

Tender Fee: Rs. 5,000/-
(Non-Refundable)

TENDER FORM

Tender # IT/18/23-24 Provide and Supply Laptops, Desktop Computers and LED Monitors on C&F Basis

Date of Issue : **December 21, 2023**
Last Date of Submission : **January 5, 2024 (03:00 PM)**
Date of Opening of Tender : **January 5, 2024 (03:30 PM)**

Company Name: _____

NTN: _____, **SRB Registration Number:** _____

GST Registration Number: _____

Pay Order / Demand Draft # _____, **Dated:** _____

Amount of Rs. _____, **Drawn on Bank:** _____

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, for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provide and Supply Laptops, Desktop Computers and LED Monitors on C&F Basis (IT/18/23-24)	Single Stage One Envelope	2%
Tender Fee and Dates		
▶ <i>Tender Fee:</i>	Rs. 5,000/-	
▶ <i>Issuance start date:</i>	December 21, 2023, from 9 AM	
▶ <i>Issuance end date & time:</i>	January 5, 2024, till 3 PM	
▶ <i>Submission date & time:</i>	December 21, 2023, till January 5, 2024, from 9 AM to 3 PM	
▶ <i>Opening date & time:</i>	January 5, 2024, at 3:30 PM	

Tender Documents may be collected after submission of the 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 the Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on the same date & venue in the presence of the bidder's representatives who may wish to attend. In case of a holiday, the tender shall be opened/received on the next working day at the same place and time. Bid Security in form of a Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi" along with the Tender.

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

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

REGISTRAR

IBA, Main Campus, University Enclave, Karachi 75270

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

Contact Person Sr. Executive Procurement on 38104700 ext: 2152

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

SPPRA Website: <https://ppms.pprasinhd.gov.pk/PPMS/public/portal/notice-inviting-tender>

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1. Introduction

Dear Tenderer:

Thank you for the interest you have shown in response, to the IBA's advertisement which has floated on IBA & SPPRA websites and leading newspapers on December 21, 2023, for "Provide and Supply Laptops, Desktop Computers and LED Monitors on C&F Basis".

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 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 over time.

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

Please contact Senior Executive Procurement on 38104700 ext: 2152 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

a) Sign & Stamp

It is necessary to fill in the Tender Form meticulously and sign & stamp every page. Moreover, attach the required supporting documentation 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 mandatory to fill the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention the item/column name or number etc that referred to the column/item of the Tender Form.

c) Collection of Tender

You can collect the Tender Document from the office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from December 21, 2023, to January 5, 2024, from working 09:00 AM to 03:00 PM.

d) Tender Number

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

e) Communication

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

Contact Person (IBA): Executive Procurement - ICT
Institute of Business Administration,
Main Campus, University Enclave, Karachi
Tel #: 021 38104700; Ext 2155
Email: tenders@iba.edu.pk

f) Submission of Documents and Address

Separate envelopes clearly labelled for 'Original Document' and 'Bid Security' must be submitted on or before the last date to submit the tender documents. Tender Documents can be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi till 03:00 PM on January 5, 2024. **Tender Documents received by fax or email will not be accepted.**

Stamp & Signature

g) Date of Opening of Tender

The bid will be opened on January 5, 2024, at 03:30 PM in presence of representative bidders who may care to attend.

h) Rights

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

i) Bid Price

Bid Price should include the following

- a. Cost & Freight of Goods
- b. Insurance charges
- c. Charges for Custom Clearance at Karachi Port
- d. Sellers LC charges
- e. Sales tax and additional sales tax (if applicable)

j) Letter of Credit (LC)

LC charges (client-side), import duties & taxes (where applicable) and demurrage (if applied) will be borne by the supplier/successful bidder. However, the successful bidder will only submit invoice/bill of supplied or delivered items as per BoQ.

k) Bidder's Responsibility

Bidder shall be responsible for transportation of complete consignment to IBA, Karachi premises. This would include the cost of labour for unloading consignment to the designated warehouse. Labour will be provided by the bidder.

