

***Tender Fee: Rs. 500/-
(Non-Refundable)***

TENDER FORM

Tender # IT/02/17-18

RFID Printer's Consumables

Date of Issue : November 10, 2017

Last Date of Submission : November 28, 2017 (3:00 PM)

Date of Opening of Tender : November 28, 2017 (3:30 PM)

Pay Order / Demand Draft # _____, Dated _____

Drawn on Bank _____, Amount of Rs. _____

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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 on November 10, 2017 for RFID Printer's Consumables.

The Institute of Business Administration, Karachi (IBA) is 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.

Thank you.

-sd-
Registrar

2. Instructions

- (a) **Sign & Stamp:** The Institute of Business Administration, Karachi (IBA) expects that aspirant 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.
- (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 Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from November 10, 2017 to November 28, 2017 during working 9:00 AM to 3:00 PM.
- (d) **Submission of Tender:** The last date of submit the Tender Document in sealed envelope in November 28, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, 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.
- (e) **Bid Security:** Bid Security of 5% 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.
- (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.
- (g) **Financial Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (h) **Tax Certificates:** Copy of Sales Tax & Income Tax Certificate should be attached.

Stamp & Signature

(i) **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 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

(j) **Communication:** Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA): Technical information will be provided by Manager IT
Institute of Business Administration,
City Campus, University Road,
Karachi
Tel # : 111-422-422 Ext 1133 / 2107
Email : smwzaidi@iba.edu.pk

(k) **Submission of Documents, Mode of Delivery and Address:** Proposals can be delivered by hand or courier so as to reach the office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi by the last date indicated for submission. **Proposals received by fax or email will not be accepted.**

(l) **Submission of Tender:** The complete tender document should be submitted by 3:00pm on November 28, 2017 at the office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi

The manufacturer/firms/companies/distributors/suppliers shall deliver two copies of the bids which include IBA tender documents. Format for submission of financial proposal is attached.

(m) **Date of Opening of Proposal:** Bid will be opened on November 28, 2017 at 3:30pm at Office of the Sr. Manager Purchase & Stores IBA Main Campus in presence of representative bidders who may care to attend.

(n) **Demonstration:** The Manufacturer/firms/companies/distributors/suppliers will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the manufacturer /firms/companies /distributors/ suppliers. In case the demo unit isn't according to the specification required by IBA or quoted by the manufacturer/firms/companies/distributors/suppliers, the tender may be liable to rejection.

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- i. **Important:** Separate envelopes clearly labeled for 'Original Proposal', 'Copy Proposal' and 'Bid Security' must be submitted on or before last date to submit the tender documents.

The bank draft for Bid Security should be enclosed in a separate envelope, labeled as 'Earnest Money', and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).
- ii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.
- iii. Last date for tender submission is November 28, 2017.
- iv. Supply will be on C&F basis to IBA Main Campus. IBA not liable to pay any Custom duty, GST or any other charges.
- v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.
- vi. Tenderers should be registered with Sales Tax department.
- vii. Payment will be made after receipt of store(s).
- viii. Bid Security of 5% of total amount in the form of pay order / demand draft in favor of '**Institute of Business Administration Karachi**' should be submitted along with tender form in separate envelope.
- ix. Security Deposit would be in addition to the 5% of the total amount retained for a period of 36 months after delivery of the product contingent to satisfactory performance.
- x. If the delivery of the product is delayed beyond the date specified in the Purchase Order, a penalty equivalent to 2% of the total amount quoted would be charged per day to the Manufacturer/firms/companies/distributors/suppliers till the product is delivered. This clause will not be applicable in cases where Manufacturer/firms/companies/distributors/suppliers provide back-up equipment as mentioned in clause (g).
- xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.

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- xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiv. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xv. Three years extended warranty with comprehensive onsite support is required.
- xvi. Bidder will also responsible for Complete Installation, configuration, commissioning and Integration of the equipment enlisted in the Tender document.
- xvii. 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 quantity of items at the time of delivery. The firm should provide Guarantee/Warranty .Warranty must be as per the tender specifications and must be verifiable from the manufacturer's website.
- xviii. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the bid security and the firm may be black listed.
- xix. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.

Stamp & Signature

3. Bill of Quantity
RFID Printer's Consumables
(Running Rate for one year)

Sr. #	Description	Expected Quantity in the year	Quoted Brand	Quoted Model	Quoted Part #	Rate	Amount
1	YMCKO Ribbon for 250 Dual Sided Cards Printing Fargo / HID (Part # 84051 or Equivalent)	16 units					
2	Re-Transfer Film for 750 Dual Sided Cards Lamination, Fargo/HID (Part # 84053 or Equivalent)	06 units					
Total							
17% GST							
Total Amount							

