

# TENDER FORM

## Tender # ME/03/21-22 Provide & Supply Cameras & Lens

Date of Issue : November 09, 2021  
Last Date of Submission : November 26, 2021 (3:00 pm)  
Date of Opening : November 26, 2021 (3:30 pm)

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

NTN: \_\_\_\_\_, SRB Registration Number: \_\_\_\_\_

GST Registration Number: \_\_\_\_\_

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

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

**Notice Invitation Tender (NIT)****Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of manufacturers/firms/companies/distributors/suppliers registered with relevant tax authorities (whichever is applicable) for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Provide & Supply Cameras & Lens (ME/03/21-22)	Singe Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs. 500/-		
Issuance start date: November 09, 2021, 2021, at 9 AM		
Issuance end date & time: November 26, 2021, at 3 PM		
Submission date & time: November 09, 2021, to November 26, 2021, from 9 AM to 3 PM		
Opening date & time: November 26, 2021 at 3:30 PM		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents have to be submitted.

Kindly mention "Tender Number" at top left corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

**REGISTRAR**

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Procurement on 38104700 ext: 2152

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk) Website <https://www.iba.edu.pk/tenders/>

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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 on November 09, 2021, to "Provide & Supply Cameras & Lens".

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 that meet our prime & basic specifications through this transaction.

Please contact Senior Executive Procurement on 38104700 ext: 2152 for any information and query

Thank you.

-sd-

**Registrar**

## 2. Instructions

### (a) Sign & Stamp

It is necessary to fill in the Tender Form meticulously and sign & stamp every page. Moreover, attach the required supporting documentation 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 mandatory to fill 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 the item/column name or number etc that referred to the column/item of the Tender Form.

### (c) Collection of Tender

You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from November 09, 2021, to November 26, 2021, during working 9:00 AM to 3:00.

### (d) Tender Number

Please mention "Tender Number" at the top left corner of the envelopes. IBA, Karachi may reject any bid subject to the 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.

### (e) Communication

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

Contact Person (IBA): Senior Executive Procurement  
Institute of Business Administration,  
Main Campus, University Enclave,  
Karachi  
Tel #: 021 38104700; Ext 2152  
Email: [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk)

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Stamp & Signature

**(f) Submission of Documents and Address**

Separate envelopes clearly labelled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before the last date to submit the tender documents. Tender Documents can be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi till 3:00 PM on November 26, 2021. **Tender Documents received by fax or email will not be accepted.**

**(g) Date of Opening of Tender**

The bid will be opened on November 26, 2021, at 3:30 PM at the Office of the Head of Procurement, IBA Main Campus, in presence of representative bidders who may care to attend.

**(h) Rights**

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

**(i) Location of Deliveries**

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

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Stamp & Signature

### 3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi.
- (b) **Brief Description of the procurement:** Provide & Supply Cameras & Lens.
- (c) **Procuring Agency's address:** Main Campus, University Enclave, Karachi.
- (d) **Amount of Bid Security:** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in the 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 submitting the Tender Document in a sealed envelope is November 26, 2021, by 3:00 PM in the Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 3:30 PM in the presence of representatives who may care to attend.
- (g) **The venue, Time, and Date of Bid Opening:** The tender will be opened on November 26, 2021, at 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (h) **Time for Completion from written order of commencing:** 15 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:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**Amount** (in words and figures): \_\_\_\_\_  
**Pay Order / Demand Draft #:** \_\_\_\_\_, **Amount: Rs** \_\_\_\_\_  
**Drawn on Bank:** \_\_\_\_\_, **Dated:** \_\_\_\_\_

\_\_\_\_\_  
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) 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 the contract.

##### **c) Validity of the Tender**

All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the Manufacturers/firms/companies/distributors/suppliers are encouraged to state a longer period of validity for the proposal.

##### **d) Currency**

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

##### **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 under this tender shall be governed by and construed following the laws of Pakistan. The IBA and all Manufacturers/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 and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.

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Stamp & Signature



**h) Support Capabilities**

The Manufacturer / Firms / Companies / Distributors / Suppliers should indicate the support capabilities for all the hardware and software provided during the warranty period.

**i) Compliance to Specifications**

The Manufacturer/Firm/Company/Distributor/Supplier shall provide information as per requirements given in BoQ. However, manufacturer/firm/company/distributor/supplier can submit multiple solutions. Manufacturers/Firms/companies/distributors/suppliers may not propose/supply any kind of refurbished hardware equipment/components in their proposals.

**j) Cancellation**

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

**k) Invoice**

Invoice/bill should be submitted to Purchase Department.

**l) Stamp Duty**

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

**m) Delivery Time**

The material should be delivered at IBA within 20 days after receiving of Purchase Order.

**n) Payment Terms**

Payment will be made through crossed cheque after the receipt of the bill & delivery of the complete material.

\_\_\_\_\_  
Stamp & Signature

## 5. Integrity Pact

- (a) Its intention is 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 instruments, 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 the mandatory requirement other than auxiliary services/works.**

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Stamp & Signature

## 6. Bidder Qualification Criteria

Sr. No.	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years of relevant experience	
2	Last 3 years' turnover with a minimum of 5 million (per year) as a bank statement or financial statement.	
3	Sales tax registration certificate with last month return copy FBR and/or SRB and NTN certificates at the time of submission of the bid.	

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 Stamp & Signature

## 7. Bill of Quantity

Sr. No	Description	Quoted Brand	Quoted Model	Qty	Rate	Total Amount
1.	<b>Action Camera</b> - Type: CMOS Sensor - 5K video, 20 MP photos - Detachable Lens, 2 screens - Advanced video stabilization - Waterproof to 33ft + built tough - Wifi, Bluetooth, USB Type: 3.0 - Display Size: 1.4 Inch LCD, Touch Screen - Memory Card Type: microSD - 3 Li-Ion Rechargeable Battery: 1720 mAh each - With OEM Compatible Battery Charger - Complete Standard Accessories - With 1 year OEM Warranty - Model: Hero9 Black or Equivalent - Brand: GoPro or Equivalent			03 Units		
2.	<b>Drone Camera</b> - Dimensions (Folded): 138×81×58 mm - Diagonal Distance: 213 mm - GNSS: GPS+GLONASS+GALILEO - Downward Hovering Range: 0.5-10 m - Sensor: 1/2.3" CMOS, Effective Pixels: 12MP - Lens; FOV: 83°, 35 mm format equivalent: 24 mm, Aperture: f/2.8, Focus range: 1 m to ∞ - ISO (Video+Photo): 100-3200 (Auto & Manual) - Battery Capacity: 5200 mAh - Required Operating System: iOS v10.0 or later - Android v6.0 or later - Remote Operating Frequency: 5.725-5.850 GHz - Not blocked/restricted by PTA - Complete Standard Accessories - With 1 year OEM Warranty - Model: Mavic Mini 2 or Equivalent - Brand: DJI or Equivalent			01 Unit		
3.	<b>Camera Lens</b> - 10-18mm f/4.5-5.6 IS STM - Minimum aperture: 22-29 - Closest focusing distance: 0.22 m - With Lens cap, Lens hood, Lens case, Rear cap & Magnification w/Extension Tube EF12 II - With 1 year OEM Warranty - Model: EF-S, Brand: Canon or Equivalent			01 Unit		
					<b>Total</b>	
					<b>17% GST (If Applicable)</b>	
					<b>Grand Total</b>	

**Grand Total Amount Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature