

**Institute of Business Administration  
Karachi**

Tender Form

For

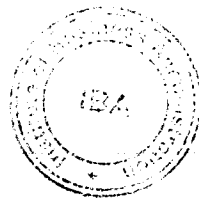
**FM-200 (HFC 227 EQ) GAS FOR MAIN CAMPUS IT ROOMS**

Date of issue : 25/03/2016

Last date of submission: 11/04/2016

**SINGLE STAGE TWO ENVELOPE PROCEDURE**

*Tender # IT/103/2015-16*



# 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

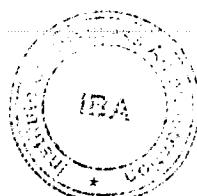
The responding organization (RO) is hereby informed that the IBA shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization. The responding organization will be responsible for all taxes on transactions and / or income, 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's/Gas 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 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.

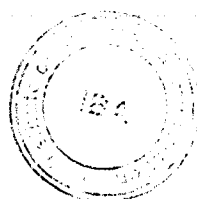
## **j) Support Capabilities**

The RO should indicate the support capabilities for all the hardware/Gas/Equipment 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.

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.

## **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**

Any increase in taxes, the IBA should not be responsible, but, 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 Main Campus, Karachi University 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 11/04/2016 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.

#### d) Date of opening of TECHNICAL & FINANCIAL proposal

Technical bid will be opened on 11/04/2016 at 11:30AM at IBA main Campus in presence of representative bidders who may care to attend.

#### e) Demonstration

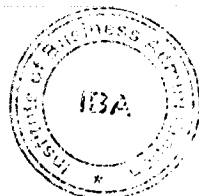
The Responding Organization (RO) will compulsorily provide a demonstration unit of the quoted product for testing / evaluation purposes. The demonstration unit should be exactly of the same specification as quoted by the RO. In case the demo unit isn't according to the specification required by IBA or quoted by the RO, the tender may be liable to rejection.

#### f) Important

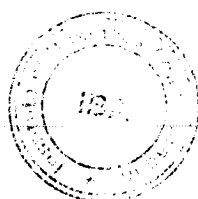
- i. Separate envelopes clearly labeled for 'Financial Proposal', 'Technical Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents.

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 11/04/2016.
- iv. Supply will be on x-stock 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. Successful Bidder must requires to submit the Performance Security (10%) of the total awarded amount till the expiry of warranty period.
- x. 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.
- xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments etc.
- xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiv. The Responding Organization (RO) shall be conduct the site survey and evaluate the requirement.
- xv. 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 & commissioning of ordered goods within 04-weeks.

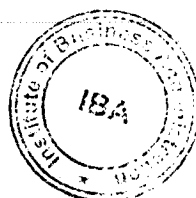


# Annexure - A

## Bill of Quantity / Specifications:

QUOTATION FOR FM-200 SUPPRESSION SYSTEM		
FM-200 Suppression system for Data Center dimensions: 23'6" x 14' x HEIGHT		
S#	Description	Qty
1	FM-200 Filled and Pressurized as per NFPA guidance and standard for mentioned room area. (Computerized Gas Cylinder calculation sheet must be provided)	As per Calculation
2	Cylinder Assembly, FM-200 Fluid, 250 lb Fill Range - 126 to 252 lbs (57.2 to 114.3 kg)	1
3	Bracket Assembly, Cylinder, 16" [includes (2) 3/8" twirl nuts, (2) 3/8"-16 1-1/4" cap screws (1) strap, & (1) back channel	1
4	Electric Valve Actuator	1
5	Manual Valve Actuator	1
6	Gauge Assembly, Pressure, FM-200 Fluid	1
7	Switch Assembly, Low-Pressure Supervisory	1
8	Coupling, Grooved, 2" (50 mm)	1
9	Elbow, Grooved, 2" (50 mm)	1
10	Nipple, 2" (50 mm) Grooved x MNPT	1
11	Nozzle: 360°, 1" (25 mm), FM-200 Fluid, Brass	1
12	Sign, Warning, Exit, "Leave Area...", Clean Agent, English	1

