

Institute of Business Administration Karachi

Tender Form

For

Cisco IP Phones.

Date of issue : 21-July-17
Last date of submission: 07-Aug-2017

Single Stage Single Envelope Basis

Tender # IT/130/2016-17



1. General Terms & Conditions

a) Earnest money

An earnest money, 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 proposal

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 responding organization 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) Sales Tax and other Taxes

Organization (RO) is hereby informed that the IBA shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization. The responding organization will be responsible for all taxes on transactions and / or income, which may be levied by the government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

It is to be **noted** that IBA Karachi being an educational Institution is exempt from the whole of customs-duties (specified in the First Schedule to the Customs Act, 1969 (IV of 1969)), and the whole of sales tax on the goods imported in the name of IBA-Karachi. The Letter of Credit (LC) will however be opened by the vendor.

Prices must be quoted as per attached price sheet.

e) OEM Relationships & Warranties

The responding organization (RO) should be an authorized business partner from the **ORIGINAL EQUIPMENT MANUFACTURER (OEM)**, for the proposed hardware, software or networking components in Pakistan. A certificate to their effect should be included in the proposal otherwise the bid is liable to be rejected.

Selected vendor will provide maintenance / support service, after expiry of warranty, for each category of products identified, at a rate, which is not more than 10% of the initial purchase / license cost. Selected vendor should also be committed to provide maintenance / support service for a period of at least three years after expiry of



warranty period. However, IBA will not be bound to avail this service.

The equipment should be supplied through verifiable distribution channel in Pakistan.

f) 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.

g) Delivery of Equipment

All equipment for the project will be delivered new, in packed condition directly to the location, as per the discretion of IBA. If equipment delivered is not conforming to the specifications and bill of quantity, the equipment will not be accepted. The equipment will be installed only after inspection.

Delivery time must be of eight weeks from the date of Purchase Order, in case of late delivery the vendor is bound to provide at least 50% of the backup equipment for the smooth working till the delivery of purchased equipment.

h) Arbitration and governing law

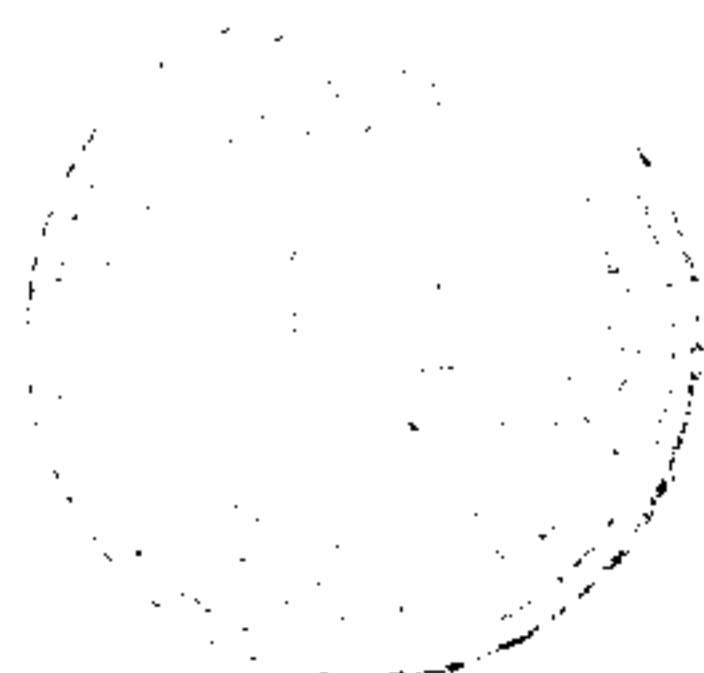
This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all responding organizations responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction 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.

i) Acceptance of Proposals

The IBA reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide demo unit which vendor quoted in the tender. After the final inspection of the unit the decision will be made.

j) Support Capabilities

The RO should indicate the support capabilities for all the hardware provided during the course of the project. Details of qualifications / capabilities of support staff should also be included in the corporate profile.



k) Compliance to specifications

The RO shall provide information as per requirements given in **Annexure - A**. However, RO can submit multiple solutions. RO may not propose / supply any kind of refurbished hardware equipment's / components in their proposals.

Bidder **MUST** quote prices as per requirement mentioned in the technical requirement.

l) Material

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

m) 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.

n) Payment

90% of the total order would be paid on successful delivery, installation, commissioning and integration of the equipment subject to final acceptance by IBA, Karachi.

10% of the order would be paid after 6 months of commissioning & final acceptance by IBA.

