

# Institute of Business Administration Karachi

Tender Form

For

Procurement of overhead book Scanner

Date of issue : May 24, 2017

Last date of submission: June 12, 2017

*Tender # IT/127/2016-17*



# 1. General Terms & Conditions

## a) Earnest money (Bid Security)

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.

It is to be noted that IBA Karachi being an educational Institution is exempted 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

(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.

## 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 four 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 equipment's / 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

#### **n. 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.

#### **o) GST**

GST will be paid on applicable items only.

#### **p) 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.

#### **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.

#### **u) 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 12-06-2017 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 proposal**

Bid will be opened on June 12, 2017 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 '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 12-06-2017.
- 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 (Bid Security) 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. Earnest money (Bid Security) deposited by the successful bidder may be converted into security deposit. This would be in addition to the 5% of the total amount retained for a period of 36 months after delivery of the product contingent to satisfactory performance or bidder deposit Bid Security 10%.
- 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. Support, Services SLA will be offered for Three years plan, and year wise cost shall be mentioned in the solution for fourth and fifth year.
- xv. It may be noted that any equipment / Licenses which is missed or not included in the bill of quantity but require to the completion of project shall be provided by the bidder free of cost.





## Annexure - A

### Technical Requirements(BOQ)

Technical Specification of Overhead Book Scanner			
S.No.	Details /Particulars / Features / Accessories	Required	
1	Scanner Type		Overhead system, simplex scanning
2	Opening angle for Books		180° (Flat mode)
			Scan Registers, Bound Books, File Folders, Journals etc.
3	Capture technology		Lens reduction optics / color CCD x 1
4	Optical resolution		Horizontal scanning: 285 to 218 dpi, Vertical scanning: 283 to 152 dpi
5	Scan Resolution/Speed landscape) (A3	Auto Mode(3)	"Better mode" or "Best mode": 3 seconds / page
		Normal Mode	Color / Grayscale: 150 dpi, Monochrome: 300 dpi
			3 seconds / page(4)
		Better Mode	Color / Grayscale: 200 dpi, Monochrome: 400 dpi
			3 seconds / page(4)
		Best Mode	Color / Grayscale: 300 dpi, Monochrome: 600 dpi
			3 seconds / page (4)
		Excellent Mode	Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi
			3 seconds / page(4)
6	Scan Area		Automatically recognizes document size,
			A3 (landscape), A4 (landscape), A5 (landscape)
			A6 (landscape), B4 (landscape), B5 (landscape), B6 (landscape), Post Card,



			Business Card, Double Letter (landscape), Letter, Legal (landscape) and Customized size (Max: 432 x 300 mm (17.0 x 11.8 in.), Min: 25.4 x 25.4mm (1 x 1 in.))(5)
7	Document Thickness		30 mm (1.18 in.) or less
8	Light distribution		Uniform on entire A3 size and there should be no shadow in the book spine
9	Output formats		JPEG, PNM, TIFF, Word doc, PDF
10	Self-service system (with additional HW)		Kiosk for Self Service Area
11	Control Panel		Touch Control Panel with Color display
12	Preview monitor		15" inch or more, flat monitor for immediate preview of scanned documents
13	USB ports		9xUSB (4 on I/O, 2 on bottom, 3 micro USB on edges for Peripherals
14	Gigabit Ethernet Connectivity		RJ45 for easy connectivity in LAN or PC
15	Wireless		Wi-Fi (802.11 b/g/n), Bluetooth (4.0)
16	Software Bundled		Licenses batch scanning and processing software with facility to scan large Batches of image processing: auto format detection, auto page splitting, auto cropping.
17	Software Capability		Software will be capable to send scanned files to a Smart Phone, Tablet, USB Flash Drive, Email as an attachment, Google Drive, Fax, network folders, FTP sites or printer. Digital copies can be referenced and shared with others while preserving our forests.
18	Attached PC configuration		PC Processor: Intel i3 or higher, RAM: 4 GB or higher , HDD: 320 GB, or Higher



For Technical

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





## **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 10 successful install-based customers reference on proposed solution or alike.
3. Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)
4. Bidder must have local presence including Support Staff in Pakistan.
5. Backup Inventory maintained by company at least those items mention in SBD.
6. Delivery time within Four weeks from the date of Purchase Agreement.
7. Bidders should have Technical trained engineers on the proposed solution. Certificates need to be attached with the proposal.
8. Bidder must provide complete knowledge transfer and hands on training at the time of installation and configuration.
9. The bidder will also provide the 4<sup>th</sup> and 5<sup>th</sup> years SLA price 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.

**Note:** We will require demonstration of the equipment from the selected vendor for a Day, over continuous one Day satisfied performance we will award the tender to the complying RFP bidder.

(\*) IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged



## **Annexure - B**

### **Format for technical proposal**

<b>Information required from Responding Organization</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

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.

