

*Tender Fee: Rs. 2000/-  
(Non-Refundable)*

# **TENDER FORM**

## **Tender # IT/21/18-19 Technical**

### **Supply & Installation of Servers**

<b>Date of Issue</b>	<b>:</b>	<b>January 25, 2019</b>
<b>Last Date of Submission</b>	<b>:</b>	<b>February 13, 2019 (3:00 PM)</b>
<b>Date of Opening of Tender</b>	<b>:</b>	<b>February 13, 2019 (3:30 PM)</b>

# **C O N T E N T S**

1. Introduction	Page 3
2. Instructions	Page 4
3. Bidding Data	Page 7
4. Terms & Conditions	Page 8
5. Integrity Pact	Page 10
6. Technical Proposal	Page 11
7. Mandatory Criteria	Page 12

## 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 January 25, 2019 to "Supply & Installation of Servers".

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.

Please contact Purchase Executive on 38104700 ext: 2112 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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from January 25, 2019 to February 13, 2019 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 February 13, 2019 by 3:00 PM in the Office of the Sr. Manager Procurement & 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.

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

### **(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**. 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.

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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): Syed Ali Ahmed Naqvi  
Executive ICT Procurement  
Institute of Business Administration,  
City Campus, University Road,  
Karachi  
Tel # : 111-422-422 Ext 2112  
Email : [anaqvi@iba.edu.pk](mailto:anaqvi@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 Sr. Manager Procurement & Stores, 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) Date of Opening of Tender**

Bid will be opened on February 13, 2019 at 3:30 pm at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

**(k) Demonstration**

The Bidder contactor 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/company’s /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. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.

**(l) Rights**

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

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Stamp & Signature

**(q) Mode of Deliveries**

Supply will be delivered at IBA Store Main Campus University Road Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

**(r) Clarification / Proof**

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

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Stamp & Signature

### 3. **Bidding Data**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of procurement :** Supply & Installation of Servers
- (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) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in February 13, 2019 by 3:00 PM in the Office of the Sr. Manager Procurement & 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.
- (g) **Venue, Time, and Date of Bid Opening:-** Tender will be opened on February 13, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (h) **Time for Completion from written order of commence:-** 60 days
- (i) **Liquidity damages:-** Liquidity 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.....

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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 5% 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 proposal. 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) 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.

### **e) 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.

### **f) 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.

### **g) Material**

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

### **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.

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Stamp & Signature



**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) GST**

GST will be paid on applicable items only.

**k) Liquidity 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.

**l) Increase in Price**

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

**m) Increase in Taxes**

Any increase in taxes, the IBA should not be responsible, but, if any taxes are reduced, the IBA should get its benefit.

**n) Quantity**

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof.

**o) Invoice**

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

**p) Stamp Duty**

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

**q) Warranty**

Warranty will be implemented on very next day

**r) Payment Terms**

- (a) 70% after successful delivery of equipment at IBA, Karachi.
- (b) 30% remaining payment of the order value would be paid after three months from the signing of the final acceptance.

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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 Proposal

- Maximum marks for Technical Proposal: 80 Marks
- Minimum qualifying percentage is 80%. Bidder who secure less than 80% will be disqualified.
- Please put a check mark (✓) for appropriate / selected item for the following factors:

**a) Company's Total Years of Experience in similar business. (Number of years):**

Note: Please attach supporting documents as evidence.

- |      |              |          |         |
|------|--------------|----------|---------|
| i.   | 10 + years   | 20 Marks | (     ) |
| ii.  | 6 ~ 10 years | 15 Marks | (     ) |
| iii. | 1 ~ 5 years  | 05 Marks | (     ) |

**b) Company OEM's Certified/Trained personnel.**

Please attach supporting documents as evidence.

- |     |                                   |          |         |
|-----|-----------------------------------|----------|---------|
| i.  | More than two certified engineers | 15 Marks | (     ) |
| ii. | Two certified engineers           | 10 Marks | (     ) |

**c) Company Permanent Staff Strength: (Provide List of Employees**

Please attach supporting documents as evidence.

- |      |         |          |         |
|------|---------|----------|---------|
| i.   | 25 +    | 15 Marks | (     ) |
| ii.  | 11 ~ 25 | 10 Marks | (     ) |
| iii. | 1 ~ 10  | 05 Marks | (     ) |

**d) Bidder must provide their OEM's confirmation that the proposed solution has been installed at least 03 (three) verifiable organizations in Pakistan during last 05 (five) years;**

Note: Please attach supporting documents as evidence.

- |     |     |          |         |
|-----|-----|----------|---------|
| i.  | 3+  | 15 Marks | (     ) |
| ii. | 1-3 | 10 Marks | (     ) |

**e) Annual Turnover of the Company:**

Note: Please attach supporting documents as evidence.

- |     |                 |          |         |
|-----|-----------------|----------|---------|
| i.  | 75 + million    | 15 Marks | (     ) |
| ii. | 50 ~ 60 million | 10 Marks | (     ) |

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Stamp & Signature

## 7. Mandatory Criteria:

<b>Eligibility / Qualification Criteria</b> <b>Please attach evidence for each of the following below:</b>		<b>YES/NO</b>
1.	Bidder must be an original equipment manufacturer (OEM) or an authorized tier-1 agent/partner	
2.	Bidder must have Annual Sales volume/Gross Turnover of at least Rs.50 million in last 03 (three) years;	
3.	Bidders must provide “Sales tax registration certificate copy both FBR and / or SRB” and NTN certificates at the time of submission of bidding document.	
4	At least Tier-1 partner must at least 03 years business relation with the manufacturer.	

### Note:

**\* The successful firm will be responsible for:**

- i. Complete deployment/upgradation of supplied solution.
- ii. Company must provide comprehensive trainings on supplied solution to two IBA personals from principal authorized training centre
- iii. Smooth and timely User Acceptance Test (UAT)
- iv. Providing local support and maintenance of supplied solution for the contract period.

### **SELECTION PROCEDURE.**

- i. On the basis of technical evaluation, the financial proposal of only technically responsive bidders (qualified bidders) will be opened in the presence of their representatives who choose to attend.
- ii. Tender will be awarded on lowest evaluated bidder.
- iii. For qualifying in Technical responsiveness, bidders shall fulfil all the requirements as laid out “Mandatory Requirements” of Technical Evaluation Criteria. If any of the mandatory requirements is not met by the bidder, the bid will be rejected straightaway and no further consideration will be given.
- iv. Financial proposals of bids found technically non-responsive will be returned unopened.

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Stamp & Signature

## Servers BOQ

### Server Specifications

Description	Intel Xeon Rack Server	QTY	Compliance (Yes / No)	Model / Brand
<b>Brand</b>	Branded (HP, Dell or equivalent)	5		
<b>Form factor</b>	Rack-mountable (Mount Kit inclusive)			
<b>Container Style</b>	maximum 2U server Height with at least 8 x 2.5" disk slots			
<b>Processor</b>	2 x Intel Xeon Gold 6138 2.0G 20C processors or equivalent			
<b>Memory (RAM)</b>	16GB x12			
	32GB x 12			
	2666 MT/s RDIMM			
<b>Internal Hard Disk Drives</b>	2x 600 GB 10K SAS or better			
	Hot plug			
<b>Internal Storage Controller</b>	SAS			
	Integrated RAID-0 and -1			
	2GB Cache or better			
<b>Network Interface Card</b>	4 x 10G SFP+ ports with optics 2 x 1G ports			
<b>Remote Management</b>	Full out of band server diagnostics and management with enterprise or highest license available			
<b>Security</b>	Ability to secure erase user data on disks + NVME Firmware verification from manufacturer			
<b>Power Supply</b>	Redundant, Hot plug and hot swappable			
<b>Host Bus Adapter for SAN</b>	2 x 16Gbps FC ports or higher			
<b>Accessories</b>	All required accessories must be included			
<b>Compatibility</b>	Must have compliance with existing network & FC infrastructure			