The supplier will submit the commercial invoice directly to the Finance Department of IBA, Karachi against which payment will be released after deduction of applicable taxes.

Advance payment will **ONLY** be made against Bank Guarantee of "A" Rated bank of the same amount

Payment will be made in Pak Rupee only.

Performance Security:

Performance security, up to 10% of the contract value, in the form of pay order/demand draft or bank guarantee to be submitted at the time of award of contract. Validity of performance security shall extend at least ninety days beyond the date of completion of contract.

o) GST

GST will be paid on applicable items only.



p) Penalty

Penalty 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.

q) 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.

r) 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.

s) Alteration

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

t) Invoice

Invoice / bill should be submitted to Finance Department.

u) Stamp duty

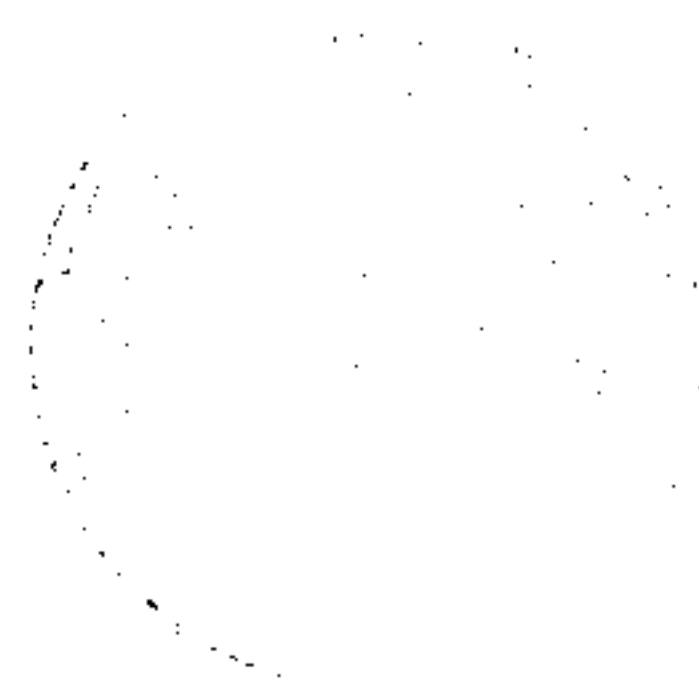
Stamp duty will be paid by vendor.

2. Instructions for Responding Organizations

a) Communication

Any request for clarification regarding this tender document should be submitted in writing to:

Manager Procurement ICT
Institute of Business Administration,
IBA Main Campus, University Road,
Karachi
Phone : 111-422-422 Ext 2107
Fax : 021-9215528



b) Submission of documents, mode of delivery and address

Proposals can be delivered by hand or courier so as to reach the office of address given at section 2 (a) by the last date indicated for submission. **Proposals received by fax or email will not be accepted.**

c) Submission of proposal

The complete proposals should be submitted by 11:00 hours on 07-Aug-2017 at the address given at section 2 (a).

The RO shall deliver two copies of the bids which include IBA tender documents along with BOQ and Financials.

d) Date of opening of proposal

Bid will be opened on 07-Aug-2017 at 11:30AM hours at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

e) Demonstration

The Responding Organization (RO) 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 RO. In case the demo unit isn't according to the specification required by IBA or quoted by the RO, the tender may be liable to rejection.

f) Important

i. Separate envelopes clearly labeled for 'Original Proposal', 'Copy Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents.

The bank draft for earnest money 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).

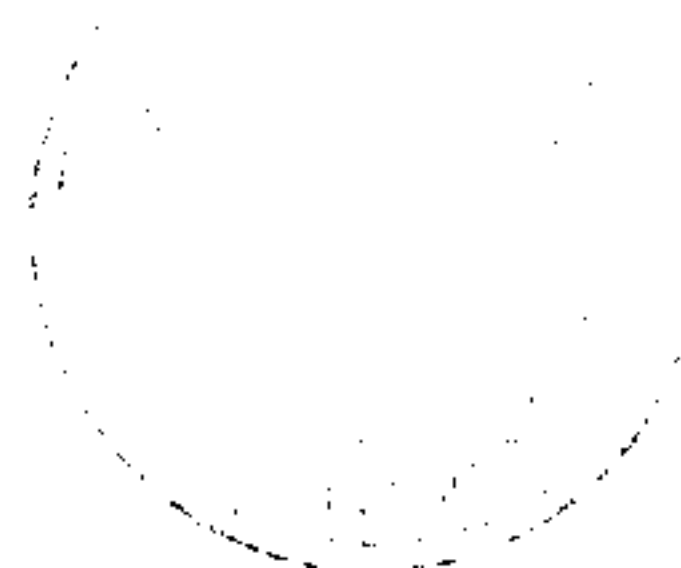
ii. Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.

iii. Last date for tender submission is 07-Aug-2017.

iv. Supply will be on ready stock basis to IBA Main Campus.



