

*Tender Fee: Rs. 5000/-.
(Non-Refundable)*

Tender # IT/06/19-20

Provision of Desktop & Laptop

Date of Issue : **February 25, 2020**

Last Date of Submission : **March 11,2020 (3:00 PM)**

Date of Opening of Tender : **March 11,2020 (3:30 PM)**

Company Name: _____

Name of Representative _____

Amount in Foreign Currency (C&F). _____, **SBPs selling**

Rate of Exchange Seven Days before Opening of Bids _____, **Converted**

Amount in PKR _____, **Dated:** _____

Bid Security Pay Order Number: _____,

Bid Security Pay Order Dated: _____,

Bid Security Amount: _____

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1. **Introduction:**

Dear Bidder:

Thank you for your interest in participating in IBA tender “Provision of Desktops & Laptops”. The advertisement will be available on IBA & SPPRA websites and leading newspapers on February 25, 2020.

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 best services provided by you for this procurement.

Please contact Sr. Manager Procurement & Stores for any further information or queries. The contact details of the Sr. Manager Procurement & Stores is as follows:

Muhammad Sohail Khan
Sr. Manager Procurement & Stores
38104700 ext: 2151
Email: mskhan@iba.edu.pk

Sincerely,

-sd-

Registrar

2. **Instructions:**

(a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant bidder contactor manufacturers / firms / Bidder / companies / distributors / dealers 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 Tender Document available on IBA's Website. Any overwriting / crossing etc. appearing in the offer, may be properly signed by the person signing the tender.

(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 IBA Main Campus, University Road, Karachi from February 25, 2020 to March 11, 2020 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 March 11, 2020 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji 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 2% (converted amount in PKR) 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% (converted amount in PKR) Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee along with Order Confirmation.

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

Stamp & Signature

(g) Bid Price

Bid Price should include the following

- i. Cost & Freight of Goods
- ii. Insurance charges
- iii. Charges for Custom Clearance at Karachi Port
- iv. Sellers LC charges

(h) Letter of Credit (LC)

LC charges (client-side) and Import Duties & Taxes (where applicable) will be borne by IBA, Karachi. However, the successful bidder will pay import duties & taxes and bill separately to IBA as reimbursable expenses upon presentation of proof of payment.

(i) Name & Address of Principal/Authorized Distributer

Bidders should clearly indicate the name and full address of their principals/authorized distributor in whose favour LC shall be opened. In case of distributor, the authorization certificate from Principal for specific bid shall be obtained.

(j) Bidder's Responsibility

Bidder shall be responsible for transportation of complete consignment to IBA, Karachi premises. This would include cost of labour for unloading consignment to the designated warehouse. Labour will be provided by the bidder.

(k) 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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

(l) Communication

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

Contact Person (IBA): M. Sohail Khan
Senior Manager Procurement
Institute of Business Administration,
Main Campus, University Road,
Karachi

Tel # : 111-422-422 Ext 2151
Email : mskhan@iba.edu.pk

Stamp & Signature

(m) 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 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.**

(n) Submission of Tender

The complete tender document should be submitted by 3:00 PM on March 11, 2020 at 3pm in the office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi
The manufacturer/firms/companies/distributors/Bidders shall deliver two copies of the bids which include IBA tender documents.

(o) Date of Opening of Tender

Bid will be opened on March 11, 2020 at 3:30 pm at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

(p) Rights

Competent authorities reserve the rights to accept or reject any bid as per prevailing SPP Rules.

(q) Mode of Deliveries

Supply will be delivered at IBA Store Main Campus University Road Karachi within 12 weeks of establishment of LC.

(r) Clarification / Proof

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies /distributors/ Bidders 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 procurement

Provision of Desktops & Laptop

(c) Procuring Agency's address

Main Campus, University Road, Karachi

(d) Amount of Bid Security

Bid Security of 2% (converted amount in PKR) 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)

One Hundred and Twenty Days Bidders are asked to quote validity period of quotation on authority letter of OEM. However, at least 90 days validity after the opening date of bid is required.

(f) Deadline for Submission of Bids along with time

The last date of submit the Tender Document in sealed envelope on March 11, 2020 by 3:00 PM in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji 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.

(g) Venue, Time, and Date of Bid Opening:

Tender will be opened on March 11, 2020 on 3:30 PM at IBA Main Campus, University Road, Karachi.

(h) Delivery Period:

8 to 12 weeks from the LC establishment.

Stamp & Signature

(i) Liquidated damages

In the event of delay in delivery at supplier fault, the supplier shall inform the purchaser before expiry of such period giving reasons or justification for delay. However, purchaser reserves the right to take following actions:

- i. Evaluate the request for extension in delivery period as per its merit and may consider extension in delivery period or otherwise.
- ii. May cancel the contract.
- iii. Liquidated damages (if imposed) will be recovered at the rate of up to 2% per month and shall not exceed 10% of the total value of the contract.

