

*Tender Fee: Rs. 1000/-.  
(Non-Refundable)*

# **TENDER FORM**

**Tender # IT/05/19-20**

## **Provision & Commissioning of Data Center Fire Separation**

**Date of Issue** : **November 19, 2019**

**Last Date of Submission** : **December 05, 2019 (3:00 PM)**

**Date of Opening of Tender** : **December 05, 2019 (3:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**SRB / GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft #** \_\_\_\_\_, **Drawn on Bank** \_\_\_\_\_

**Amount of Rs.** \_\_\_\_\_, **Dated:** \_\_\_\_\_

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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 and leading newspapers on November 19, 2019 to "Provision & Commissioning of Data Fire Separation".

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 Purchase Executive on 38104700 ext: 2155 for any information and query

Thank you.

-sd-

**Registrar**

## 2. Instructions

### (a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant bidder contactor manufacturers / firms / supplier / 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.

### (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 November 19, 2019 to December 05, 2019 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 December 05, 2019 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% 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.

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**(g) 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.

**(h) Communication**

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

Contact Person (IBA): Muhammad Umair Aslam  
Executive ICT Procurement  
Institute of Business Administration,  
Main Campus, University Road,  
Karachi  
Tel # : 111-422-422 Ext 2155  
Email : umairaslam@iba.edu.pk

**(i) 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.**

**(j) Submission of Tender**

The complete tender document should be submitted by 3:00 PM on December 05, 2019 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.

**(k) Date of Opening of Tender**

Bid will be opened on December 05, 2019 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.

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**(l) Demonstration**

The Bidder contactor manufacturer/firms/companies/distributors/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.

**(m) Rights**

Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.

**(q) Mode of Deliveries**

Supply will be delivered at IBA Store Main Campus University Road Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

**(r) Clarification / Proof**

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies /distributors/ suppliers should also provide copy(ies) of certificate(s) etc as proof of their claim.

### 3. **Bidding Data**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of procurement:** Provision & Commissioning of Data Center Fire Separation
- (c) **Procuring Agency's address:** -Main Campus, University Road, Karachi
- (d) **Amount of Bid Security:** - Bid Security of 2% 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) **Deadline for Submission of Bids along with time:-** The last date of submit the Tender Document in sealed envelope in December 05, 2019 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 December 05, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (h) **Time for Completion from written order of commence:-** 60 days
- (i) **Liquidity damages:-** Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (j) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# ....., Amount :Rs.....Drawn on Bank..... Dated.....

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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 2% 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 Manufacturer/firms/companies/distributors/suppliers 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) Delivery Time**

The items should be delivered within 4 weeks from the date of acceptance of Purchase Order.

### **e) 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.

### **f) 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 / suppliers 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.

### **g) Acceptance of Tender**

The IBA reserves the right not to accept the lowest or any tender and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide demo unit which Service Provider quoted in the tender. After the final inspection of the unit the decision will be made.

Bidder MUST quote prices as per requirement mentioned in the Tender Document.

### **h) Material**

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



**i) 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.

**j) 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.

**k) GST**

GST will be paid on applicable items only.

**l) 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.

**m) 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.

**n) 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.

**o) Quantity**

Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason thereof.

**p) Invoice**

Payment would be made at the end of each month. Invoice / bill should be submitted to Purchase & Store Department.

**q) Stamp Duty**

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

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**r) Civil Works & Other Related Ancillaries**

All civil work e.g. Installation, piping, digging (soft & hard), curing, tunneling, configuration and testing of the Fire separation within the premises of IBA Karachi will be the responsibility of the Service Provider.

**s) Warranty**

**i) Equipment & Hardware Warranty**

The equipment/ hardware supplied by the Service Provider shall be brand new with OEM warranty and complete with all respects. The devices/ equipment delivered by the Service Provider must be compatible to the existing network connectivity

**ii) Design Warranty**

Design of the Fire Separation should have the scalability/flexibility to add any in future.

