



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Dated: January 30, 2017

Manager

SPPRA, Karachi

**IT/119/2016-17**

Subject: **"Tender for Procurement of scanner"**

Dear Sir / Madam,

Please find the following documents to upload on SPPRA website.

- **Tender Ad**
- **Tender Document**
- **Nomination of Procurement Committee**
- **Nomination of Complaint Redressal Committee**
- **Procurement Plan**

Regards-

IBA, Karachi

**INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI**  
**Main Campus, University Road, Karachi**

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**Tender Document**

**Tender Number: IT/119/2016-17**

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2016-17.

Specifications	Details
Scan Technology	Charge Coupled Device (CCD)
Scan Type	Flatbed, ADF; Color Scanning: Yes
Scan Speed	Up to 50 ppm/100 ipm (black & white, grey, colour, 200 dpi) or higher
Scan Resolution	Hardware: Up to 600 x 600 dpi Optical: Up to 600 dpi or higher
Scan File Format	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG
Output resolution dpi settings	75, 100, 150, 200, 240, 300, 400, 500, 600 or better
Grayscale Levels/Bit Depth	256; Bit Depth: 48-bit or higher
Duplex ADF Scanning Media Size (ADF)	Yes With A3; A4; A5; A6; long paper up to 864 mm (require)
External I/O ports/Standard Connectivity/Optional Connectivity	1 Hi-Speed USB 2.0/Silex SX-DS-3000U1 Fast Ethernet USB Device Server; Silex SX-3000GB Gigabit Ethernet USB Device Server; Silex SX-DS-3000WAN 802.11n Wireless and Gigabit Ethernet USB Device Server; Silex SX-DS-4000U2 High Performance Gigabit Ethernet USB Device Server
Scanner Advanced Features	48-bit internal/24-bit external bit depth or higher
Compatible Operating Systems	Windows 10 (32-bit, 64-bit), Windows 8 (32-bit, 64-bit), Windows 7 (32-bit, 64-bit), Windows Vista (32-bit, 64-bit), Windows XP (32-bit, 64-bit) with Service Pack 3, (Windows 2000) Or Higher
Duty Cycle (daily)	5000 pages daily duty cycle or higher
Auto Document Feeder Capacity	200 sheets or higher
Scanner Advanced Features	48-bit internal/24-bit external bit depth or higher
Warranty	Software Included/1 years complete warrant with Services FOC (Card Warranty)
Quantity	01
Price with taxes	

**TERMS AND CONDITIONS:**

- Prices quoted should be inclusive of GST.
- Tender documents along with detailed list of hardware specification can be collected from IBA website, tender fee cost of Rs. 500/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor.
- Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
- Performance Guarantee in the shape of CDR / bank Guarantee in favour of IBA Karachi 05% of the total bid value will be deposited if win the tender at the time of invoice submission. Performance



Guarantee of the successful bidders will be retained as security for the period of 36 months starts from the delivery of the hardware in IBA.

5. All bids must accompany a bid security in the form of pay order/ demand draft of 2% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bidders quoting for two or more Lots shall submit separate pay order / demand draft for each Lot where require.
6. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
7. The contract will be given to the bidder who quotes the lowest prices of the hardware and also meet the desired criteria.
8. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
9. The successful firms will have to supply items within 12 weeks after the issue of order at their own expenses.
10. The competent authority reserves the right to reject or approve any tender completely or partially. The reasons/ grounds for rejection of bids/ proposal will be communicated to supplier / contractors upon request.
11. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.
12. Vendor is responsible to change with new part if any part found faulty in any aspect without any delay under warranty period except consumables.
13. Bid validity should remain valid at least 90 days.
14. An owner of more than one company can send bid of his only one company.
15. 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 quality of items at the time of delivery. The firm should provide Guarantee/Warranty for a period of 3 year for supply of hardware.
16. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
17. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
18. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
19. Provide authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies.**(Mandatory)**
20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.
21. Product must have 3 year warranty with parts and free onsite support.
22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by **17-02-2017** till 11.00 a.m. The same will be opened at 11.30 a.m. the same day in the presence of the bidders or their representatives. Date of Publish 01-02-2017.
23. Bidder also mention and provide the SLA amount after warranty period.
24. The bidder should have either the Principal office or Distributor office situated in Karachi.
25. Bidder is also requested to mention the prices of consumables with this tender, mandatory.

The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

**(MANDATORY)**

Sr. No	Quoted Brand Name	Model with Product Number	Earnest Money 2%(Calculated With 01 year warranty)	Bid Amount With 01 year warranty with Tax	Bid Amount With 03 year warranty with Tax	Remarks

Mandatory to fill in above table.

Company Stamp & Signature

Director ICT  
Tel: 021-99261506 - Website: [www.iba.edu.pk](http://www.iba.edu.pk)



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March 29, 2016

## NOTIFICATION

This is to inform all concerned departments that as per the requirement of the SPPRA, the Acting Dean & Director IBA has constituted the following Complaint Re-dressal Committee:

S#	Name of Member	Designation	Organization	Capacity
1	Mr. Abdul Wajed Khan	Controller of Examinations	IBA, Karachi	Chairman
2	Mr. Khurram Khalid	Manager Internal Audit	IBA, Karachi	Member
3	Mr. Fahad Jawed	Manager Finance	IBA, Karachi	Member
4	Mr. Muhammad Mabroor Khan	Admin Officer	CEMB, Karachi University	External Member
5	Representative from AG Sindh*		Accountant General Sindh	External Member

\*Nomination request sent to AG Sindh is attached.

The purpose of this committee is to review and give its deliberations on the complaints / objections raised by the contesting vendors / contractors on IBA tenders.

Thank you

Adnan Hameed  
Head of HR

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Date: August 16, 2016

**Notification of Procurement Committee**

The competent authority is pleased to constitute following committee for upcoming all the tenders of ICT Procurement Office for 2016-17.

1. Mr. Syed Jehanzeb (Assistant Manager, IBA)
2. Dr. Rameez Khalid (Assistant Professor, IBA)
3. Mr. Haris Qureshi External Member (PPRA Advisor, HEJ Karachi University)
- 4.
- 5.

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with IBA Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards

Dr. Rameez Khalid  
Chairman, Procurement Committee  
IBA, Karachi