Total Amount Rupees (in words) _____

Stamp & Signature

4. BIDDING DATA

- a. **Name of Procuring Agency:** Institute of Business Administration, Karachi
- b. **Brief Description of Works:** RFID Printer's Consumables
- c. **Procuring Agency's address:** Main Campus, University Road, Karachi
- d. **Amount of Bid Security:** Bid Security of 5% 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. **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of 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.
- g. **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in November 28, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, 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.
- h. **Venue, Time, and Date of Bid Opening:** Tender will be opened on November 28, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- i. **Time for Completion from written order of commence:** 90 days
- j. **Liquidity damages:** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Pay Order / Demand Draft # _____, Amount (Rs): _____**
Drawn on Bank: _____, Dated: _____

Stamp & Signature

5. BIDDER QUALIFICATION CRITERIA

S. No	Eligibility Criteria
1	Is envelop sealed
2	Required Bid Security in enclosed
3	Tender Document signed, named and stamped by authorized person of the manufacturer/firms/companies/distributors/suppliers
4	Registration in GST / SBR & I. Tax
5	Tender Fee Received
6	Turnover in terms of Financial Statement of last 05 (Five) years
8	IBA, Karachial list provided
9	Certificate on stamp paper not blacklisted
10	Minimum 05 (Five) years experience of relevant field
11	Manufacturer Authorization Letter (Latest, Mandatory)

 Stamp & Signature

6. Terms & Conditions of Services

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Items Deliverable:** All item(s) must be provided on which the delivery execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for One year / 12 months extendable with mutual consent.
- (iv) **Liquidity Damage:** Liquidity damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commuter prejudice.
- (v) **Payment:** Payment will be paid after deduction of withholding Tax as per government regulations.
- (vi) **Rejection of Items:** IBA, Karachi reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- (vii) **Termination:** At any stage if the Supplier found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the IBA, Karachi. The decision of the IBA, Karachi will be final and should be abided by the Supplier and the IBA, Karachi. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- (viii) **Submission of Bills/Invoices:** Invoice / bill should be submitted to Finance Department with Satisfactory Note of the IBA, Karachi.
- (ix) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (x) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the IBA, Karachi and CEO of the company/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.

- (xi) **Bid Security:** 5% Bid Security on higher quoted vehicles must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xii) **Inspection:** Inspection of premises will be carried on specified dates & communicated to the Supplier accordingly.
- (xiii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of 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 / Warranty, whichever is longest.
- (xiv) **Sub-letting:** No Sub-letting is allowed during contract period.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xvii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xviii) **Validity of Bid:** Validity is for ninety (90) days.
- (xix) **Rights:** IBA, Karachi reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xx) **Company Profile:** Company Profile be attached with this document.
- (xxi) **Tender Document:** Tender Document available at the Office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xxii) **Submission of Documents:** Last date for tender submission is November 28, 2017 up to 3:00 PM.
- (xxiii) **Opening of Tender:** Tender will be opened on November 28, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.

Stamp & Signature

- (xxiv) **Taxes:** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxv) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxvi) **Rate Revision:** Agreed rate as per agreement will not revise during the agreement period.
- (xxvii) **Billing:** The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to IBA, Karachi Finance Dept. in the 1st week of the following month with Satisfactory.
- (xxviii) **Authority:** The IBA, Karachi is not bound to accept any quotation, nor award a contract / Work Order, nor be responsible for any costs associated with a Supplier preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
- (xxix) **Blacklisted:** Supplier is required to provide affidavit that the firm is not Black Listed from any of the Government / Semi Government / Private Organization / Firm / Agencies / Department etc.
- (xxx) **Rate Running Contract:** This is Rate Running Contract for ONE year / 12 months. Quantity may be fluctuated and varies with requirement. Rates will be accepted on the basis of total lowest cost. Evaluation shall be done on total cost against estimated quantity however order quantity may vary as per requirement. IBA has a right to increase & decrease in quantity, vendor is bound to provide without any change in unit prices. Bids should be submitted in Pak Rupees only, inclusive of all taxes.
- (xxxi) **Sales Tax Registration Certificate:** Firms / Companies must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” at the time of submission of bidding document.
- (xxxii) **Contract Period:** The contract may be valid for one year and extendable with mutual consent. However, reviewed shall be made on every 12 months.
- (xxxiii) **Physical Testing:** 2% Physical random testing of the RFID Printer’s consumables should be carried out by IBA authority.

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- (xxxiv) **Effectiveness of RFID Printer's Consumables:** On every pack, the successful supplier will submit the letter on letterhead of the effectiveness of the consumables for one year.
- (xxxv) **OEM Warranty:** 12 months maintenance & replacement warranty will be given by supplier without any extra payment.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Transport Services;

M/s _____, the Transport Services hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA, Karachi or any administrative or financial offices thereof or any other department under the control of the IBA, Karachi through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency 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, Karachi 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 procurement or service contract or order or other obligations whatsoever from the IBA, Karachi, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ 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, Karachi under any law, contract, or other instrument, be stand void at the discretion of the IBA, Karachi.
- (d) Notwithstanding any right and remedies exercised by the IBA, Karachi in this regard, company/firm/agency agrees to indemnify the IBA, Karachi for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA, Karachi in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company /firm /supplier /agency /manufacturer as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA, Karachi.

Note:

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

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