l) Location of Deliveries

Supply will be delivered at IBA Store Main Campus, University Enclave, University Road, Karachi.

m) Clarification / Proof

Please submit copies of certificates of registration with the Sales Tax and Income Tax departments. The manufacturer /firms/companies /distributors/ suppliers should also provide a copy of the 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 the procurement:** Provide and Supply Laptops, Desktop Computers and LED Monitors on C&F Basis
- (c) **Procuring Agency's Address:** Main Campus, University Enclave, Karachi.
- (d) **Amount of Bid Security:** Bid Security of 2% of the total amount/cost will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the Institute of Business Administration, Karachi.
- (e) **Period of Bid Validity (days):** 45 (Forty-Five) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date of submitting the tender document in a sealed envelope is January 5, 2024, by 03:00 PM in the tender box placed at Gate no. 04, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 03:30 PM in the presence of representatives who may care to attend.
- (g) **The venue, Time, and Date of Bid Opening:** The tender will be opened on January 5, 2024, at 03:30 PM at IBA Main Campus, University Enclave, Karachi.
- (h) **Liquidity damages:** In the event of delay in delivery at supplier fault, the supplier shall inform the purchaser before the expiry of the such period giving reasons or justification for delay. However, the purchaser reserves the right to take the following actions:
- i. Evaluate the request for extension in the delivery period as per its merit and may consider extension in the delivery period or otherwise.
 - ii. May cancel the contract.
 - iii. Liquidated damages (if imposed) will be recovered at the rate of up to 2% per month and shall not exceed 10% of the total value of the contract.
- (i) **Contract Agreement:** Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of the total value of the Bid offered in response to the tender. Stamp duty will be paid by the bidder.
- (j) **Deposit Receipt No:** _____ **Dated:** _____
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 the bid, should be submitted along with the tender documents.

b) Performance Security

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

c) Validity of the Tender

All proposals and prices shall remain valid for 90 days from the closing date of the submission of the proposal. However, the Bidders are encouraged to state a longer period of validity for the proposal.

d) Currency

All prices in the proposal shall be quoted in foreign currency. For comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids specified in the bidding documents, as notified by the State Bank of Pakistan.

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 according to this tender shall be governed by and construed following the laws of Pakistan. The IBA and all Bidders responding to this tender and parties to any contract executed according to this tender shall submit to the exclusive jurisdiction of the Pakistani Courts. The arbitration proceeding will be governed by the Arbitration Act, of 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 and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide a demo unit which the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

Stamp & Signature

h) Support Capabilities

The Bidders should indicate the support capabilities for all the hardware and software provided during the warranty.

i) Compliance with specifications

The Bidders shall provide information as per requirements given in BoQ. However, Bidders can submit multiple solutions. Bidders may not propose/supply any kind of refurbished/substandard hardware equipment/components in their proposals.

j) Cancellation

IBA reserves the right to cancel any or all of the above items if the material is not per its specifications or if the delivery is delayed.

k) Invoice

The invoice/bill should be submitted to the Procurement Department.

l) Stamp Duty

A stamp duty of 0.35% against the total value of the Purchase/Work Order will be levied accordingly.

m) Delivery Time

08 to 12 weeks from the LC establishment.

n) Payment Terms

- i. Payments will be made through LC in the name of the Principal / Authorized Distributor to be mentioned in the bidding documents.
- ii. LC value will be released on 90 days usance terms and issuance of Acceptance Certificate after delivery of goods at IBA, Karachi premises.

o) Source and Nationality Requirements

The country for this procurement is Pakistan. Bidder may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries i.e., INDIA & ISRAEL.

p) Shipping/Dispatch Instructions

Shipping will be made by the supplier preferably through the National Vessel/Airline. Shipment by INDIA or ISRAELI Vessel/Airline is not allowed.

The partial shipment of material shall not be allowed; the complete material will be shipped as one consignment.

