



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Dated: May 17, 2014

#### NOTIFICATION


The competent authority is pleased to constitute following committee for upcoming tender "Procurement of Interactive Boards", IT/63/2013-14 and "Procurement of compatible toners" IT/64/2013-14.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi **External Member** (PPRA Advisor, HEJ Karachi University)

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards-

  
IBA, Karachi

# TENDER DOCUMENT

TENDER NUMBER: IT/63/2013-14

“Procurement of Interactive Boards.”

(Provide, Supply & Commissioning of said Solution)

SEAL & SIGNATURE OF THE TENDER

- Bid Amount Rs:.....
- Pay Order Number:.....
- Amount of the Pay Order Rs. ....

Date of Receipt / Opening of Tender 04/June/2014

Submit to: ICT Procurement Department  
IBA Main Campus, Karachi University  
Phone Number: 021 - 99261508



## **Condition of Payment**

1. Amount of Bid Security: 2.5% of the tender amount.
2. Time of completion of supply/work: 07- Days after the receipt of PO
3. Liquidated damages in case of non-completion of supply/work within stipulated time. Rs.1000/- for each calendar day.
4. Limit of liquidated damages: 10% of the tendered amount.
5. Retention Money : 10% retention money of the total Bid amount will be deducted.
6. Release of Retention Money: After the successful completion of warranty period.
7. Bid validity period: 90 days.

**SEAL & SIGNATURE OF THE TENDER**



## General Terms and Conditions

8. 2.5% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.
9. All tenders should reach under sealed cover envelop up to 11:00am on 04/June/2014.
10. The tender will be opened on the same days at 11:30am in presence of bidders who choose to be present.
11. The items should be supplied within 07 days after the receipt of the Purchase Order **(Mandatory)**.
12. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.
13. Every unsuccessful tendered should be responsible to collect Bid Security's pay order within one month of the opening date of tender.
14. Income tax will be deducted as per Government Rules.
15. GST invoice should also be deposited with the original bill and Delivery Challan.
16. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007.
17. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
18. The bids will be evaluated on the basis of lowest items rate in equipment & price of SLA keeping in view our required configuration only.
19. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorize dealership/resellers certificates from the Manufacturer/Principal. **(Provide proof, mandatory)**
20. Warranty should be of five years (manufacturer) with complete parts and services. Only consumable parts not covered under this warranty.
21. The bidder must also provide the rate of the SLA with parts & consumable after the completion of warranty period **(Mandatory)**.
22. The contract will be given to the bidder who quotes the lowest prices of the equipment & SLA and also meet the desired criteria. **(Functional Demonstration of Interactive Board Solution is mandatory)**
23. Bidder will also provide comprehensive training for 03 persons on FOC.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel Numbers: \_\_\_\_\_

Mobile Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_





## Specification

Description	195.6 cm (77") diagonal interactive white board with pen ledge. Must include software installation and complete training.
Touch and gestures	Enables to write, erase and perform mouse functions by touching the interactive whiteboard with finger or a pen. It also features gesture capability, providing a natural and flexible way to interact with content.
Multitouch capabilities	Support for up to two simultaneous touches with interactive whiteboard using the included pen or other objects, or by using fingers to write and perform gestures.
Ink	Smooths out the appearance of the digital ink to improve the legibility of handwriting. The ink becomes an object to move and manipulate.
Pen	Two pens require
Screen surface	Hard-coated steel surface, optimized for projection and compatible with dry-erase markers.
Digitizing technology	Four-camera DviT® (Digital Vision Touch) technology or equivalent.
Frame finish	White and light gray (approximates PANTONE® Cool Gray 4C) or equivalent.
Dimensions	195.6 cm (77") diagonal.
Power requirement	Up to 1.8m (6') power cable. Power consumption less than 7 W ( 100 V to 240 V AC, 50/60Hz, 5V DC 2.0A) or equivalent.
Computer connection	Includes minimum 5 m (16') USB 2.0 cable. Interactive whiteboard must support one computer connection on a primary display only.
Software	Includes a software installation DVD.
Warranty	Five Years equipment warranty. Free services with parts.
Quantity	Five (05)

- Unit price exclusive of taxes:
- Unit price inclusive of taxes:



**INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI**  
Main Campus, University Road, Karachi

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**Tender Document**

**Tender Number: IT/64/2013-14**

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2013-14.