- 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.
- viii. Earnest money 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. Earnest money deposited by the successful bidder may be converted into security deposit. This 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 RO till the product is delivered. This clause will not be applicable in cases where RO 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.
- 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.



Annexure - A

Technical Requirements (BOQ)

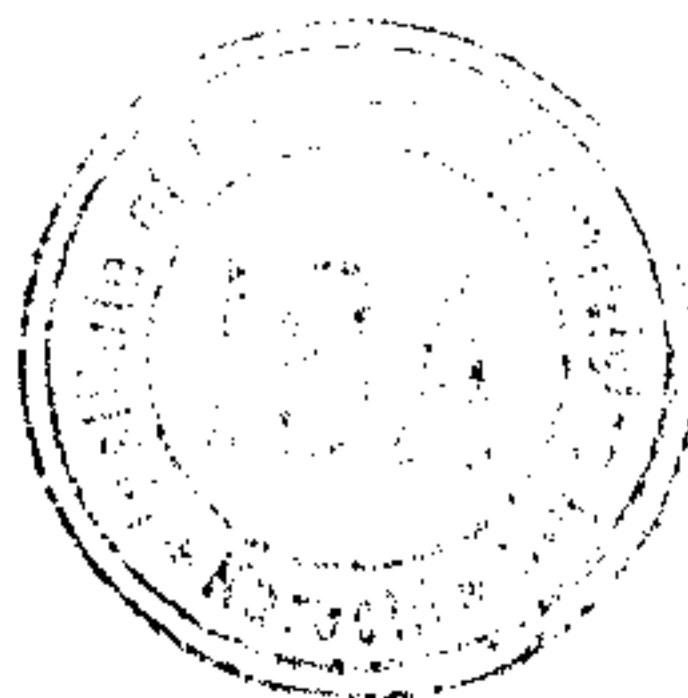
Cisco IP Phones with licenses or Equivalent			
S.No	Product	Description	Qty
1	CP-7821-K9=	Cisco UC Phone 7821	32
2	CON-SNT-CP7821K9	SMARTNET 8X5XNBD Cisco UP Phone 7821	32
3	R-UCL-UCM-LIC-K9	Top Level SKU For 9.x/10.x User License - eDelivery	1
4	CON-ESW-RUCLUCK9	ESSENTIAL SW Top Level SKU For 9.	1
5	LIC-CUCM-10X-BAS-A	UC Manager-10.x Basic Single User-Under 1K	32
6	CON-ESW-LICCUBAS	ESSENTIAL SW UC Manager-10.x Basi	32
7	CUCM-VERS-10.X	CUCM Software Version 10.X	1
8	PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1
9	LIC-CUCM-10X-BAS	UC Manager Basic 10.x License	32

Contact Person (IBA)

Manager IT
Institute of Business Administration,
City Campus, University Road,
Karachi

Tel #
Email

: 111-422-422 Ext 1133
: smwzaidi@iba.edu.pk



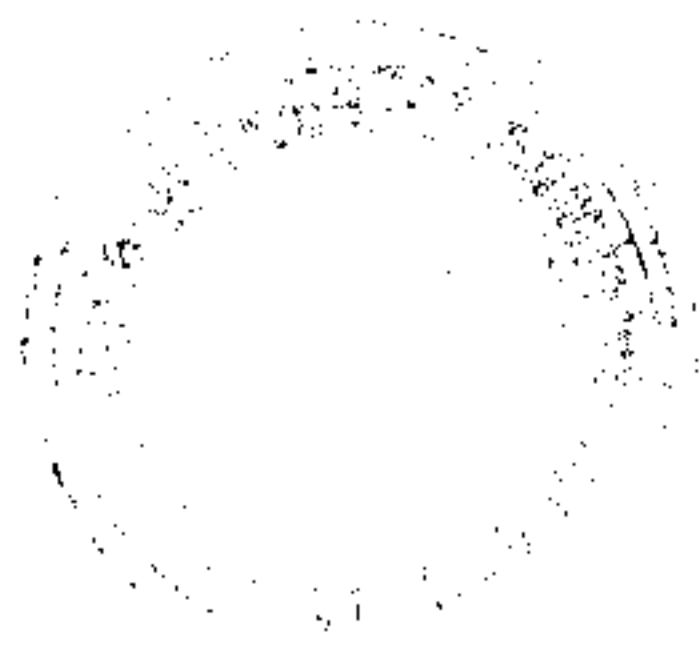
Mandatory Criteria:

