

Institute of Business Administration Karachi

Tender Form

For

VIDEO CONFERENCING SOLUTION FOR CEIF

Date of issue : 27-February-2016

Last date of submission: 14-March-2016

Tender # IT/100/2015-16



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

The responding 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.

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. ROs having Gold, Silver or Premier Partnership with the OEM will be given preference in the final evaluation.

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 five 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. The equipment must be delivered in 12 weeks from the date of the acceptance of this Purchase Agreement (effective delivery date is _____). In case there is any delay during the clearance of the equipment from the Customs Department, in that case the bidder will report the same to IBA in writing and may ask for extension in delivery time.

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.

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 equipments / components in their proposals.

An RO can bid for one and more than one items. Separate items can be purchased from separate ROs on basis of their compliance and cost. RO should clearly indicate the duration of delivery of equipment after award of contract.



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 on actual 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

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.

2. Instructions for Responding Organizations

a) Communication

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

Manager Procurement,
Institute of Business Administration,
IBA City Campus, Kiyani Shaheed Road,
Karachi-74400.

Phone : 111-677-677

Fax : 021-9215528

b) Submission of documents, mode of delivery and address

Proposals shall 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 shall not be accepted.**

c) Submission of proposal

The complete proposals should be submitted by 11:00 AM on 14-03-2016 at the address given at section 2 (a).

The RO shall deliver two copies of technical proposal, each copy being physically



separated, bound, sealed and labeled as **“Technical Proposal”** (one master and one copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of technical proposal is attached as **Annexure - A** and **Annexure - B**. Please provide original brochures of all the equipment proposed.

The RO shall deliver two copies of financial proposal, each copy being physically separated, bound, sealed and labeled as **“Financial Proposal”** (one master and one copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of financial proposal is attached as **Annexure - C**. Method of submission of the tender document is Single Stage Two Envelope Procedure of SPP rules.

d) Date of opening of proposal

Bid will be opened on 14-03-2016 at 11:30 AM 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 'Financial Proposal', 'Technical 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 14-03-2016.
- iv. Supply will be on C&F 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**' should be submitted along with tender form in separate envelope.
- ix. 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 month to the RO till the product is delivered.
- x. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.
- xi. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.



Annexure - A

Part - 1

Bill of Quantity / Specifications:

Institute of business administration tends to establish a video Conferencing room in newly constructed Aman Tower. Successful bidder has to provide the following hardware as well as install the equipment in the room.

Multipoint Video Conferencing Equipment (3+1)

Sr. No	Specifications	Compliant Yes / No	Comments
1.	Interoperability Standard for IP (h.323,SIP) <ul style="list-style-type: none">• H.320• H.323• SIP		
2.	Video standards <ul style="list-style-type: none">• H.261• H.263 +• H.263 ++• H.264		
3.	Frame Rates (Point to point) <ul style="list-style-type: none">• Minimum 60 frames per second or equivalent.		
4.	Video Inputs: <ul style="list-style-type: none">• Integrated Main camera• Additional auxiliary camera• Support DVDR recording.• Support plug-and-play DVI input• PC/Laptop connection provision for PowerPoint presentations with		



	<p>HD</p> <ul style="list-style-type: none"> • High definition support for presentation at 1080p 		
5.	<p>Video output:</p> <ul style="list-style-type: none"> • DVDR for recording <p>For Primary Display:</p> <ul style="list-style-type: none"> • Multimedia Projector <p>For Secondary Display:</p> <ul style="list-style-type: none"> • LCD/LED • Multimedia Projector • Video Output: Standard for VC System / Camera Controller • Support Far Content Display 		
6.	<p>Video Bandwidth</p> <ul style="list-style-type: none"> • H.323 - 2Mbps (minimum) • H.320 - 512Kbps (minimum) • SIP - 2Mbps (minimum) 		
7.	<p>Camera Full HD 1080p with 12X Zoom</p>		
8.	<p>Video Resolution</p> <ul style="list-style-type: none"> • Full HD 1080p Resolution • Interlaced video. • Advanced Screen Layouts to display multiple locations. 		
9.	<p>Audio protocols</p> <ul style="list-style-type: none"> • G.711, G.722.1, G.722, G.728 on IP. • G.711, G.728 on IP. 		
10.	<p>Audio Feature</p> <ul style="list-style-type: none"> • Full duplex audio 		



	<ul style="list-style-type: none"> • Stereo • Mono • CD Quality • Instant Adaptation Echo Cancellation • Automatic Gain Control (AGC) • Automatic Noise Suppression (ANS) 		
11.	Videoconference system should be able to connect Audio conferencing system <ul style="list-style-type: none"> • The system should have integration with wideband conference 		
12.	Audio output <ul style="list-style-type: none"> • Primary Audio output • Secondary Audio output • DVDR (mono & stereo) 		
13.	Two Digital Tabletop Microphone Array Microphone to cover Audience of 50-60.(Without adding external/third party microphones) <ul style="list-style-type: none"> • 360° degree voice pick up ; 4.8 dB less reverberant than omni microphone • Three Cardioid elements per microphone • Integrated mute button (local and far end) 		
14.	Network interface support <ul style="list-style-type: none"> • Ethernet port : (10/100Mbps) 		
15.	System Management		



