



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: 16-10-2014

Manager (Enforcement-II)

SPPRA, Karachi

IT/73/2014-15

Subject: "Procurement of Printer"

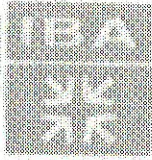
Dear Sir/Madam,

Please find the following document to upload on SPPRA website.

- Tender Documents
- Tender Advertisement
- Nomination of Purchase Committee

Regards-

Manager Procurement ICT



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Dated: October 15, 2014

NOTIFICATION


The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Branded Computers", IT/73/2014-15.

1. Mr. Syed Jahanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi External Member (PPRA Advisor, HEC Karachi University)

TOs of committee are:

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with 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,


Miran Batada
Head of ICT
IBA, Karachi

Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed Tenders from manufacturers/firms/companies registered with Sales Tax and Income Tax departments for the supply of the following:

S.No.	Description	Tender #	Tender Fee
1.	Procurement of Color Laser Jet Printer	IT/73/2014-15	Rs. 500/-

Tender documents will remain available at the website www.iba.edu.pk/tenders from **19/10/2014 to 03/11/2014**. The Tender Fee shall be deposited in United Bank Ltd, Karachi University Campus Branch in A/C No. 003-0002-5 in the name of "IBA, Karachi". The copy of paid challan will be attached with the tender document at the time of submission.

Bidding will be conducted under the provision of Public Procurement Rules-46(b) single stage-Single envelopes procedure of SPPRA Rules-2010.

The Tender Document should be submitted at the "ICT Procurement Dept. IBA Main Campus" up to 03/11/2014 till 11:00am and will be opened on the same date and venue at 11:30 am in the presence of representatives who may wish to attend.

Kindly submit 2.5% Earnest Money (Bid Security) of the total cost in the shape of Pay Order or Demand Draft along with the Tender Documents. Kindly mention the 'Tender Number' on the top left corner of the envelope.

In case of any unforeseen reasons, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place and time.

IBA, Karachi reserves the right to accept or reject any or all Tender(s) or terminate the proceedings at any stage as per the rules and regulations framed by SPPRA.

Head of ICT

Institute of Business Administration, Karachi
Main Campus, University Road, Karachi 75270

Tel: (92-21) 38104700-1 Ext. 2107

Email: aasad@iba.edu.pk Website: www.iba.edu.pk



TENDER DOCUMENT

TENDER NUMBER: IT/73/2014-15

“Procurement of Color Laser Jet Printers”

SEAL & SIGNATURE OF THE TENDER

- Bid Amount Rs:.....
- Pay Order Number:.....
- Amount of the Pay Order Rs.

Date of Receipt / Opening of Tender **03/November/2014**



Submit to: ICT Procurement Department
IBA Main Campus, Karachi University
Phone Number: 021 - 99261508

Condition of Payment

1. Amount of Bid Security: 2.5% of the tender amount.
 2. Time of completion of supply/work: 15- Days after the receipt of PO
 3. Liquidated damages in case of non-completion of supply/work within stipulated time. Rs.1000/- for each calendar day.
 4. Limit of liquidated damages: 10% of the tendered amount.
 5. Performance Security: 5% money of the total Bid amount will be Submitted by the successful before the receiving of PO.
- Release of Performance Security: After the successful completion of warranty period.
- Bid validity period: 90 days.

SEAL & SIGNATURE OF THE TENDER



General Terms and Conditions

6. 2.5% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
7. All tenders should reach under sealed cover envelop up to 11:00am on **03/Nov/2014**.
8. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
9. The items should be supplied within 15 days after the receipt of the Purchase Order.
10. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
11. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
12. Income tax will be deducted as per Government Rules.
13. GST invoice should also be deposited with the original bill and Delivery Challan.
14. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007.
15. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
16. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration & evaluation criteria only.
17. Only those companies can participate in this tender who have past experience in dealing with such work and At least Tier-1 partner must at least 05 years business relation with the manufacturer.(Proof Required)
18. Warranty should be of one year with complete parts and services. Only consumable parts not covered under this warranty.(Please also provide price of warranty for 3 years/optional)
19. Quantity of the printers is one for each category.
20. IBA Karachi reserves the right to increase or decrease the quantity or drop any item.
21. Performance Security (10%) requires to submit at the time of PO receiving.

Signature: _____

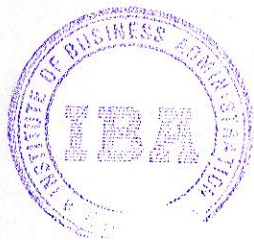
Name: _____

Office Stamp: _____

Tel Numbers: _____

Mobile Numbers: _____

Email Address: _____



Color LaserJet Enterprise Series Printer Features

Print Technology

Color LaserJet

Print Speed

Black: normal 33 ppm or higher

Color: normal 33 ppm or higher

Resolution

Up to 1200 by 1200 dpi or higher

Duty Cycle

Up to 75,000 pages or higher

Processor Speed

800 MHz or higher

Duplex Printing

Automatic (Mandatory)

Display Type

4-lines LCD Color graphics

Memory

1 GB or higher

Paper Handling

Input tray 1 : 100-sheet multipurpose tray

Input tray 2 : 500-sheet

Output bin : 500-sheet

Connectivity

Fast speed USB & Ethernet require

Mobile Printing Capability

Required

Warranty

Proper manufacturer warranty for (1) & (3) years

Part Number

Please quote the item proper part-number & specification

Price

With one year warranty & with three years warranty

Bid Security

2.5% of the total bid values please calculate on your price with 3 years warranty.