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## 5. Integrity Pact

- (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/supplier/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.**

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## 6. Bill of Quantity (Technical Requirements)

### BASIC/ GENERAL REQUIREMENTS:

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

### Technical Requirements

Item #	Material Description	Unit	QTY	Rate	Amount
1	Addressable fire alarm panel with batteries UL and FM Approved	Each	1		
<b>For Data center 24 x 10.5 x 14</b>					
2	Photo Electric smoke detectors with Base, UL and FM Approved	Each	12		
3	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
4	Sounder with flasher UL and FM Approved	Each	1		
5	Fire Alarm Bell UL and FM Approved	Each	1		
6	Supervise control module UL and FM Approved	Each	1		
7	Mini Monitor Module (EM-1MM) UL and FM Approved	Each	3		

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8	Relay Module UL and FM Approved	Each	1		
9	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
10	Piping network, & paint for Fire Suppression system, MS Sch 40.	Job	1		
11	Testing & Commissioning of Fire alarm system	Job	1		
<b>For UPS &amp; Electrical Room</b>					
12	Photo Electric smoke detectors with Base, UL and FM Approved	Each	4		
13	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
14	Sounder with flasher UL and FM Approved	Each	1		
15	Fire Alarm Bell UL and FM Approved	Each	1		
16	Supervise control module UL and FM Approved	Each	1		
17	Mini Monitor Module (EM-1MM) UL and FM Approved	Each	2		
18	Relay Module UL and FM Approved	Each	1		
19	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		

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20	Piping network, & paint for Fire Suppression system, MS Sch 40. As per flow calculation. (which will be submitted by Vendor)	Job	1		
21	Testing & Commissioning of Fire alarm system	Job	1		
<b>For UPS Room</b>					
22	Photo Electric smoke detectors with Base, UL and FM Approved	Each	4		
23	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
24	Sounder with flasher UL and FM Approved	Each	1		
25	Fire Alarm Bell UL and FM Approved	Each	1		
26	Supervise control module UL and FM Approved	Each	1		
27	Mini Monitor Module (EM-1MM) UL and FM Approved	Each	2		
28	Relay Module UL and FM Approved	Each	1		
29	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
30	Piping network, & paint for Fire Suppression system, MS Sch 40. As per flow calculation. (which will be submitted by Vendor)	Job	1		
31	Testing & Commissioning of Fire alarm system	Job	1		

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<b>For Testing &amp; Staging Room</b>					
32	Photo Electric smoke detectors with Base, UL and FM Approved	Each	4		
33	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
34	Sounder with flasher UL and FM Approved	Each	1		
35	Fire Alarm Bell UL and FM Approved	Each	1		
36	Supervise control module UL and FM Approved	Each	1		
37	Mini Monitor Module (EM-1MM) UL and FM Approved	Each	1		
38	Relay Module UL and FM Approved	Each	1		
39	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
40	Piping network, & paint for Fire Suppression system, MS Sch 40. As per flow calculation. (which will be submitted by Vendor)	Job	1		
41	Testing & Commissioning of Fire alarm system	Job	1		
<b>For MDA Room</b>					
42	Photo Electric smoke detectors with Base UL and FM Approved	Each	4		

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43	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
44	Sounder with flasher UL and FM Approved	Each	1		
45	Fire Alarm Bell UL and FM Approved	Each	1		
46	Supervise control module UL and FM Approved	Each	1		
47	Relay Module UL and FM Approved	Each	1		
48	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
49	Testing & Commissioning of Fire alarm system	Job	1		
<b>For Receiving area</b>					
50	Photo Electric smoke detectors with Base UL and FM Approved	Each	2		
51	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
52	Sounder with flasher UL and FM Approved	Each	1		
53	Fire Alarm Bell UL and FM Approved	Each	1		
54	Supervise control module UL and FM Approved	Each	1		