S.No.	Items	Quantity Maximum	Unit Price without GST	Unit Price with GST	Total of Units along with GST
	<b>HP/SAMSUNG/XEROX Toners or equivalent Specifications</b>				
1	HP 05X (Yield 6500 pages)	55			
2	HP 05A (Yield 2300 pages)	55			
3	HP 36A (Yield 2000 pages)	77			
4	HP 49X (Yield 6000 pages)	22			
5	HP 51 X (Yield 13000 pages)	0			
6	HP 53 X (Yield 7000 pages)	11			
7	HP 80 X (Yield 6800 pages)	22			
8	HP 85A (Yield 1600 pages)	33			
9	Color Toner Kit (04 color set) of HP CP2025 (Y - 2800)	44			
10	Toner Cartridge CP2025 black Only (Y - 3500 pages)	11			
11	HP 16A (Yield 12000 pages)	22			
12	HP 29X (Yield 10000 pages)	22			
13	HP 55X (Yield 12500 pages)	110			
14	Color Toner Kit (04 color set) of HPCP-1515 Printer (Yield 1400 pages)	11			
15	Toner Cartridge of CP-1515 Black Only (Yield 2200 pages)	0			
16	Samsung ML-2165 (# 101) (Yield 1500 pages)	22			
17	Xerox 4600/4620 (Yield 30,000 pages)	33			

**TERMS AND CONDITIONS:**

- Prices quoted should be quoted as (C&F) bases and remain valid for one year.
- Tender documents along with detailed list of Toners can be collected from IBA website, tender fee cost of Rs. 1000/- in cash (non-refundable). Supplier must be Authorized Enterprise Partners or Distributor for the Toners.
- Bidding will be conducted in terms of National Competitive Bidding procedures (single stage Single envelope procedure).
- Rates mentioned in the quotation if accepted shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.





5. Performance Guarantee in the shape of CDR in favour of IBA Karachi of 10% of the order value will be deposited. Performance Guarantee of the successful bidders will be retained as security till 03months. Successful Bidder will deposit the PG at the time of receiving of the LOA (applicable on successful bidder only).
6. All bids must accompany a bid security in the form of pay order/ demand draft of 2.5% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted.
7. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
8. The contract will be given to the bidder who quotes the lowest prices of the toners and also meet the desired criteria. **(Product Evaluation & Technical Performance)**
9. Firm should quote prices as per annexure-C and indicate brand name wherever necessary.
10. The successful firms will have to supply items within 4-8 weeks after the issue of order at their own expenses.
11. The bidder would be evaluated as complete package not item wise bases.
12. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.
13. Vendor is responsible to change with new toner if any toner found faulty in any aspect without any delay.
14. Bid validity should remain valid at least 90 days.
15. An owner of more than one company can send bid of his only one company.
16. Specification of items tender should be clearly mentioned in the tender. Tender received after due date or incomplete in any sense will not be entertained. Company representative along with ICT procurement department will check the quality of items at the time of delivery.
17. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.
18. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/ confiscate the call deposited and the firm may be black listed.
19. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
20. Compatible product must be ISO Quality assured/Yield Certified or any Equivalent International Certified or Testing body. **(Provide proof)**
21. Compatible toner must be Genuine, Brand New and can be verifiable by the Principal Company.
22. Authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies.
23. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last two years.
24. **Final Order will be awarded after technical evaluation and testing of the product, if found refilled or refurbished then earnest money / bid security will be forfeited.**
25. Firm will be black listed as per SPPRA rules If: - a. Toners are of low quality, refilled or non-genuine, the supplier/ vendor will be black listed and their earnest money will be confiscated. b. Toners are supplied after the delivery date as mentioned in the purchase order.
26. Product must have 1 year warranty ( limited up to print yield life cycle)
27. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by **04/June/2014** till 11.00 a.m. The same will be opened at 11.30 a.m. the same day in the presence of the bidders or their representatives.



28. The bidder should have either the Principal office or Distributor office situated in Karachi.
29. After expiry of the contract, IBA Karachi may extend the contract for the period decided by the competent authority.

The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

**Check List:**

1	<ul style="list-style-type: none"> <li>Compatible product must be STMC and ISO Quality &amp; ISO Yield Certified or any Equivalent International Certified body. <b>(Provide Proof)</b></li> </ul>	YES/NO
2	<ul style="list-style-type: none"> <li>Supplier must be Authorized Enterprise Partner for the Toners. <b>(Provide Proof)</b></li> </ul>	YES/NO
3	<ul style="list-style-type: none"> <li>Compatible Toner must be Genuine / Brand New and can be verifiable from the Principal Company. <b>(Provide Proof)</b></li> </ul>	YES/NO
5	<ul style="list-style-type: none"> <li>Bidder will participate in overall tender (i.e., quoted each toner including all brands and all models) not fulfill may lead to disqualification of the bidder.<b>(Mandatory)</b></li> </ul>	YES/NO
6	<ul style="list-style-type: none"> <li>Final order will be awarded after technical evaluation and testing of the product, if found refilled then earnest money will be forfeited.</li> </ul>	YES/NO
7	<ul style="list-style-type: none"> <li>Bidder will provide samples of all toners at the time of bid</li> </ul>	YES/NO

**Stamp & Signature**

**Manager Procurement ICT**  
**Tel: 021-99261506 - Fax: 021- 99261508**  
**Website: www.iba.edu.pk**