(j) Document to Submit

- i. Income & Sales tax, and SRB certificates along with the record of GST deposited in the last one year.
- ii. Company profile.
- iii. Bank statement of last 3 Years.
- iv. Relevant experience of last 3 years
- v. Clientele list where subject supply provided in last 5 years (where required).
- vi. Quality Certification (if any).
- vii. OEM Authority letter (where required).
- viii. Non-black listing record certificate of Notary Public on Stamp Paper.

(k) Contract Agreement

Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of **0.35%** (converted amount in PKR) of total value of Bid offered in response to the tender. Stamp duty will be paid by the bidder.

Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft

#, Amount: PKR.....Drawn on Bank: Dated:

Stamp & Signature

4. Terms & Conditions:

a) Currency

All currency in the proposal shall be quoted in Foreign currency. For the purpose of comparison of bids quoted in different currencies, price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids specified in the bidding documents, as notified by the State Bank of Pakistan;

b) Terms of Payment

- i. All payments will be made through LC in the name of Principal / authorized distributor
- ii. 70% of LC Value will be released on arrival at Karachi Port (LC at sight).
- iii. Remaining 30% of LC value will be released on issuance of Acceptance Certificate after delivery of goods at IBA, Karachi premises.

c) Source and Nationality Requirements:

The country for this procurement is Pakistan. Bidder may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the country i.e., INDIA & ISRAEL.

d) Shipping/Dispatch Instructions

Shipping will be made by the supplier preferably through the National Vessel/Airline. Shipment by INDIA nor ISRAELI Vessel/Airline is not allowed.

The partial shipment of stores shall not be allowed; the complete stores will be shipped as one consignment.

e) Inspection/Testing

Senior Manager Procurement & Stores in coordination of technical department will inspect the items as per specifications after arrival at Stores and will carry out necessary testing of equipment and render a *Certificate of Correctness*.

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

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, Karachi.

g) Secrecy & Confidentiality

All stakeholders will be responsible to maintain secrecy/ confidentiality of information /Data shared during all stages of Bidding/ Contract.

Stamp & Signature

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 Manufacturer / firms / companies / distributors / Bidders 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) Packing & Transportation

All Equipment shall be individually packed in standard packing provided by the manufacturer for onwards transportation and delivery. Any item damaged during transportation will be replaced by the bidders at their own cost.

j) Cancellation

IBA reserves the right to cancel any or all of the above items if material is not in accordance with its specifications.

k) Default

If the Bidder fails to timely deliver items/services as per BoQ , IBA, Karachi reserves the right to penalize and may also terminate the contract.

l) Tool Kits/Accessories

Standard sets of General toolkit/ accessories supplied with equipment shall be provided by the successful bidder with no additional cost.

m) Performance Security

Successful bidder should provide 5% (converted amount in PKR) Performance Security of total value of Purchase Order in the form of Pay Order or bank guarantee at the time of contract. The Performance Security shall extend at least three months beyond the date of warranty period.

n) Force Majeure

The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure including to war and other instabilities invasion, act of foreign enemies, embargo, civil war etc.

o) 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.

Stamp & Signature

p) Invoice

Invoice / bill should be submitted to Purchase & Store Department.

q) Stamp Duty

Stamp duty 0.35% (converted amount in PKR) against total value of Purchase Order will be levied accordingly and born by the successful bidder.

Stamp & Signature

5. Integrity Pact:

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the Bidder;

M/s. _____, the Bidder hereby declares that:

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

Bill of Quantity (As Single Job)

a. Desktops

Product Feature	Description	Compliance (Y/N)	Make & model	Qty	Rate	Amount
Make	Branded (Dell, HP or equivalent)			121		
Form Factor / Height	Micro Form Factor					
Processor	Intel® Core i5-9500T Processor					
Processor Speed	up to 2.2 Ghz or higher –					
Intel Smart Cache	Up to 9 MB cache					
Memory Installed	Installed 8 GB (DDR4), extendable up to 32 GB (DDR4)					
Hard Disk Drives	1 TB HDD SATA 7200 RPM or higher					
Network Interface	Ethernet (RJ-45) (integrated)					
Ports / slots	Front USB: 02 minimum require Headphone: (1) require Rear USB: 04 minimum require HDMI & VGA: (1 each) require minimum Headphone: (1) require minimum Mic: (1) require minimum RJ-45 Ethernet port: (1) require minimum					
Power Supply	90W or efficient					
OS Support	Windows 10 Pro 64 or later					
Operating System	Free DOS					
Peripherals	Branded USB Standard Keyboard & USB 2-button optical scroll mouse					