	<ul style="list-style-type: none"> • Software Up-gradation PC, LAN 		
16.	H.323 Quality of Service Features <ul style="list-style-type: none"> • IP DiffServ • IP Precedence • TOS • RSVP • IP Packet Loss Recovery and Jitter Control <ul style="list-style-type: none"> • Support Network diagnostics functions to test the following and produce diagnostics reports: <ul style="list-style-type: none"> • Connectivity between two nodes • QoS • NAT • Available bandwidth • H.323 ALG • SIP ALG 		
17.	Security <ul style="list-style-type: none"> • Secure password authentication • Administration password • Management via HTTP, Telnet • SNMP security alerts 		
18.	User Interface <ul style="list-style-type: none"> • User friendly graphical interface 		
19.	Firewall Support <ul style="list-style-type: none"> • System should able to operate behind Firewall 		
20.	Operations and Maintenance <ul style="list-style-type: none"> • Easy interactive interface 		



	<ul style="list-style-type: none"> • SNMP V2 MIB • Telnet • FTP 		
21.	Technology Evolution Features <ul style="list-style-type: none"> • Software up-gradable to any new features/services 		
22.	Warranty <ul style="list-style-type: none"> • Three Years Warranty from the date of System Installation for parts and after sales service 		
23.	The system must be supported for medium room sizes with 50-60 people.		
24.	Built in MCU for at least 1 plus 3 sites		
25.	Provision of licensed P+C software.		
26.	Interoperability Standard <ul style="list-style-type: none"> • With Codain and MCU. 		
27.	Video Bandwidth <ul style="list-style-type: none"> • H.323 - 4Mbps (minimum) • H.320 -2Mbps (minimum) • SIP - 4Mbps (minimum) 		
28.	Interoperability with all Major Brands.		



Speakers for Audience of 50-60

Sr. No	Specifications	Compliant Yes / No	Comments
1	Speaker set for the audience of 50-60		
2	Integrate able with Video Conferencing		

65 INCH 1080P LED Samsung or Equivalent

Sr. No	Specifications	Compliant Yes / No	Comments
1	65 INCH 1080P LED TV		

Resident Engineer

S. No.	Specifications	Compliant Yes / No	Comments
1.	One Resident engineer.		

WARRANTY SHOULD COVER REPAIR OR FREE REPLACEMENT OF THE UNIT INCLUDING ACCESSORIES WITHIN 24 HOURS OF THE FAILURE.



Evaluation Criteria:

Vendors who will meet the following conditions and submit the documents / statements / information as mentioned in tender documents, will be declared Qualified Vendors while others will be classified as Non-Qualified Vendors.

1. For qualifying in Technical responsiveness, bidders shall fulfill ALL the requirements as laid out in Annexure A. If any of the requirements is not met by the bidder, the bid will be rejected straightaway.
2. Holding Valid Dealership Certificate for Pakistan from the principal/ manufacturer of the Products (Copy to be provided).
3. Successful completion of at least three (03) similar projects completed within last two years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.
4. Proof of Company being in operation for at least 3 years or above in Pakistan in relevant business.
5. During the technical evaluation, bidder may be asked for the demo of the solution 3 day free of cost.
6. Financial proposals of only those vendors will be opened who found technically successful. Financial bids of successful technical bidders will be open and check the complete BOQ with the requirement and compliant of technical and then award the contract to the lowest evaluated responsive bidder, other vendors treated as disqualified.
7. Three Years Comprehensive onsite warranty & support is required.
8. Vendor shall also quote services of full time Resident Technician, as per the BOQ, for operating and maintaining the equipment for three years. IBA would later decide that to avail this option or not. After awarding of contract vendor has to share resume of RE with IBA and after IBA approval RE would be designated.
 - a. The contractor shall provide backup of REs in case a regular RE goes absent, with or without intimation. In case of non-compliance with this requirement, a penalty of Rs. 1,000 per day, for the total number of days the backup isn't provided, shall be charged.



9. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.

10. The bidder will also provide the 4th and 5th years SLA price after the expiry of the warranty period in PKR only

Note: IBA can ask the bidders to demonstrate of the equipment from the selected vendor for a Day, over continuous one Day satisfied performance we will award the tender to the complying RFP bidder. Bidders are bind to give a quote for a complete solution if anything missed which would require in the solution then bidder is will MUST provide the required equipment on FREE of cost to IBA.

* IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged.

Warranty: All equipments carry comprehensive warranties for Three years. complete parts and on site support (24/7) with response time 4Hrs

Contact Person (IBA)

Mansoor Ali
Network Manager
Institute of Business Administration,
City Campus, Kayani Shaheed Road,
Karachi-74400

Tel # : 111-677-677
Email : mali@iba.edu.pk



Annexure - B

Format for technical proposal

Information required from Responding Organisation	
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	
Clientele	
Technical staff expertise / skills	

Signature and seal
of responding organization



Annexure - C

Format for financial proposal please fill as per Annexure - C (Sheet Attached). It's Mandatory.

Signature and seal
of responding organization



Price Sheet

1	2	3	4	5	6	7	8	9	10	11
Sr.No	Description	Qty	Brand Name	Country of Origin	Unit Price (Including margins)	Income Tax on Import	Custom Duty at the time of import / unit	Sales Tax input at the time of import / unit	Freight and other Expenses / unit	Total Final Price 3x(6+10)
	Price of the Hardware	As per Annexure-A								
	Prices of the services (Free Of Cost)	As per Annexure-A								
	Price of the Residence Engineer (R.E) Year Wise	As per Annexure-A								

Vendor should mention the amount with rate of column 7,8 & 9

Note : IBA Karachi is exempted from Custom Duties, Sales Tax, Import duties.

For any local items/services provide the cost as per rule.

IBA Karachi has a right to increase or decrease the quantity.

