

Institute of Business Administration Karachi

Tender Form

For

Procurement of Branded Computers

Date of issue : 10-Oct-2016
Last date of submission: 25-Oct-2016

Tender # IT/110/2016-17

1. General Terms & Conditions

a) Earnest money (Bid Security)

An earnest money, in the shape of a bank draft / pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2.5% 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. [Mandatory. Annexure - C]

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 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 ten weeks from the date of LOA/Purchase Order, in case of late delivery the vendor is bound to provide at least 25% 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.

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 attached in Annex C.

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

Payment will be made through crossed cheque after the delivery and complete installation of the item and receipt of the invoice. Advance payment will ONLY be made against Bank Guarantee an A Rated bank of the same amount.

100% of the total contract amount payment will be made after the complete delivery of the equipment.

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 but not exceed from 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) Alteration

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

s) Invoice

Invoice / bill should be submitted to Finance Department.

t) Stamp duty

Stamp duty will be paid by vendor.

u) Delivery of the equipment

IBA reserves the right to change the required number of machines, and may also require the bidder to deliver the consignment in parts.

v) Performance Security

Bidder will bound to submit 10% of the total contract value to IBA as performance security in form of pay order/demand draft/ bank guarantee. Bid security shall be released after the completion of warranty period and also shall extend at least 90 days beyond the date of completion of warranty period. PS must submit with the invoice.

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 **25-Oct-2016** 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.

Format for submission of financial proposal is attached as Annexure - C.

d) Date of opening of proposal

Bid will be opened on 25-Oct-2016 at 11:30AM 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 [Technical Proposal & Financial Proposal]', 'Copy Proposal [Technical Proposal & Financial Proposal]' and 'Earnest Money / Bid Security' must be submitted on or before last date to submit the tender documents. All in separate envelopes [Technical & Financial].

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 **25-Oct-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 2.5% 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. 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. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).
- 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.
- xiii. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xiv. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted /entertained who will give surety of supply of ordered goods within 10-weeks.

Annexure - A

Technical Requirements (BOQ)

Product Feature	Description	Compliance (Y/N)	Model	Reference Brochure /Page No.
1.1 Make	1.1.1 Branded (Dell, HP or equivalent)			
1.2 Form Factor / Height	1.2.1 Mini Desktop			
1.3 Processor	1.3.1 Intel Core i7-6700 3.4G 8M 2133 4C or higher			
	1.3.2 64 Bit			
1.4 Processor Speed	1.4.1 3.2 Ghz or higher			
1.5 Intel Smart Cache	1.5.1 8MB cache			
1.6 Memory Installed	1.6.1 Installed 16GB, extendable up to 64GB			
	1.6.2 DDR4			
1.7 Hard Disk Drives	1.7.1 1 TB SATA			
1.8 Optical Media	1.8.1 Slim DVD Drive Writer required			
1.9 Network Interface	1.9.1 Integrated / Built-In			
1.10 Slots	1.10.1 (1) MXM 3.0 Type A-35w			
	1.10.2 (1) mSATA			
	1.10.3 HDMI requires			
	1.10.4 USB-C port, USB-C to USB 3.0 Adapter			
1.11 Power Supply	1.11.1 standard power supply must 85% efficient (external) or better			
1.12 OS Support	1.12.1 Windows 08 & Higher versions			
1.13 Operating System	1.13.1 DOS			
1.14 Peripherals	1.14.1 Branded USB Standard Keyboard & USB 2-button optical scroll mouse			
1.15 Intel Chipset	1.15.1 Intel Series (Q170) Energy Star Qualified Label			

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 same manufacturer/brand.
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. Must also have certified engineers for quoted product.
5. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within 10 weeks from the date of Purchase Agreement/LOA.
7. The successful bidder will be responsible to sign an SLA with IBA Karachi.
8. The bid shall be SOLELY submitted by the bidder. It shall NOT be a joint venture i.e. should NOT be jointly submitted by more than one party, and also, the prospective bidder shall NOT, in any way, sublet the bid / contract to a third party.
9. Total Quantity of order is 30.

Bid Evaluation Criteria:

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

PI see the attached file, kindly fills the price sheet and submits along with all supporting documents.

IMPORTANT NOTE (Mandatory):

Kindly quote the prices of computers without Wi-Fi, quote the price of LED separately, and price of the computer with Wi-Fi.

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.