QUOTATION FOR FM-200 SUPPRESSION SYSTEM		
FM-200 Suppression system for Testing Area dimensions: 7'6" x 8' & UPS Room dimensions: 13'x10' x HEIGHT		
S#	Description	Qty
1	FM-200 Filled and Pressurized as per NFPA guidance and standard for mentioned room area. (Computerized Gas Cylinder calculation sheet must be provided)	As per Calculation





2	Cylinder Assembly, FM-200 Fluid, 130 lb Fill Range - 66 to 131 lbs (29.9 to 59.4 kg)	1
3	Bracket Assembly, Cylinder, 10" [includes (2) 3/8" twirl nuts, (2) 3/8"-16 1-1/4" cap screws (1) strap, & (1) back channel	1
4	Electric Valve Actuator	1
5	Manual Valve Actuator	1
6	Nozzle: 360°, 3/4" (20 mm), FM-200 Fluid, Brass	2
7	Sign, Warning, Exit, "Leave Area...", Clean Agent, English	1

QUOTATION FOR FM-200 SUPPRESSION SYSTEM		
FM-200 Suppression system Battery Room dimension: 10' x 10' & M.D.A Room dimension: 13' x 10' x HEIGHT		
S#	Description	Qty
1	FM-200 Filled and Pressurized as per NFPA guidance and standard for mentioned room area. (Computerized Gas Cylinder calculation sheet must be provided)	As per Calculation
2	Cylinder Assembly, FM-200 Fluid, 130 lb Fill Range - 66 to 131 lbs (29.9 to 59.4 kg)	1
3	Bracket Assembly, Cylinder, 16" [includes (2) 3/8" twirl nuts, (2) 3/8"-16 1-1/4" cap screws (1) strap, & (1) back channel	1
4	Electric Valve Actuator	1
5	Manual Valve Actuator	1
6	Gauge Assembly, Pressure, FM-200 Fluid	1
7	Switch Assembly, Low-Pressure Supervisory	1
8	Coupling, Grooved, 2" (50 mm)	1
9	Elbow, Grooved, 2" (50 mm)	1
10	Nipple, 2" (50 mm) Grooved x MNPT	1
11	Nozzle: 360°, 1" (25 mm), FM-200 Fluid, Brass	2
12	Sign, Warning, Exit, "Leave Area...", Clean Agent, English	1

**Scope of Work:-**

- Complete Supply, installation (including all material), testing and commissioning of the system is the responsibility of the contractor.



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

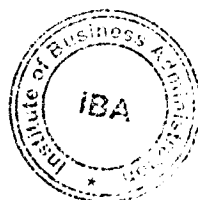


### Evaluation Criteria:

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.
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. Support, warranty will be offered for Three years plan for accessories/Equipment and Ten year expiry for FM-200 Gas.

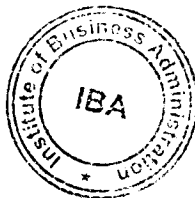
Note: IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged.



**Warranty: All equipments carry comprehensive warranties for Three years. complete parts and on site support (24/7) with response time 4Hrs and Ten years of FM-200 Gas.**

Contact Person (IBA)                      Mushtaque Ahmed  
Manager Operations & Maintenance  
Institute of Business Administration,  
City Campus, Kayani Shaheed Road,  
Karachi-74400

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



## **Annexure - B**

### **Format for technical proposal**

<b>Information required from Responding Organisation</b>	
<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	
Clientelé	
Technical staff expertise / skills	

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



## Annexure - C

### Format for financial proposal

S. No.	Item	Qty	Cost (PKR)	
			Unit (PKR)	Total (PKR)
	(*)Price of the hardware			
	(*) Price of the services			
			Sub-total (PKR)	
			GST @ 16% (PKR)	
			Grand total (PKR)	

Total amount in words : \_\_\_\_\_

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

