

Tender Fee: Rs. 2,000/-
(Non-Refundable)

TENDER FORM

Tender # IT/01/21-22 Provision for Internet Bandwidth Services

Date of Issue : September 21, 2021
Last Date of Submission : October 7, 2021 (3:00 pm)
Date of Opening : October 7, 2021 (3:30 pm)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, Drawn on Bank _____

Amount of Rs. _____, Dated: _____

Notice Inviting 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 (whichever is applicable) for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provision for Internet Bandwidth Services IT/01/21-22	Singe Stage One Envelope	2%
Tender Fee & Dates		
Fee: Rs. 2,000/- Issuance start date: September 21, 2021, at 9 AM Issuance end date & time: October 7, 2021 at 3 PM Submission date & time: September 21, 2021, to October 7, 2021, from 9 AM to 3 PM Opening date & time: October 7, 2021 at 3:30 PM		

Tender Document may be collected after submission of 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 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 bidders' 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 Pay Order or Demand Draft, in favour of "IBA Karachi" along with the Tender Documents, have to be submitted.

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/>

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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 September 21, 2021, to "Provision for Internet Bandwidth Services".

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 that meet our prime & basic specifications through this transaction.

Please contact Executive Purchase-ICT on 38104700 ext: 2155 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 each & 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 of utmost importance 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 un-answered 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 Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from September 21, 2021, to October 7, 2021, during working 9:00 AM to 3:00 PM.

(d) Submission of Tender

The last date of submitting the Tender Document in a sealed envelope is October 7, 2021, by 3 PM in the Office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 3:30 PM in the presence of representatives who may care to attend.

(e) 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 prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

(f) Communication

Any request for clarification regarding technical specification 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

Stamp & Signature

(g) Submission of Documents and Address

Separate envelopes clearly labelled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before the last date to submit the tender documents. Tender Documents can be dropped by hand or courier in Tender Box placed at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi by the last date indicated for submission. **Tender Documents received by fax or email will not be accepted.**

(h) Submission of Tender

The complete tender document should be submitted by 3:00 PM on October 7, 2021, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.

(i) Date of Opening of Tender

The bid will be opened on October 7, 2021, at 3:30 PM at the Office of the Head of Procurement, IBA Main Campus, in presence of representative bidders who may care to attend.

(j) Rights

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

(k) Location of Services Required

Services will be provided at IBA, Main Campus University Enclave Karachi and IBA, City Campus, Garden, Kiyani Shaheed Road, Karachi. IBA is not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

(l) Site Survey

Bidders may conduct a survey of the sites and quote services accordingly.

- **Point of Contact:** Mr Mansoor Ali, Manager IT

- **Location:** As per instructions of IBA, ICT Dept, City Campus, Kayani Shaheed Road, Garden, Karachi.

- **Day & Time:** October 4, 2021, 9:00 AM to 4:00 PM

(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(ies) 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:** Provision for Internet Bandwidth Services
- (c) **Procuring Agency's address:** Main Campus, University Enclave, Karachi.
- (d) **Amount of Bid Security:** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in the 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 submitting the Tender Document in a sealed envelope is October 7, 2021, by 3:00 PM in the Office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 3:30 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 October 7, 2021, at 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (h) **Time for Completion from written order of commencing:** 30 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.....

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 bid, should be submitted along with the tender documents.

b) 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 prior to the signing of the Contract. 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 a period of 90 days from the closing date of the submission of the proposal. However, the Manufacturer/firms/companies/distributors/suppliers are encouraged to state a longer period of validity for the proposal.

d) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

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 under 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.

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 that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

h) Support Capabilities

The Manufacturer / Firms / Companies / Distributors / Suppliers should indicate the support capabilities for all the hardware provided during the course of the warranty.

i) Compliance to Specifications

The manufacturer/firms/companies/distributors/suppliers shall provide information as per requirements given in BoQ. However, manufacturer / firms / companies / distributors / suppliers can submit multiple solutions. Manufacturers/firms/companies/distributors/suppliers may not propose/supply any kind of refurbished hardware equipment's / components in their proposals.

j) Cancellation

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

k) Invoice

Invoice/bill should be submitted to Purchase Department.

l) Stamp Duty

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

m) Delivery Time

The services should be started at IBA within 30 days after receiving of Work Order.

Stamp & Signature

5. Integrity Pact

- (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 instruments, 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 a mandatory requirement other than auxiliary services/works.

