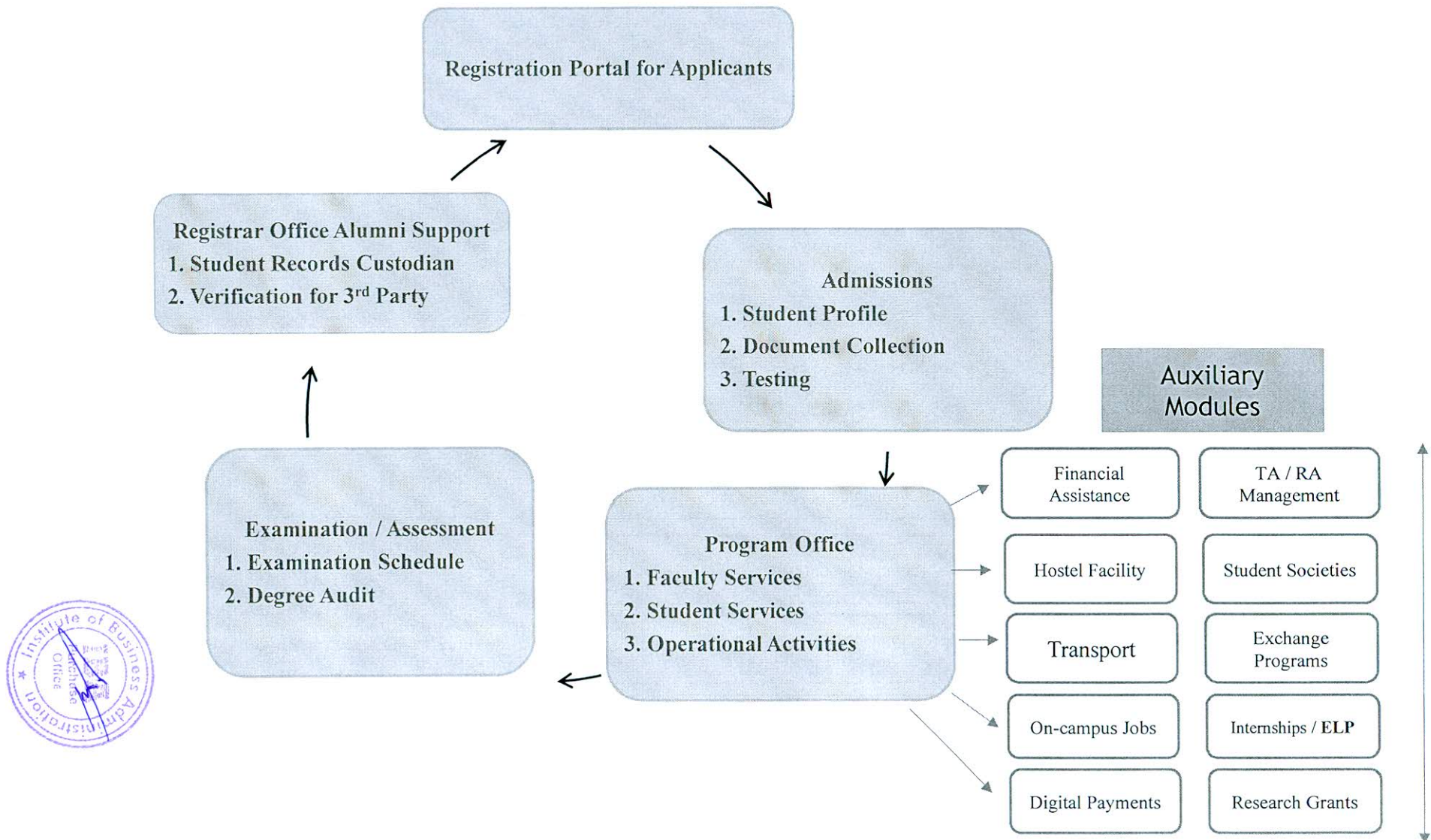
- i. Student Centric Higher Education Eco-system: Entire Student Life Cycle from prospecting to enrolment, learning, job placement, alumni engagement and continuing education.
- ii. Administrative Simplification: User Centric & System Re-engineering.
- iii. Data & Databases Integration – Governance, data integrity, standards, multiple applications and platforms.
- iv. Safeguarding Institutional Privacy & Protecting Data.
- v. Incorporate new Technologies Sustainably (Financially / Cost & Benefit Analysis).
- vi. IT Leadership as an integral strategic partner.
- vii. Organizational Risk Mitigation.
- viii. Organization wide acceptance & ownership of System.
- ix. Clarity of Business Processes and Sufficient Training.
- x. Student Retention and Completion: AI & Timely support.
- xi. Improved Enrolments: Using Data and analytics to develop inclusive and financially sustainable enrolment strategy to serve more and new learners by personalizing recruitment, enrolment and learning experiences.
- xii. Higher Education Affordability.

2. Project Duration

The total duration for the completion of this Project will be **18 months** from the date of signing of the contract.



3. Academic Support Cycle



4. Bill of Quantity of Core Modules to be Developed.

Note

All technical details and scope mentioned in technical proposal is an integral part of financial proposal.

S.#	Description	Estimated Completion time of each module (max within 18 months)	Amount
1	A. Admissions Module <ol style="list-style-type: none"> 1. Student Profile: Determine student demographics, family information, financial support information, educational background and related information. 2. Documents Collection: Initial documents including NIC (self, parents), home address, school address, online submission of educational documents. <p>Testing: Preparing and sending admit cards, maintaining and utilizing the question bank, arranging venues, taking test, compiling test results, completing document checklist, successful candidates to connect with DPO.</p>		
2	B. Program Office Module <ol style="list-style-type: none"> 1. Faculty Services: Faculty allocation, sharing preferences for teaching a course, date, timings, preference for class type (regular, mega, lab) and submitting grades. 2. Student Services: Course registration, access study progress, checking grades, access the time- table, checking attendance, sending requests related to courses such as withdrawal, semester freeze, submit faculty evaluation and other related applications. 3. Operational Activities: Sending documents for verification to enrolment section, accurate demand analysis, scheduling courses, assisting in registration, providing student services related to courses and semester. 		
3	C. Examinations Module <ol style="list-style-type: none"> 1. Degree Advisement: Advise students and all other stakeholders about their respective program of study and degree requirements, maintaining records for probation and other relevant data. 		



	<p>2. Degree Verification: Receiving freshmen's documents from DPO and send to respective boards for verification, also provide verification at IBA's degree when receive such requests.</p> <p>3. Grading Records: Keeping the students' grade records when receive from faculty members, issuing warnings to those students who are on probation and securing less than allowable GPA.</p>		
4	<p>D. Alumni Support Module</p> <p>1. Post-Graduation catering to Alumni needs such as degree issuance, transcript issuance, verification of documents and other similar services</p> <p>2. Integration with LinkedIn API to fetch current employment as well as previous employment history of Alumni.</p>		
Total Amount			
SST			
Grand Total Amount Inclusive of SST of A, B, C and D			

Grand Total Amount in Words:

Rupees: _____

Bidders must also quote the following rates inclusive of taxes

1. Hourly rate for any further development

a. Hourly Rate _____

2. Yearly SLA Cost (inclusive of all taxes)

a. Estimated man hour _____

b. Yearly Cost _____

Stamp & Signature

Page 15 | 16



It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

Stamp & Signature

