

Institute of Business Administration Karachi

Tender Form

For

Procurement of Misc IT Hardware
(Computers, Laptops & Printers)

Date of issue : 24-05-2017
Last date of submission: 12-06-2017

Tender # IT/126/2016-17



General Terms & Conditions



a) Earnest money

An earnest money, in the shape of a bank draft / pay order in the name of “**Institute of Business Administration**” Karachi, equivalent to 2.5% 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

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 exempt 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. If applicable.

Prices must be quoted as per attached price sheet.

e) OEM Relationships & Warranties

The responding organization (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. ROs having Gold, Silver or Premier Partnership with the OEM will be given preference in the final evaluation.

Selected vendor will provide maintenance / support service, after expiry of warranty, for each category of products identified, at a rate, which is not more than 10% of the

initial purchase / license cost. Selected vendor should also be committed to provide maintenance / support service for a period of at least three years after expiry of warranty period. However, IBA will not be bound to avail this service.

The equipment should be supplied through verifiable distribution channel in Pakistan.



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. The equipment must be delivered in 02 weeks from the date of the acceptance of this Purchase Agreement (effective delivery date is as per Purchase Agreement). In case there is any delay during the clearance of the equipment from the Customs Department, in that case the bidder will report the same to IBA in writing and may ask for extension in delivery time.

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 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

Payment will be made through crossed cheque after the delivery and complete installation of the item and receipt of the invoice. Advance payment will **ONLY** be made against Bank Guarantee an A Rated bank of the same amount.

100% of the total order value would be paid after delivery of the equipment at IBA Karachi Main campuses.

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

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.

1. 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 before 11:00am hours on 12-6-2017 at the address given at section 2 (a).

The RO shall deliver two copies of the bids which include IBA tender documents along with BOQ and Financials.

Format for submission of financial proposal as Annexure - C.



d) Date of opening of proposal

Bid will be opened on 12-06-2017 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 'Original Proposal', 'Copy Proposal' and 'Earnest Money' must be submitted on or before last date to submit the tender documents. **Single Stage Single Envelope Basis.**

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, sales tax return Annexure "C" 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 ex-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 of 2.5% 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. The successful bidder must deposit security. Performance Security 10% of the total amount retained for a period of warranties after delivery of the product contingent to satisfactory performance.

- x. If the delivery of the product is delayed beyond the date specified in the Purchase Order, a penalty equivalent to 2% of the total amount quoted would be charged per day to the RO till the product is delivered. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).
- xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments & Professional Certificate.
- xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.
- xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.
- xiv. The tender document will be accepted ONLY on the IBA's prescribed SBD available on IBA's Website.
- xv. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted /entertained who will give surety of supply of ordered goods within 02-weeks.
- xvi. The total quantity of the items mention in each category.



Annexure - A

Technical Requirements (BOQ)

Desktop PC

Features	Specifications	Compliance (Y/N)	Model	Reference Brochure /Page No.
Make	Branded (Dell, HP, or equivalent)			
O / S	Free DOS			
O / S support	Windows 7 & above (32 and 64 bit)			
Processor	Intel® Core™ i7-7700 with Intel HD Graphics 630			
Chipset	Intel® Q270			
Form factor	Tower or Better			
Management features	Intel® vPro™ standard (Core i5 and Core i7)			
Memory	16 GB DDR4-2400 SDRAM			

Internal drive	1 TB SATA TLC SSD			
Optical drive	Slim DVD-Writer			
Graphics	Integrated Intel® HD Graphics 630			
Ports / slots	Front: SD card reader (optional) 1 Headphone connector 2 USB Ports Back: 1 audio out 1 DisplayPort™ 1 audio in 1 RJ-45 1 power connector 1 HDMI port			
Audio	Integrated with combo microphone/headphone jack, line-in and line-out rear ports (3.5 mm), internal speaker or equalizing.			
Network interface	Integrated / built in			
Power supply	Standard. Must be 85% or better efficient			
Security management	Required			
Peripherals	USB Keyboard & Optical Mouse			
Display (separate)	23 in professional series backlit LED monitor or higher			
Warranty	3 years' comprehensive with parts & labor (FOC)			
Quantity	Three (03)			



(B) Printer (small)

