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# Institute of Business Administration Karachi

Tender Form

For

Procurement of UPS for MP Building

Date of issue : 18-01-2015  
Last date of submission: 02-02-2015

*Tender # IT/74/2014-15*



# 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 ten 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 equipments / 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**

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 only through crossed cheque in the name of the firm/company

Payment will be made in Pak Rupee only

### **o). a. 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.

Payment terms of procurement of services or goods + services may however be changed from above.



**p) GST**

GST will be paid on applicable items only.

**q) 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.

**r) 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.

**s) 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.

**t) Alteration**

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

**u) Invoice**

Invoice / bill should be submitted to Finance Department.

**v) 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 11:00AM hours on 02-02-2015 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. **[Single Stage Two Envelope Bases]**

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

## **d) Date of opening of proposal**

Bid will be opened on 02-02-2015 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', 'Copy Proposal/Technical' along 'Original Proposal/Financial', 'Copy Proposal/Financial' with 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 02-02-2015.
- iv. Supply will be on C&F basis to IBA Main Campus. IBA not liable to pay any Custom duty, GST or any other charges.
- 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. 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).
- 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. Complete Installation of the equipment with Three years support is required.



## Annexure - A

### Technical Requirements(BOQ)

Output Power Capacity	10 kVA	2
Max Configurable Power	10 kVA	
Nominal Output Voltage	230V	
Output Voltage Note	Configurable for 400 or 415V 3 Phase nominal output voltage	
Output Voltage Distortion	Less than 5%	
Output Frequency (sync to mains)	50/60 Hz +/- 3 Hz user adjustable +/- 0.1	
Other Output Voltages	220, 240	
Topology	Double Conversion Online	
Waveform Type	Sine wave	
Overload Operation	60 seconds @ 125% and 30 seconds @ 150%	
Bypass	Built-in Static Bypass, Internal Bypass (Automatic and Manual), Optional External Bypass	
<b>Input</b>		
Nominal Input Voltage	230V, 400V 3PH	
Input Frequency	40 - 70 Hz (auto sensing)	
Input Connections	Hard Wire 3 wire (1PH+N+G) Hard Wire 5-wire (3PH + N + G)	
Input voltage range for main operations	160 - 280V	
Other Input Voltages	220, 240	
Maximum Input Current	115A	
Input Breaker Capacity	125.0 A	
Input Total Harmonic Distortion	Less than 5% for full load	
<b>Batteries &amp; Runtime</b>		
Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof	93.00%
Included Battery Modules		
Efficiency in Battery Operation		
Backup time	30 Minutes	



## Communications & Management

Interface Port(s)

DB-9 RS-232, RJ-45 10/100 Base-T, Smart-Slot

Pre-Installed SmartSlot™ Cards

Control panel

Multi-function LCD status and control console

Audible Alarm

Audible and visible alarms : configurable delays

Emergency Power Off (EPO)

Yes

SNMP

## Surge Protection and Filtering

Filtering

Full time multi-pole noise filtering : 0.3% IEEE surge let-through :  
zero clamping response time : meets UL 1449

Contact Person (IBA)

Manager IT

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

Tel #

:

111-422-422 Ext 1133

Email

:

[smwzaidi@iba.edu.pk](mailto: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. The bidder can provide any value added services to IBA on FOC bases.
6. Backup Inventory maintained by company at least those items mention in BOQ.
7. Delivery time within ten weeks from the date of Purchase Agreement.
8. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
9. The bidder will also provide the SLA rate after the expiry of the warranty period in PKR only.

### Bid Evaluation Criteria:

10. 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	
<b>General information</b>	
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	
<b>Details of staff employed</b>	
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	
<b>Technical experience</b>	
No of years in business for similar assignments	
No and value of similar assignments completed in last 3 years	
Relationship with OEM	
Clientel�	
Technical staff expertise / skills	

\_\_\_\_\_  
Signature and seal  
of responding organization



## Annexure - C

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

### IMPORTANT NOTE (Mandatory):

Kindly quote the price as per attached Annexure-C

\_\_\_\_\_  
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.



Price Sheet

Annexure-C

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	2								
	Prices of the services									
	Prices of SLA after warranty time									

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.