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55	Relay Module	Each	1		
56	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
57	Testing & Commissioning of Fire alarm system	Job	1		
<b>For Electrical Room</b>					
58	Photo Electric smoke detectors with Base UL and FM Approved	Each	2		
59	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
60	Sounder with flasher UL and FM Approved	Each	1		
61	Fire Alarm Bell UL and FM Approved	Each	1		
62	Supervise control module UL and FM Approved	Each	1		
63	Mini Monitor Module (EM-1MM) UL and FM Approved	Each	1		
64	Relay Module UL and FM Approved	Each	1		
65	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Job	1		
66	Testing & Commissioning of Fire alarm system	Job	1		
<b>For DOC Storage Facility</b>					
67	Photo Electric smoke detectors with Base UL and FM Approved	Each	2		

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68	Manual Pull Station for Fire Suppression release UL and FM Approved	Each	1		
69	Sounder with flasher USA Product, UL Listed FM Approved	Each	1		
70	Fire Alarm Bell UL and FM Approved	Each	1		
71	Supervise control module UL and FM Approved	Each	1		
72	Relay Module UL and FM Approved	Each	1		
73	Electrical wiring 1.5mm 2C & Piping, back boxes etc.	Each	1		
74	Testing & Commissioning of Fire alarm system	Each	1		
	<b>Grand Total</b>				

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## 7. 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#	Eligibility Criteria (pls attached supporting documents)	Remarks
1.	Valid OEM's authorization certificate from principal for this procurement.	
2.	Completed at least 03 (three) projects of similar nature in last three years	
3.	At least one certified (preferably from USA / Europe) data center design professional	
4.	Last 3 years' turn over with minimum 100 million (per year) as bank statement or financial statement.	
5.	Service Providers must provide "Sales tax registration certificate both FBR and / or SRB" and NTN certificates at the time of submission of bid.	
6.	Minimum 5 years relevant experience.	

### \* Terms & Conditions.

#### Responsibilities

- I) Complete deployment/upgradation for supplied solution.
- II) Smooth and timely User Acceptance Test.
- III) Providing local support and maintenance during and after deployment/upgradation for the contract period.
- IV) The selected bidder shall be responsible for the corrective maintenance, Preventive maintenance, software upgrades, provisioning of extended warranties of deployed solution for three years
- V) Bidder must provide backup or replacement of any hardware with the same or higher Specification. IBA will not accept any low specification hardware.
- VI) Provide Backup in case of delay in part replacement.

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**Site Survey:**

Bidders are required to conduct site-survey to ascertain scope of work as given in this SBD, with respect to following goods and services:

1. Dismantling of old Fire Separation System.
2. Complete Gas Piping as per recommended design by bidders
3. Ingratiation of exiting HSSD System.

**Standard terms & conditions**

1. The Bidder shall follow the standards mentioned in this document. If no standards are mentioned, relevant TIA 942 standard has to be followed.
2. Selected bidder must be integrating existing HSSD system with proposed solution.
3. If any misconduct in used materials, implemented works or quality is found during works or during the warranty period of the project, it shall be repaired to required level and to the satisfaction of IBA and the Bidder will be responsible for its cost.
4. The Bidder shall be responsible for all designing, supervision & management of the project.
5. Bidder shall submit the proposal design covering all the requirements of IBA with Bid.
6. All the Designs shall be approved from IBA ICT Operation Team and bidder shall be responsible to inform the IBA ICT Operation Team and take approval for any change in design.
7. Bidder shall be responsible to submit detailed Project Implementation plan of the project.
8. Bidder shall be responsible to provide complete Data Center Fire Detection & Separation design and drawings (with complete calculations).
9. Bidder will provide detail working drawings before the start of the project and only approved working drawings shall be executed, however only IBA has the right to modify as per site requirements.
10. Minor modifications as and when proposed or required by the IBA shall be incorporated with due consent of successful bidder.

**Note:**

The bids will be evaluated on the basis of lowest responsiveness keeping in view our required configuration and also fulfil mandatory criteria only.

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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 \_\_\_\_\_

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Stamp & Signature