Features	Specifications	Compliance (Y/N)	Model	Reference Brochure /Page No.
Print technology	Laser			
Print speed	Black (letter): up to 19 ppm; Black (a4): up to 18 ppm			
First page out	As fast as 8.5 seconds from ready mode (letter)			
Print resolution	Black (best): up to 600 x 600 x 2 dpi (1200 dpi effective output); black (normal): up to 400 x 600 x 2 dpi (600 dpi effective output)			
Standard connectivity	Hi-speed usb 2.0 port, wifi 802.11 b/g			
Network / wireless capabilities	Via built-in wifi 802.11 b/g wireless network			
Control panel	3 led indicator lights (wireless, attention, ready); 2 buttons (wireless, cancel)			
Recommended monthly page volume	250 to 1,500 or higher			
Maximum / standard memory	8 MB or higher			
Media types supported	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, transparencies, postcards			
Media sizes supported	Letter, legal, executive, postcards, envelopes (no. 10, monarch)			
Custom media	150-sheet input tray:			



sizes	5.8 x 8.27 to 8.5 x 14 in; Priority feed slot: 3 x 5 to 8.5 x 14 in			
Paper handling	Input capacities: 10-sheet priority feed slot, 150-sheet input tray, up to 160 sheets, up to 15 envelopes Output capacities: 100-sheet face-down bin, 100 sheets, up to 15 envelopes, up to 100 sheets transparencies			
Processor	266 MHz or higher			
Compatible operating systems	Windows 7 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 10 (32-bit/64-bit),			
Warranty	01 years' comprehensive with parts & labor			
Quantity	01			

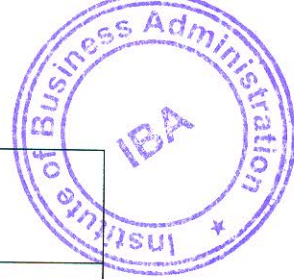




(C) Printer (multi-function)

Features	Specifications	Compliance (Y/N)	Model	Reference Brochure /Page No.
Function	Print, copy, scan, fax			
Multitasking	Yes			
Print speed black	Normal: Up to 20 ppm			
First page out (ready)	Black: As fast as 9.5 sec			
Duty cycle (monthly, A4)	Up to 8000 pages			
Recommended monthly page volume	250 to 2000			
Print technology	Laser			
Print quality black (best)	Up to 600 x 600 dpi			
Resolution technology	FastRes 600; FastRes 1200			
Print languages	PCLm/PCLmS			
Display	2-line LCD (text)			
Processor speed	600 MHz			
Automatic paper sensor	No			
Connectivity, standard	Hi-Speed USB 2.0 port built-in Fast Ethernet 10/100Base-TX network port			
Network ready	Standard (built-in Ethernet)			
Compatible operating systems	Full software installs supported on: Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit) (SP2 or higher) Driver only installs supported on: Windows Server 2012 Windows Server 2008 (32-bit), Windows			

	Server 2008 (Standard Edition), Windows Server 2008 (Enterprise Edition), Windows Server 2003 (32-bit) (SP1 or higher) Mac OS X v 10.6.8 or higher Linux:			
Memory (minimum)	128 MB or higher			
Paper handling input, standard	150-sheet input tray			
Paper handling output, standard	100-sheet face-down bin			
Maximum output capacity	100 sheets			
Duplex printing	Manual			
Media sizes supported	A4 A5 B5-Japanese envelopes (ISO DL, C5, B5, Com #10, Monarch #7 3/4) 16K post cards (Standard #10, JIS single and double)			
Media sizes, custom	76 x 127 to 216 x 356 mm			
Media types	Paper (plain, LaserJet), envelopes, transparencies, labels, postcards			
Media weight, supported	60 to 163 g/m ²			
Media weights, supported ADF	60 to 90 g/m ²			
Scanner type	Flatbed, ADF			
Scan file format	Windows Scan SW supports file format: JPG, RAW(BMP), PDF, TIFF, PNG Mac Scan SW supports file format: TIFF,			

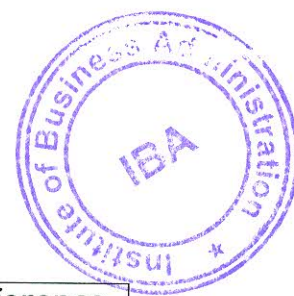


	PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXT			
Scan resolution, optical	Up to 1200 dpi			
Scan size, maximum	216 x 297 mm			
Scan size (ADF), maximum	216 x 356 mm			
Scan size ADF (minimum)	152 x 114 mm			
Scan speed (normal, A4)	Up to 7 ppm (b&w), up to 5 ppm (color)			
Duplex ADF scanning	No			
Automatic document feeder capacity	Standard, 35 sheets			
File formats, supported	PDF TIF BMP PNG JPG			
Copy speed (normal)	Black: Up to 20 cpm			
Copy resolution (black text)	Up to 600 x 600 dpi			
Copy reduce / enlarge settings	25 to 400%			
Copies, maximum	Up to 99 copies			
Faxing	Yes			
Fax transmission speed	33.6 kbps			
Fax memory	Up to 500 pages			
Fax resolution	Up to 300 x 300 dpi			
Speed dials, maximum number	Up to 100 numbers			
Broadcast locations	100 locations			
Quantity	01			
Warranty	01 year principal card warranty			



(D) Laptop

Features	Specifications	Compliance (Y/N)	Model	Reference Brochure /Page No.
Processor	Intel® Core™ i7-7500U Processor			
Operating System	Free DOS			
Graphics	Intel® HD Graphics 620 /Integrated on board or equal			
Webcam / Microphone	720p with dual array microphone			
Memory	16 GB DDR4 2133 MHz			
Storage	512GB PCIe SSD or higher			
Audio	2 stereo speakers			
Battery	At least 9 hours' backup			
Display	13.9" UHD Multi-touch with integrated camera or higher			
Peripherals	fingerprint reader, backlit keyboard			
Connectivity	WiFi 802.11 ac (2x2), Bluetooth® 4.1,			
Ports	USB 3.0 Type-C with video-out; USB 2.0 Type-C with charging; USB 3.0 with always-on charging Audio combo jack			
Quantity	01			
Warranty	Original Principal warranty			



(E) Laptop

Features	Specifications	Compliance (Y/N)	Model	Reference Brochure /Page No.
Processor	Intel® Core™ i7-7500U Processor			
Operating System	FreeDOS			
Graphics	Intel® HD Graphics 620 / Integrated on board or equal			
Webcam / Microphone	720p with dual array microphone			
Memory	16 GB DDR4 2133 MHz			
Storage	1TB or higher			
Audio	Stereo speakers, integrated microphone require			
Battery	At least 9 hours' backup or higher			
Display	15.6" diagonal HD anti-glare LED-Backlit			
Peripherals	fingerprint reader, backlit keyboard			
Connectivity	WiFi 802.11 ac (2x2), Bluetooth® 4.1,			
Ports	USB 3.0 Type-C with video-out; USB 2.0 Type-C with charging; USB 3.0 with always-on charging Audio combo jack			
Quantity	01			
Warranty	Original Principal warranty			

Contact Person (IBA)

Manager Procurement - ICT
Institute of Business Administration,

Tel # : Main Campus, University Road,
Karachi
Email : 111-422-422 Ext 2107
aasad@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 Tier-1 partner must at least 05 years business relation with the manufacturer/brand.
3. Bid must be accompanied by Manufacturer's authorization letter from principal. (Sample attached Annexure D)
4. Local Presences. Must have coverage across the country with minimum presence in Karachi. Must also have certified engineers for quoted product.
5. The bidder can provide any value added services to IBA on FOC bases.
6. Backup Inventory maintained by company at least those items mention in BOQ.
7. Delivery time within 02 weeks from the date of Purchase Agreement.
8. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
9. The bidder will also provide the SLA rate after the expiry of the warranty period in PKR only.
10. Bidder must also provide last 03 years financials.
11. Tender will be awarded on itemize basis.

Bid Evaluation Criteria:

12. 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. Bidders are bind to give a quote for a complete solution if anything missed which would require in the solution then bidder is will MUST provide the required equipment on FREE of cost to IBA.

(*) 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

Information required from Responding Organization	
General information	
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	
Details of staff employed	
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	
Technical experience	
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

Sr.#	Item Description	Quantity	Brand / