

*Tender Fee: Rs. 500/-.
(Non-Refundable)*

TENDER FORM

Tender # IT/07/17-18

Public Relation Services for CICT Project

Date of Issue : **January 23, 2018**

Last Date of Submission : **February 20, 2018 (3:00 PM)**

Date of Opening of Tender : **February 20, 2018 (3:30 PM)**

Pay Order / Demand Draft # _____, **Dated** _____

Drawn on Bank _____, **Amount of Rs.** _____

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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 on January 23, 2018 to "Public Relation Services for CICT Project".

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 Procurement Executive ICT on 38104700 ext: 2112 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

(a) **Sign & Stamp**

The Institute of Business Administration, Karachi (IBA) expects that aspirant Service provider should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, 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 SBD available on IBA's Website and at the office of Sr. Manager

(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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation building IBA Main Campus, University Road, Karachi from January 23, 2018 to February 20, 2018 during working 9:00 AM to 3:00 PM.

(d) **Submission of Tender**

The last date of submit the Tender Document in sealed envelope in February 20, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji building Foundation IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.

(e) **Bid Security**

Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Institute of Business Administration**. Bid Security should be enclosed in a separate envelope, labelled as 'Bid Security, and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

(f) **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 before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

Stamp & Signature

(g) Financial Turn Over

Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

(h) Tax Certificates

Copy of Sales Tax & Income Tax Certificate should be attached.

(i) Clientle List

Cliental list is required.

(j) 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.

(k) Communication

Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA): Procurement Executive ICT
Institute of Business Administration,
Main Campus, University Road,
Karachi
Tel # : 111-422-422 Ext 2112
Email : anaqvi@iba.edu.pk

(l) Submission of Documents, Mode of Delivery 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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

(m) Submission of Tender

The complete tender document should be submitted by 3:00 PM on February 20, 2018 at the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi

The manufacturer/firms/companies/distributors/suppliers shall deliver two copies of the bids which include IBA tender documents.

Stamp & Signature

(n) Date of Opening of Tender

Bid will be opened on February 20, 2018 at 1530 hours at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

(o) Demonstration

The Service provider /firms/companies suppliers 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 manufacturer /firms/company's /distributors/ suppliers. In case the demo unit isn't according to the specification required by IBA or quoted by the manufacturer/firms/companies/distributors/suppliers, the tender may be liable to rejection. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.

(p) Rights

Competent authorities reserve the rights to accept or reject any quotation / tender without Any reason thereof.in pursuance to the SPP rule 2010 & may cancel the bidding process at any time prior to acceptance of bid.

(q) Mode of Deliveries

Supply will be on FOR basis to IBA, Main Campus, University Road, Karachi. IBA, Karachi is not liable to pay Custom Duty, Levies, Taxes, demurrage Charges, Warehousing, Logistics etc.

(r) Clarification / Proof

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The service provider 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:** Public Relation Services for CICT Project
- (c) **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 5% 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 before submission of invoice. 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 February 20, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building IBA Main Campus, University Road, 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 February 20, 2018 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (i) **Time for Completion from written order of commence:-** 90 days
- (j) **Liquidity damages:-** Liquidity damages at the rate of 2% per day of the total contract amount will be imposed on delayed delivery or work up to 10% of the total contract value.
- (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 5% of the total cost of bid, should be submitted along with the tender documents.

b) 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 service provider 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

Service provider 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 service provider. The Service provider will be responsible for all taxes on transactions and / or income, which may be levied by the government. If Service provider 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 supplier.

Prices must be quoted as per attached price sheet.

e) OEM Relationships & Warranties

- i. The Service provider 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.
- ii. Selected supplier 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 supplier 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.
- iii. The equipment should be supplied through verifiable distribution channel in Pakistan.

Stamp & Signature

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.

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 Service provider 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 supplier quoted in the tender. After the final inspection of the unit the decision will be made.

j) Support Capabilities

The Service provider 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 Service provider shall provide information as per requirements given in BoQ. However, Service provider can submit multiple solutions. Service provider 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 Tender Document.

l) Material

Material of this order is subject to final inspection from Competent Authority 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.

