



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Tender # IT/21/20-21

Tender Fee: Rs. 1,000/-
(Non-Refundable)

TENDER FORM

Tender # IT/21/20-21

Provision of Photocopy Machine

Date of Issue : June 21, 2021

Last Date of Submission : July 07, 2021 (3:00 PM)

Date of Opening of Tender : July 07, 2021 (3:30 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

Amount of Rs. _____, Dated: _____

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Notice Invitation 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 of Photocopy Machine (IT/21/20-21)	Singe Stage One Envelope	2%
Tender Fee & Dates		
Fee: Rs.1,000/- Issuance start date: June 21, 2021 at 9am Issuance end date & time: July 07, 2021 at 3pm Submission date & time: June 21, 2021 to July 07, 2021 at 3pm Opening date & time: July 07, 2021 at 3:30pm		

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 same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents have to be submitted.

Kindly mention "Tender Number" at top left corner of the envelope.

N.B. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270
 111-422-422 Fax (92-21) 99261508
 Contact Person Sr. Executive Purchase on 38104700 ext: 2150
 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 & SPPRA websites on June 21, 2021 to "Provision of Photocopy Machine".

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 meet our prime & basic specifications through this transaction.

Please contact Purchase Executive- 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 and every page. Moreover, attach required supporting document 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 important to fill in 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 item/column name or number etc that referred 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 IBA Main Campus, University Enclave, Karachi from June 21, 2021 to July 07, 2021 during working 9:00am to 3:00pm.

(d) Submission of Tender

The last date of submit the Tender Document in sealed envelope in July 07, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.

(e) Tender Number

Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any 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 labeled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before last date to submit the tender documents. Tender Document can be dropped by hand or courier in Tender Box placed at the Office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

(h) Submission of Tender

The complete tender document should be submitted by 3:00PM on July 07, 2021 at the Office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi

(i) Date of Opening of Tender

Bid will be opened on July 07, 2021 at 3:30 hours at 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 rights to accept or reject any quotation / tender subject to relevant provision of SPP Rules 2010.

(k) Mode of Deliveries

Supply will be delivered at IBA Store Main Campus University Enclave Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

(l) Clarification / Proof

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies /distributors/ suppliers should also provide copy (ies) of 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 Works:** Provision of Photocopy Machine
- (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 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) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in July 07, 2021 by 3:00 PM in the Office of the Head of Procurement , Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:** - Tender will be opened on July 07, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:** - 60 days.
- (j) **Liquidity damages:** - Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
- # Amount: Rs.....Drawn on Bank..... Dated.....



Stamp & Signature

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 signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery / Completion of contract.

c) Validity of the Tender

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 Manufacturer/firms/companies/distributors/suppliers is 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 pursuant to 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 subject to relevant provision of SPP Rules 2010. IBA Karachi may ask to provide demo unit which 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.



Stamp & Signature

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. Manufacturer/firms/companies/distributors/suppliers may not propose / supply any kind of refurbished hardware equipment's / components in their proposals.

j) Material

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

k) 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.

l) GST

GST will be paid on applicable items only.

m) 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.

n) Quantity

Competent Authority reserves the right to remove any item or article or reduce / enhance quantity.

o) Invoice

Invoice / bill should be submitted to Purchase Department.

p) Stamp Duty

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

q) Delivery Time

The supply should be delivered at IBA within 06 to 08 weeks after receiving of Purchase Order.

r) Conditional /Optional / Alternate Bids

Such bids will not be accepted.



Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturer/supplier/distributor works;

M/s. _____, the manufacturer / supplier / distributor hereby declares that:

- (a) Its intention not to obtain the Provide & Supply t 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 manufacturer/supplier/distributor 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 t or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The manufacturer/supplier/distributor 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 instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor 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/service provider as aforesaid for the purpose of obtaining or inducing Provide & Supply t/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.



Stamp & Signature

6. Bill of Quantity:

S.#	Technical Requirements	UoM	Qty	Rate/Price
1	Black & White Printing			
2	Functionality : Print, copy and scan enabled			
3	Engine Speed : 75 PPM / CPM			
4	Resolution : Print 1200 x 1200 DPI; Copy 600 x 600 DPI			
5	Print Management Software : Built in			
6	Memory + HDD & Processor : 4 GB RAM + 250 GB HDD & 1.9 GHz Processor			
7	APS : Standard required			
8	Scanning Speed : 200 IPM duplex			
9	Document Feeder : Duplex automatic document feeder standard required			
10	Monthly Duty Cycle : 300,000 sheets			
11	Print Management: Secure Print, follow me Print, Print rules and Quota Management: with server, connectivity with LDAP ,use management.			
12	Original size : A3, A4, A5, B4, B5, B6			
13	High Capacity Feeder : 3000+ sheets			
14	Office Finisher : 2000 + 250 sheets tray; 50 sheets multi positioning stapling			
15	Paper Input Capacity : Standard 3000 sheets (2 x 500 sheets + 100 sheets bypass tray)			
16	Toner Yield : Minimum 80,000 Prints			
17	Drum Life: minimum 200,000 pages			
18	Warranty: 01-year comprehensive warranty.			
	Total Amount			
	17% GST (If Applicable)			
	Grand Total Amount			

Grand Total Rupees (in words) _____



Stamp & Signature
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7. Bidder Qualification Criteria

S.No.	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1.	Last 3 years (at least) relevant experience.	
2.	Last 3 years' financial statements minimum 2.5 million turnover (per year) in terms of financial statement or bank statement.	
3.	"Sales tax registration certificate with last month return copy both FBR and / or SRB" and NTN certificates.	
4.	Authorized dealership of the quoted brand.	



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 _____



Stamp & Signature