Stamp & Signature

q) Inspection/Testing

The material of this order is subject to final inspection from the Competent Authority / Technical Team at the time of delivery.

r) Secrecy & Confidentiality

All stakeholders will be responsible for maintaining secrecy/confidentiality of information/ Data shared during all stages of Bidding/ Contract.

s) Packing & Transportation

All Equipment shall be individually packed in standard packing provided by the manufacturer for onward transportation and delivery. Any item damaged during transportation will be replaced by the bidders at their own cost.

t) Default

If the Bidder fails to timely deliver items/services as per BoQ, IBA, Karachi reserves the right to penalize and may also terminate the contract.

u) Force Majeure

The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure including war and other instabilities invasion, the act of foreign enemies, embargo, civil war etc.

v) Increase in Price

No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply and or any other head of account shall be allowed.

w) Bid Evaluation:

The bid will be considered the Most Advantageous Bid on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the lowest evaluated cost.

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 is not to obtain the Provide and 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 and 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 instruments, 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 and Supply/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

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

Stamp & Signature

6. Project Summary

Institute of Business Administration, Karachi (IBA) requires Laptops, Desktop Computers and LED Monitors, as per the below-mentioned details;

1. Equipment and components, as mentioned in BoQ.
2. Technical support and updates.
3. Onsite comprehensive back-to-back warranty for the number of years as mentioned in the BoQ with SSD, Battery & Adaptors.

7. Scope of Work

1. The scope of this bid, and its subsequent order, is to Provide and Supply, Support/warranties of equipment and components with transport and labour charges included in the BOQ.
2. The selected bidder shall be responsible for providing the comprehensive back-to-back warranty.
3. The selected bidder should be responsible for handling level 2 and 3 technical support issues.
4. The onsite comprehensive replacement warranty period of five years is mandatory which includes replacement of the equipment included in BoQ (if necessary) without any additional cost.

8. Bidder Qualification Criteria

S. No.	Mandatory Eligibility Criteria	Remarks Yes / No
1	Successful completion of at least three (03) similar projects completed / in hands in the last three years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.	
2	Last 3 years' turnover with a minimum of 65 million (per year) as Annual Return and Audited Financial Statement.	
3	Sales Tax and NTN registration certificates with last 3 month's Sales Tax return copy of FBR. Individual / Company / AOP / Firm must be appearing on the FBR website as an Active Tax Payer	
4	Authorized Partnership / Reseller / Distribution / OEM Certificate.	

Note: Bidder must submit all the Supporting Documents for evaluation

Stamp & Signature

9. Bill of Quantity

S. No.	Product Features	Description	Make & Model	Qty	Rate	Amount
1.	HIGH-END LAPTOP COMPUTER			18		
	Processor	13th Generation Intel® Core™ i7-1355U, 12 MB cache, 10 cores, 12 threads, up to 5.00 GHz Turbo or equivalent or Higher				
	OS	Windows 11 Pro				
	Operating System	Free DOS				
	OS Support	Windows 11 Pro 64 or later				
	Display	15.6" FHD (1920 x 1080) Anti Glare, 16x9, Non Touch, IPS, 250 nits or high				
	Graphics	Integrated Intel® Iris Xe or equivalent				
	Memory	16 GB DDR4 3200HMz RAM (socketed) expandable Up to 64GB				
	Storage	512 GB PCIe NVMe SSD or higher, Dual SSD storage supported up to 4TB				
	Connectivity	Intel® Wi-Fi 6e AX210 2x2 6GHz or higher				
	Camera	FHD IR, with built-in camera shutter				
	Ports	2 USB Type C Thunderbolt™ 4.0 with Power Delivery & DisplayPort, 2 USB 3.2 Gen1 (1 with Power share), HDMI 2.0, uSD 4.0 Memory card reader, Contacted SmartCard Reader (optional supported), Touch Fingerprint Reader (optional supported), Universal Audio Jack, Wedge-shaped Lock slot, RJ45				
	Image Load	IBA image load in BIOS Service by manufacturer				
	Battery	Min 54 Whr or above Fast Charging				
	Power Adapter	Type-C				
	Keyboard & Touch	Single Point Backlit Keyboard				
	Headphone with Mic	Same brand				
	Mouse	Wireless Mouse same brand				
	Standard	MIL STD 810H tested (Durability / Ruggedness)				
	Warranty (with Battery & SSD)	3 Years, On Site Diagnosis by principal / Manufacturer				

 Stamp & Signature

S. No.	Product Features	Description	Make & Model	Qty	Rate	Amount
2.	LAPTOP COMPUTER			55		
	Processor	13th Generation Intel® Core™ i7-1355U, 12 MB cache, 10 cores, 12 threads, up to 5.00 GHz Turbo or equivalent or Higher				
	Operating System	Free DOS				
	OS Support	Windows 11 Pro 64 or later				
	Display	15.6" FHD (1920 x 1080) non-touch, anti-glare, 250 nits				
	Memory	16 GB DDR4 RAM Supporting RAM of at least 32GB RAM				
	Storage	512 GB PCIe NVMe SSD or higher				
	WLAN	Intel® AX211, 2x2, 2400Mbps, 2.4/5/6 GHz, Wi-Fi 6E (802.11ax), Bluetooth 5.3 or higher				
	Webcam	FHD+IR Camera				
	Ports	1 USB 3.2 Gen 2 Type-C port with DisplayPort Alt Mode 1.4 / Power, 3 USB 3.2 Gen 1 (1 with PowerShare) 1.4 HDMI, RJ-45 Ethernet port, Universal Audio, Wedge Shaped Lock				
	Network Interface	10/100/1000 Ethernet				
	Security	TPM 2.0, FIPS 140-2 Certified, TCG Certified				
	Image Load	IBA logo in BIOS by manufacturer				
	Battery	54 Whr or above Fast Charging Capable				
	Power Adapter	Type-C				
	Input/KB	Single Pointing Spill Resistant Backlit Keyboard with NumPad				
	Headphone with Mic	Same brand				
	Audio	2 Speakers, 2 Noise Canceling Mics				
	Mouse	Wireless Mouse same brand				
	Standard	MIL STD 810H (Durability & Reliability)				
	Carry Case	Same brand bag				
	Warranty (with Battery & SSD)	3 years, On-Site Diagnosis by principal / Manufacturer				

Stamp & Signature

S. No.	Product Features	Description	Make & Model	Qty	Rate	Amount
3.	DESKTOP COMPUTER			15		
	Processor	13th Generation Intel® Core™ i7-13700 (30 MB cache, 16 cores, 24 threads, 2.10 GHz to 5.20 GHz turbo, 65 W) or higher				
	Operating System	Free DOS				
	OS Support	Windows 11 Pro 64 or later				
	Chassis	Micro Form Factor				
	Chipset	Intel® Q670 Chipset or Equivalent				
	Memory	16 GB DDR5 or Higher expandable up to 128 GB				
	Storage	512 GB PCIe NVMe SSD or Higher				
	Graphic Card	Integrated Intel® Graphics 770 Graphics or Equivalent				
	Wireless Module	802.11ax				
	Video Ports	3 Display Ports; 1 x HDMI 2.0 or higher				
	Ports (At least)	2x USB 3.2 Type-A Gen 2, 2x USB 3.2 Type-A Gen 1, 1x USB 3.2 Gen 2x2 Type-C port, 1 x RJ-45, 1 x Universal Audio Port				
	Additional Ports	Optional: Add-in cards: USB Type-C 3.2 PCIe, USB Type-A 3.2 Gen 2 PCIe				
	Image Load	IBA image load in BIOS Service by manufacturer				
	Security	TPM 2.0, standard security lock slot, padlock loop, Intrusion switch				
	Power (PSU)	260W or higher				
	Expansion Slots	1 x Half-height Gen4 PCIe x16 slot, 1 x Half-height Gen3 PCIe x4 open-end slot, FH PCI, 1 FH PCIe x1, 1 FH PCIe x16, 1 FH PCIe x4 Open End				
	Warranty (with SSD)	5 years, On-Site Diagnosis by principal / Manufacturer				

Stamp & Signature

S. No.	Product Features	Description	Make & Model	Qty	Rate	Amount
4.	LED MONITOR			60		
	Display Type	LED-backlit LCD monitor				
	Diagonal Size	21.45" or larger				
	Built-in Devices	Stereo speakers				
	Panel Type	VA				
	Aspect Ratio	16:9				
	Native Resolution	Full HD (1080p) 1920 x 1080 at 60 Hz				
	Pixel Per Inch	103				
	Brightness	250 cd/m ² or higher				
	Contrast Ratio	3000:1 / 3000:1 (dynamic)				
	Color Support	16.7 million colors or higher				
	Response Time	7 ms (gray-to-gray) or better				
	Screen Coating	Anti-glare				
	Backlight Technology	LED backlight				
	Audio	Speakers - stereo				
	Viewing Angle	178° (Horizontal & Vertical)				
	Features	Flicker Free technology				
	Connectivity	HDMI, VGA, DisplayPort 1.2				
	Display Position Adjustments	Height Tilt				
	Tilt Angle	-5°/+21°				
	Features	Security lock slot, VESA interface support				
Included Accessories	VESA screw cover					
Cables Included	1 x HDMI cable, Power Cable					
On / Off Switch	Yes					
Warranty	5 years' comprehensive, with parts & labor, warranty from the principal (back-to-back)					
Total Amount (please refer to Article "Instruction" clause "i") (C&F Foreign Currency)			Currency: _____			
Sales Taxes			(if applicable)			
Additional Sales Taxes			(if applicable)			
Grand Total Amount in Foreign Currency						

Stamp & Signature

Total Amount C&F Foreign Currency (in words) _____

To be filled by IBA, Karachi (as per clause 4(d))

Total Amount PKR (in words) _____

Stamp & Signature

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

10. General Conditions of Contract

THIS SERVICE LEVEL AGREEMENT is made at Karachi on this ___ day of ___, 2022, and will commence _____ (Effective Date) till _____ (Termination Date), in the continuation of contracts Bid Nos. IT/18/23-24, for the 'Provide and Supply Laptops, Desktop Computers and LED Monitors on C&F Basis'.

BY AND BETWEEN

Institute of Business Administration Karachi, an Educational Institution formed and exists under the laws of the Islamic Republic of Pakistan, has its Main Campus, University Enclave, University Road, Karachi, Pakistan. (hereinafter, "**Client**", which term wherever occur in these presents shall mean and include its successors-in-interest, executors and assigns) of the **One Part**;

AND

M/s _____, incorporated under the laws of Islamic Republic of Pakistan and having its registered head office at _____ (hereinafter referred to as "**SERVICE PROVIDER**" which expression shall, where the context so admits, mean and include its successors-in-interest, nominees, legal representatives, administrators and permitted assigns) of the **Other Part**.

(IBA and the M/s _____ shall hereinafter collectively be referred to as the "**Parties**" and singly as "**Party**").

RECITALS

WHEREAS:

- a) IBA is an educational Institute desirous of hiring the Services (defined below);
- b) The M/s _____ has represented that it has the requisite resources, necessary infrastructure, approvals and skills to provide the Services to IBA as detailed herein; and
- c) Based on the representation of the M/s _____, IBA has agreed to avail the Services from the M/s _____ on the terms and conditions as set out in this Agreement.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH and in consideration of the mutual covenants contained herein, the Parties do hereby agree, undertake and declare as under:

Article I

DUTIES & SCOPE OF WORKS

- 1.1 This service includes the "Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis", discussions with "IBA" before the determination of the scope of services with any/all other relevant details for presentation to "IBA".
- 1.2 "THE SERVICE PROVIDER" agrees to provide any/all kind of Services(s) & Work(s) of 'Provide and Supply of Network Switches' to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.

- 1.3 "THE SERVICE PROVIDER" will coordinate their work with the Manager IT, of the "IBA" who will assist "THE SERVICE PROVIDER" in the supervision of the proposed 'Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis'.
- 1.4 "THE SERVICE PROVIDER" hereby agrees to accept the variation, if occurred, in the scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.5 "THE SERVICE PROVIDER" will visit the Purchase Office located at Main Campus, University Enclave, University Road, Karachi as & when required with a prior appointment.
- 1.6 All logistic charges will be borne by "THE SERVICE PROVIDER".
- 1.7 "THE SERVICE PROVIDER" shall be responsible to provide hardware support with parts.
- 1.8 Support from the Senior Hardware Engineers shall be available from the company in solving and troubleshooting the problems if IBA Karachi needs any guidelines.
- 1.9 If the problem is not solved within the agreed timeframe according to the severity level, thereafter, the Company shall provide a backup unit. "THE SERVICE PROVIDER" is also bound to arrange at least 15 % of the hardware inventory as a backup in the company office.
- 1.10 "THE SERVICE PROVIDER" shall be bound to monitor the maintenance and repair work and furnish a complete report to IBA authorities as per SLA on monthly basis or according to the requirement of the IBA authorities.
- 1.11 The maintenance contract shall be with parts (without consumable parts), services and labour.
- 1.12 Service of all the equipment shall be carried out. The service plan shall be discussed with IBA authorities before its execution. The plan was provided by IBA authorities.
- 1.13 All faulty parts are covered under this agreement and replaced with OEM/COMPATIBLE parts.
- 1.14 No dispute rises regarding the replacement of faulty parts from the company except consumable (Accessories are compatible with 3 months warranty) items under this agreement.
- 1.15 "THE SERVICE PROVIDER" must provide backup units if original equipment requires repair. If "THE SERVICE PROVIDER" fails to do so, a penalty of 2% of the total contract amount per day, until the backup unit is delivered to IBA or the original unit is returned to IBA after performing required maintenance/replacement on the part or machine as a whole.
- 1.16 All equipment to be covered under this SLA shall be inspected by the "THE SERVICE PROVIDER", before signing this agreement, to ensure that the operating conditions of the equipment are duly fulfilled.

Article II
SCOPE OF PROFESSIONAL SERVICES

- 2.1 "THE SERVICE PROVIDER" will 'Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis' at IBA Main Campus at, University Enclave, University Road, Karachi.
- 2.2 "THE SERVICE PROVIDER" hereby agree and acknowledges the periodic supervision of the supplies and to check the execution of equipments in accordance with the description & specification.
- 2.3 "THE SERVICE PROVIDER" hereby agree and acknowledges the acceptance of attending the meetings with the Head of Procurement "IBA" as & when required.
- 2.4 "THE SERVICE PROVIDER" hereby agrees to accept the variation, if occurred, in the scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.5 All staff must have CNIC and clearly mention to discourage work through child labour.
- 2.6 "THE SERVICE PROVIDER" 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.
- 2.7 This Agreement shall be in effect from December 21, 2022 to December 21, 2027 and subject to the SERVICE PROVIDER inspection of the equipment to ensure that they are in working order.

Article III
REMUNERATION

- 3.1 The charge(s)/cost(s) offered by the Supplier/Service Provider is Rs. _____/- total for five-years (inclusive of all taxes) 'Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis', variation may occurred. The cost is inclusive of labor /transportation /supplies /etc.
- 3.2 **Payment Terms**
 - (a) Payments will be made through LC in the name of the Principal / authorized distributor to be mentioned in the bidding documents.
 - (b) LC value will be released on 90 days usance terms and issuance of Acceptance Certificate after delivery of goods at IBA, Karachi premises.
- 3.3 **Liquidated Damages**
 - (a) In case of breach of SLA calculation will be done as per the table below and IBA reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rates prescribed in (Service Level Agreement) on the invoiced amount to each violation of SLA.
 - (b) If the work is not executed according to the satisfaction of IBA, IBA reserves the right to reject it altogether with serving 15 days prior notice.

- (c) In case of delay in service provisioning Liquidated Damages will be Calculated and imposed as per the following table;

Level	Event	% of Invoiced amount per violation
L1	Severe	1%
L2	Critical	0.5%
L3	High	0.3%
L4	Moderate	0.1%

- 3.4 Performance Security 5% of the total amount of Purchase Order will be provided by “THE SERVICE PROVIDER”.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction/purchase/work order will be deposited in the Government treasury by “THE SERVICE PROVIDER”. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax (es)/Challan(s)/Levy (ies), if any or additional will be paid/borne by THE SERVICE PROVIDER as per SRO/Notification.

Article IV

ANNUAL SUPPORT & MAINTENANCE TERMS

- 4.1 The Annual Agreement of ‘Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis’ shall include the following activities;
- a. 5 years maintenance support with parts, for all the equipment listed in BoQ.
 - b. The Bidder will be required to undertake SLA of ‘Provide and Supply of Laptops, Desktop Computers and LED Monitors on C&F Basis’ with support and maintenance and related components.
 - c. The Bidder will provide Back to back support for items mentioned in the BoQ from principal.

Article V

FUTURE DEVELOPMENTS AND UPGRADES

- 5.1 “THE SERVICE PROVIDER” shall keep IBA promptly informed of any technological or regulatory changes affecting the Services.
- 5.2 Any additional requirements requested by IBA will be subject to mutually agreed additional charges based on the complexity of the requirements and/or changes.

Article VI

DATA PROTECTION

- 6.1 In addition to and notwithstanding any other right or obligation arising under this Agreement the “THE SERVICE PROVIDER” shall (and shall ensure that its sub-contractors shall) take all appropriate technical and organizational security measures to ensure that any or all Data is protected against loss, destruction and damage, and against unauthorized access, use, modification, disclosure or other misuses, and that only “THE SERVICE PROVIDER” personnel designated for Services have access to the Data.

- 6.2 “THE SERVICE PROVIDER” shall (and shall ensure that its employees, agents and subcontractors shall) in respect of the Data:
- (a) Comply with any request made or direction given by IBA in connection with the requirements of any Data Protection Laws; and not do or permit anything to be done which might jeopardize or contravene the terms of any registration, notification or authorization under the Data Protection Laws; and not process any Data (including personal or private information of personnel, IBA's or IBAs of IBA) as part of the Services unless it is acting on the express written instructions of IBA, and such Data shall be treated as Confidential Information of IBA for this Agreement; and
 - (b) Use the Data only to fulfil its obligations under this Agreement and to comply with instructions of IBA from time to time in connection with the use of such Data, and not retain the Data for any longer than is necessary for these purposes; and
 - (c) Not disclose the Data without the written authority of IBA (except to fulfil its obligations under this Agreement), and immediately notify such member where it becomes aware that a disclosure of Data may be required by law; and not transfer Data which has been obtained by or made available to “THE SERVICE PROVIDER” within one country outside that country, or allow persons outside that country to have access to it, without the prior written approval of IBA; and
 - (d) Observe the provisions of, and comply with any request made or direction given by IBA in connection with, any Data Protection Laws; and
 - (e) Take all reasonable steps to ensure the reliability of the personnel who will have access to any Data and ensure that any employee of “THE SERVICE PROVIDER” (or of any of the SERVICE PROVIDER's sub-contractors) requiring access to any data gives a written undertaking not to access, use, disclose or retain the Data except in performing their duties of employment and is informed that failure to comply with this undertaking may be a criminal offence and may also lead “THE SERVICE PROVIDER” (or, as the case may be, sub-contractor) to take disciplinary action against the employee; and
 - (f) Consider all suggestions by IBA's personnel to ensure that the level of protection provided for the Data is following this Agreement and to make the changes suggested (at the SERVICE PROVIDER's cost) unless “THE SERVICE PROVIDER” can prove to IBA's reasonable satisfaction that they are not necessary or desirable to ensure ongoing compliance with this Clause.
 - (g) Immediately notify IBA when it becomes aware of a breach of this Clause.
 - (h) “THE SERVICE PROVIDER” acknowledges that any unauthorized access, destruction, alteration, addition or impediment to access or use of that Data when stored in any computer, or the publication or communication of any part or document by a person which has come to his knowledge or into his possession or custody by virtue of the performance of this Agreement (other than to a person to whom the SERVICE PROVIDER is authorized to publish or disclose the fact or document) may be a criminal offence.

Article VII

ADD-ON EQUIPMENT

- 7.1 Any equipment or complete devices may be added to this Agreement at IBA's request at any time; however proportional charges for the specific equipment shall be added in the Agreement.

Article VIII

SERVICES / OBLIGATIONS OF THE SERVICE PROVIDER

- 8.1 The following section provides a detailed list of the Standard Services that are to be delivered to the Client under the terms of this Agreement.
- 8.2 It is hereby specifically agreed between the Parties that during the currency of this Agreement, and any renewal thereof, "THE SERVICE PROVIDER" shall be responsible for parts replacement and installation, of all or any parts (under warranty) of the Equipment which are or become defective, malfunction, or breaks down. The equipment will not be covered if there is any burning or physical damage which voids the manufacturer warranty.
- 8.3 Under this agreement hardware under manufacturer warranty will be covered as mentioned in this agreement. Application software/ signature and OS update/upgrade or data backup as mentioned in BoQ is also covered.
- 8.4 Under this agreement any hardware becomes faulty, will be replaced by "THE SERVICE PROVIDER" provided backup to operational the environment within next business day whereas replacement of the faulty part will be provided in later phase accordingly.
- 8.5 If Service Provider is required to replace any equipment which is not repairable or damaged or not covered under warranty, then "THE SERVICE PROVIDER" will submit an estimated cost for approval from Client. Client will be required to provide an approval or purchase order within 15 days.
- 8.6 "THE SERVICE PROVIDER" will be providing a centralized 24/7 Service Desk facility to log calls for servicing with a dedicated resource for Client Calls. Kindly refer to the attached Call Logging procedure document which provides detailed description of how to log a call and its working.

Article IX
ARBITRATION

- 9.1 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 Registrar of the IBA for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article X
FORCE MAJURE

- 10.1 "THE SERVICE PROVIDER" shall not be asked for return of consideration amount, in part or full nor can be used in a court of law, when failure in providing services outlined in this Agreement is due to an event beyond the control of SERVICE PROVIDER and which could not have been foreseen, prevented or avoided by a judicious person of able mind and body. These include, but are not restricted to, Acts of God, Acts of public enemy (including arson

and terrorist activities), Acts of Government(s), fires, floods, epidemics, strikes, freight embargoes and unusually severe weather.

Article XI
RENEWAL

- 11.1 This Agreement shall be renewed with mutual consent & satisfactory performance upon completion of five years if the IBA, Karachi and "THE SERVICE PROVIDER" agree so.
- 11.2 Initial contract is for five years, which can be extended to further one year but not more than three years based on the bidder performance. However, Terms & Conditions of the agreement would remain same.

Article XII
TERMINATION

- 12.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 days' notice.

Article XIII
INDEMNITY

- 13.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article XIV
NOTICE

- 14.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article XV
INTEGRITY PACT

- 15.1 The intention not to obtain the procurement / 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).
- 15.2 Without limiting the generality of the forgoing "THE SERVICE PROVIDER", 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 procurement or service contract or order or other

obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

15.3 "THE SERVICE PROVIDER", 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.

15.4 Notwithstanding any right and remedies exercised by the IBA in this regard, SERVICE PROVIDER, 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 SERVICE PROVIDER, as aforesaid for the purpose of obtaining or inducing procurement /work/ service or other obligation or benefit in whatsoever from the IBA.

Article XVI
MISCELLANEOUS

16.1 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.

16.2 The validity of the contract will be effective from the date of issue of Purchase / Work Order.

16.3 All terms and conditions of tender vide # IT/18/23-24 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.