Intel Chipset	Intel Q370 or equivalent				
Image Load	IBA image load in BIOS Service by manufacturer.				
Graphics	Intel UHD Graphics 630 or equivalent				
Security	Standard lock slot require				
Value added services	The successful bidder should arrange for executive briefing session, encompassing all features and technical aspects, for ICT senior management on virtualization technology, especially in desktop computing environment at regional headquarter of the principal / manufacturer from their marketing				
Warranty (option 1)	3 years' comprehensive parts & labour warranty from the principal (back to back).				
Warranty (option 2)	5 years' comprehensive parts & labour warranty from the principal (back to back).				
LED/Monitor Release Kit / Attachment	Quoted desktop model should come with attachments / release kit which provides attachments of desktop model with HP LE2201w 22-inch Widescreen LCD Monitor (Already available in IBA inventory).				
Total Amount C&F Value (please refer to "instruction" clause "g")					

b. Laptops

Product Feature	Description	Compliance (Y/N)	Make & model	Qty	Rate	Amount
Make	Branded (Dell, HP or equivalent)			70		
Series	Business Series					
Operating System	Free Dos					
Processor	Intel® Core i7-8565U or higher					
Chipset	Integrated in CPU					
Graphics	2GB or higher dedicated memory required					

RAM	Installed 16 GB (DDR4), extendable up to 32 GB (DDR4)			
HDD	1 TB SATA or higher			
Display	15.6" FHD TN (1920 x 1080) Anti-Glare or higher			
Communications	Wi-Fi 802.11ac- 2 x 2, Bluetooth 5.0, Integrated Gigabit Ethernet require			
Camera	HD webcam with digital microphone or higher			
Audio & Speakers	Yes required			
Battery Power	3 cell 42Whr or higher Battery with 3 Years principal Warranty			
Ports	USB:03, USB-C:01, HDMI:01, VGA Port:01, RJ-45/Ethernet : 01, Head phone : 01) minimum required			
Security Management	Trusted Platform Module TPM 2.0			
Multi-media Card Reader	Yes required			
Value added services	The successful bidder should arrange for executive briefing session, encompassing all features and technical aspects, for ICT senior management on virtualization technology, especially in desktop computing environment at regional headquarter of the principal / manufacturer from their marketing budget.			
Carry Bag + Mouse	Original Manufacture Branded Bag & Optical Mouse			
Power Adapter	Smart 65 W External AC power adapter. or equivalent			
Warranty (option 1)	3 years' comprehensive parts & labour warranty from the principal (back to back).			

Warranty (option 2)	5 years' comprehensive parts & labour warranty from the principal (back to back).					
Total Amount C&F Value (please refer to "instruction" clause "g")						

c. Laptop

Product Feature	Description	Compliance (Y/N)	Make & model	Qty	Rate	Amount
Make	Branded (Dell, HP, Lenovo or equivalent)			01		
Operating System	Free Dos					
Processor	Intel® Core™ i7-8565U					
Chipset	Integrated in CPU					
Graphics	Intel® UHD Graphics 620 or higher					
RAM	Installed 16 GB (DDR3), extendable up to 64 GB (DDR3)					
HDD	1 TB SATA					
Display	14.0" WQHD IPS (2560 x 1440) or higher					
Communications	Wifi , Bluetooth, Integrated Gigabit Ethernet with WWAN support					
Camera	HD webcam with digital microphone or higher					
Audio & Speakers	Yes required					
Battery Power	51 Wh, Long Life Li-ion – with 1 years' principal warranty					
Ports	a) Intel® Thunderbolt™ 3 (X 2) b) USB 3.0 (X 2) c) HDMI d) Native RJ45					

	e) MicroSIM f) Headphone / microphone combo jack				
Slot	Multi-format SD media card reader (X1)				
Security Management	a) Trusted Platform Module TPM 2.0 b) Touch fingerprint reader option				
Multi-media Card Reader	Yes required				
Carry Bag + Mouse	Original Manufacture Branded Bag & Optical Mouse				
Power Adapter	Smart 65 W External AC power adapter.				
Warranty	3 year's comprehensive parts & labour from the principal (back to back).				
Total Amount C&F Value (please refer to "instruction" clause "g")					

Please quote prices with warranty for both 3 years and 05 years compulsorily. IBA will decide whether to go with 3 years' or 5 years' warranty.

The bids shall be evaluated on the basis of lowest price quoted, after technical evaluation for fulfilment of mandatory criteria.

Total Amount A + B+ C (C&F Foreign Currency)	
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Total Amount C&F Foreign Currency (in words) _____

To be filled by IBA, Karachi (as per clause 4(a))

Total Amount PKR (in words) _____

Stamp & Signature

5. **Bidder Qualification Criteria**

Only those bidders can apply in this tender who fulfil the mandatory criteria. Please attach supporting documents / evidence of your claim(s)

S. No.	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Bidder must be an original equipment manufacturer (OEM) or an authorized tier-1 agent/partner of principal in Pakistan	
2	Bid must be accompanied by Manufacturer's authorization letter from principal for desktops & laptops.	
3	Minimum 03 years of relevant experience in Pakistan.	
4	Last 3 years' turn over with minimum 60 million (per year) as bank statement or financial statement.	
5	Bidder must provide "Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bid.	

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

Name of Representative _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____

Stamp & Signature