Stamp & Signature

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.

o) 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 before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of contract.

p) GST

GST will be paid on applicable items only.

q) Liquidity Damages

Liquidity damages 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) Quantity

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 Purchase & Stores.

v) Stamp Duty

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

Stamp & Signature

w) Public Relations Services Proposal for CICT-IBA

Objective: -

- To highlight the progress, developments & achievements of **ICT-IBA** in Pakistan.
- To highlight the role and contributions of **ICT-IBA** in producing IT Entrepreneurs in Pakistan.
- To highlight the contributions of **ICT-IBA** in training the underprivileged youth.
- To build reputation and image of **ICT-IBA** with local media.
- To generate regular coverage for **ICT-IBA's** activities and achievements.

Stamp & Signature

5. Integrity Pact

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

M/s. _____, the Service provider hereby declares that:

- (a) Its intention not to obtain the procurement 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 Service provider 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 procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Service provider 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, Service provider 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 service provider as aforesaid for the purpose of obtaining or inducing procurement/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

Public Relation Services for CICT Project**6. Bill of Quantity (BoQ)**

Sr. #	Description	Amount
1	<p>Services for CICT-IBA Projects:</p> <ol style="list-style-type: none"> 1. Three Press Release to media. 2. Three Exclusive Story on one of the Bright Girl/Boy/participants 3. Coverage of three Certificate Distribution Ceremony Media Management 4. One Interview of designated personal with a Local Urdu Newspaper 5. One Electronic Media Story on how such trainings change lives of underprivileged youth 6. One Exclusive Story on how this training will bring positive impact on Government Servants' working and productivity. 7. Publication of one Article by designated personal on how Capacity Building of Government Servants can bring a revolution in Government Offices, improve productivity and efficiency etc. 8. One Interview of designated personal with a local English Newspaper. 9. One Blog on the concept of training and its outcomes at the end of session. <p>Services required from PR Agency:</p> <ol style="list-style-type: none"> 1. Selection of Media & Journalists: PR Agency would select Media and journalists. 2. Media Invitations: PR Agency will be responsible for Invitations and Follow-up with Media. 3. Press Release Drafting & Translation: PR Agency will draft Press Releases out of the material and quotes provided by the client. Once English draft is approved, translate it for Urdu Media too. 4. Media Management & Coordination at Event: PR Agency would accompany Media and client during the event in order to manage and assist them at the event. 5. Media Monitoring & Clipping Report: PR Agency will monitor Media and provide a comprehensive Clippings Report to client after the event. <p>Service Period: One Year</p>	
Total Amount (Inclusive of all Taxes)		

Grand Total Amount Rupees (in words) _____

Stamp & Signature

7. Mandatory Criteria:

S. No.	Attributes	Reference Page#
Part A) Mandatory		
1	Firms with Income Tax Certificate / GST Certificate registered. (Documentary Proof required)	
2	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
3	Bidding company being in operation for at least Five years in Pakistan in relevant business. Documentary Proof required.	
4	Location of Offices (Islamabad, Lahore and Karachi) Documentary Proof required.	
5	Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)	
6	Completely filled BOQ should to be submitted (as part of Financial Bid)	
7	Minimum Rs. XX million annual Financial Turnover for last two years	
8	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.	
9	During the technical evaluation, bidder may be asked for the demo of at least 7 days free of cost.	
10	OEM Authorized partnership.	
11	Company must have to provide the PTA (Pakistan Telecom Authority) type approval document of quoted equipment	

 Stamp & Signature

*** The successful firm will be responsible for:**

1. Supply of hardware for connectivity and last mile
2. Complete Installation/Commissioning of related Hardware/Network components.
3. Smooth and timely User Acceptance Test
4. Providing local support and maintenance during and after commissioning for the contract period.
5. In case of any hardware failure, hot back up equipment should be available within the 24hrs.
6. The company must have valid licenses to do this project, as per PTA, Government rules & regulations.

Bid Evaluation Criteria:

1. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.

Stamp & Signature

8. Bidder Qualification Criteria

Information required from Manufacturer/Firms/Companies/Distributors/Suppliers	
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 Manufacturer/firms/companies/distributors/suppliers

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