Stamp & Signature

6. Project Summary

The Institute of Business Administration (IBA) seeks the services of SLA for Internet Bandwidth Services with voice and video communication enabled license, being managed, operated, and maintained by third-party service providers to enable IBA for smooth and uninterrupted internet usage.

7. Scope of Work

1. Total 300Mbps CIR/ dedicated internet bandwidth with voice & video communication enabled license.
2. Internet Service Provider must provide a public pool of three different subnets to the Institute of Business Administration with the listed numbers.
 - a) A separate point to point pool of three addresses for Internet gateway address and at the ISP termination device.
 - b) Subnet mask of /27 for public IP addresses.
 - c) Subnet mask of /29 for public IP addresses.
 - d) Subnet mask of /29 for public IP addresses.
3. Service providers must have redundant Infrastructure (Transmission, Power Supply, Network, etc) and provide at least 4 whitelisted public IPs for proxy and email relay services.
4. Multiple fibre connectivity from cable landing station to nationwide POPs.
5. The ISP must have a centralized trouble ticketing tool for call logging, monitoring, and troubleshooting purpose.
6. Internet service providers should provide a fibre layout plan, resources deployment, tasks detail with a timeline to complete the project.
7. Service provider will be responsible for laying of fibre and acquire all permissions from the authorized regulatory body where required.
8. All civil work e.g. installation, excavating, digging (soft & hard), curing, tunnelling, configuration and testing of the fibre optic cable within the premises of IBA Karachi will be the responsibility of the service provider.
9. The equipment/ hardware supplied by the service provider shall be brand new and complete in all respects. The devices/ equipment delivered by the service provider must be compatible with the existing network connectivity.

Stamp & Signature

10. The service provider shall provide the alternative of same capacity equipment in case of any faulty equipment till the repair or replacement. Or if there is any permanent fault in the equipment, that will be replaced definitely by new equipment of the same model/advanced model of the same capacity/higher capacity not less than the capacity of unit supply in any case.

11. The cabling (any type) must be properly tagged/ numbered and there should not be any hanging or uncovered wire. Furthermore, installation of I/O, Crimping, Racking and related equipment/ devices must also be the responsibility of the service provider.

12. The ISP should be able to provide an online usage report through the web portal. The ISP must provide a usage report i.e. MRT Graph that can be accessed directly by IBA.

13. The service provider will also fix the cemented tags or path indicators at the route of fibre optic cable installed within the premises of Karachi University / IBA in order to avoid any damage to the cable.

14. Design of the network should have the scalability/flexibility to add any additional bandwidth in future.

15. The Operator should have 24x7x365 helpdesk and TAC support available.

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8. Bill of Quantity

Particulars	Qty	Description
Bandwidth	300 Mbps	Total 300Mbps CIR/ dedicated internet bandwidth with voice & video communication enabled license is required and provide at least 4 whitelisted Public IPs for Proxy and email relay services. at IBA Data Centre, City Campus, Kiyani Shaheed Road, Karachi.
IP Pool: Internet Service Provider must provide a public pool of three different subnets to the Institute of Business Administration with the listed numbers.	36 IPs	a) A separate point to point pool of three addresses for Internet gateway address and at the ISP termination device.
		b) Subnet mask of /27 for public IP addresses.
		c) Subnet mask of /29 for public IP addresses.
		d) Subnet mask of /29 for public IP addresses.
Service Level Agreement Should Includes		a) CIR (Committed Information Rate) Internet Over Fiber Optic Cable.
		b) Minimum SLA level uptime should be 99.5%.
		c) Service Provider Should be a Major Bandwidth Distributor (having own Fiber Optic Cable).
Last Mile Medias		Optical Fiber Cable / Media Convertor.

Total Amount	
13% SST	
Total Amount with All Inclusive of Taxes	

Grand Total Amount Per Year Rupees (in words) _____

Stamp & Signature

9. Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 years of relevant experience.	
2	Last 3 years' turn over with a minimum of 06 million (per year) as a bank statement or financial statement.	
3	"Sales tax registration certificate with last month return copy both FBR and / or SRB" and NTN certificates.	
4	PTA license for all over Pakistan to Provide Internet Bandwidth at least from last 05 years.	
5	Last three (03) years satisfactory service Provider licensing history with the concerned regulatory authority/(ies) and related affidavits.	
6	The bidder must have its own Fiber Optic Cable source.	
7	The Service Provider should have its own Fiber infrastructure in Pakistan.	
8	Must not be the IBA's existing Internet Service Provider, as this is a backup link requirement	

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 _____