Stamp & Signature

DB Server Specifications				
Description	Intel Xeon Rack Server	QTY	Compliance (Yes / No)	Model / Brand
Form factor	Rack-mountable (Mount Kit inclusive)	2		
Container Style	maximum 2U server Height with at least 8 x 2.5" disk slots			
Processor	1 x Intel Xeon Gold 5122 3.6G 4C processor or Equivalent			
Memory (RAM)	16GB x 6			
	2666 MT/s RDIMM			
Internal Hard Disk Drives	2x 600 GB 10K SAS or better			
	Hot plug			
Internal Storage Controller	SAS			
	Integrated RAID-0 and -1			
	2GB Cache or better			
Network Interface Card	2 x 10G SFP+ ports with optics 2 x 1G ports			
	chassis should support up to 24 DIMM slots			
Remote Management	Full out of band server diagnostics and management with enterprise or highest license available			
Security	Ability to secure erase user data on disks + NVME Firmware verification from manufacturer			
Power Supply	Redundant, Hot plug and hot swappable			
Host Bus Adapter for SAN	2 x 16Gbps FC ports or higher			
Accessories	All required accessories must be included			
Compatibility	Must have compliance with existing network & FC infrastructure			

Stamp &amp; Signature

<b>10G Top of Rack Switch</b>				
<b>Description</b>		<b>QTY</b>	<b>Compliance (Yes / No)</b>	<b>Model / Brand</b>
<b>Brand</b>	Original Manufacture Brand of Quoted Servers	<b>2</b>		
<b>Form factor</b>	Rack-mountable (Mount Kit inclusive)			
<b>Container Style</b>	1U			
<b>Ports Available</b>	28 x 10G SFP+ ports or higher 2 x 40 / 100G QSFP28 uplink ports or higher			
<b>Cable</b>	18 x OM4 LC/LC cables, 3 meter			
	1 x 100G passive uplink cable for cross connectivity, 0.5 meter			
<b>SFP</b>	18 x 10G SFP+ 850nm 300m optics			
<b>Protocols</b>	Full Layer 3			
<b>Switching Capacity</b>	At least 850Gbps or higher			
<b>Throughput</b>	At least 700Mbps or higher			
<b>Power Supply</b>	Redundant, Hot plug and hot swappable			
<b>Accessories</b>	All required accessories must be included			
<b>Compatibility</b>	Must have compliance with all major operating system			

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Stamp & Signature

Warranty / Certifications			
Description	Warranty & Certifications	Proof - Ref of Technical Brochure	Remarks
<b>Warranty &amp; Support (Entire equipment including options and accessories)</b>	Replacement with equal or higher backup within 24 hours of reporting problem		
	3 years' comprehensive warranty including maintenance.		
	24x7 on-site support with 2 hrs. initial response time & 4 hrs. turnaround time		
	Spare parts with pre-failure warranty		
	24x7x4 Mission Critical Direct onsite engineering support		
	Transportation and labor inclusive		
	Fully backed by principal manufacturer. Vendor must submit appropriate service agreement details / approval to guarantee required service level		
	VMWare ESXi 6.0 or above		
	Microsoft Windows 2012 / 2012 R2/ 2016 Server and Suse / Red Hat Linux Certification required		

Installation / Implementation Services			
Description	Installation / Implementation	Proof - Ref of Technical Brochure	Remarks
<b>Hardware Installation / Implementation Services</b>	Complete installation & configuration of hardware & management software which will be provided with servers as defined by IBA at the time of installation. Task must be completed within 15 days of hardware deployment. This also includes VMWare and Operating System installation.		

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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