Only those vendors can apply in this tender who fulfill the mandatory criteria:

1. Local/Global Affiliation with Manufacturer - in Pakistan.
2. At least Tier-1 partner must at least 05 years business relation with the manufacturer.
3. Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)
4. Local Presences. Must have coverage across the country with minimum presence in Karachi.
5. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within Eight weeks from the date of Purchase Agreement.
7. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
8. The bidder will also provide the 4th and 5th years SLA price after the expiry of the warranty period in PKR only.

Bid Evaluation Criteria:

9. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.



Annexure - B

Format for technical proposal

Information required from Responding Organization	
General information	
Name of the firm	
Name of contact person	
Cell #	
Office address	
Office phone #	
Office fax #	
Year of establishment	
Main area of business	
GST reg #	
NTN	
Annual turnover	
Values of projects in hand	
Details of staff employed	
Managerial capabilities	
a) Total # of permanent staff	
b) Total # of contract staff	
Technical capabilities	
c) Total # of permanent staff	
d) Total # of contract staff	
Cumulative experience	
Technical experience	
No of years in business for similar assignments	
No and value of similar assignments completed in last 3 years	
Relationship with OEM	
Clientelé	
Technical staff expertise / skills	

Signature and seal
of responding organization



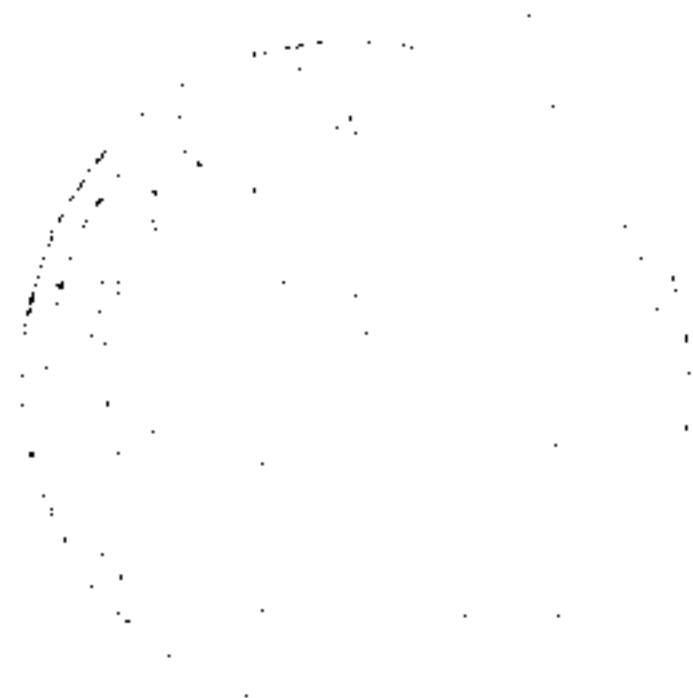
Annexure - C

IMPORTANT NOTE (Mandatory):

Kindly quote the price as per following

Cisco IP Phones with licenses or Equivalent					
S.No	Product	Description	Qty	Unit Price	Price with taxes
1	CP-7821-K9=	Cisco UC Phone 7821	32		
2	CON-SNT-CP7821K9	SMARTNET 8X5XNBD Cisco UP Phone 7821	32		
3	R-UCL-UCM-LIC-K9	Top Level SKU For 9.x/10.x User License - eDelivery	1		
4	CON-ESW-RUCLUK9	ESSENTIAL SW Top Level SKU For 9.	1		
5	LIC-CUCM-10X-BAS-A	UC Manager-10.x Basic Single User-Under 1K	32		
6	CON-ESW-LICCUBAS	ESSENTIAL SW UC Manager-10.x Basi	32		
7	CUCM-VERS-10.X	CUCM Software Version 10.X	1		
8	PC-10X-STANDARD-K9	Prime Collaboration Standard 10.x	1		
9	LIC-CUCM-10X-BAS	UC Manager Basic 10.x License	32		

Signature and seal
of responding organization



Annexure D

MANUFACTURER'S AUTHORIZATION FORM (MAF)

No. _____ dated _____

To

We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name) for and on behalf of M/s _____
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.

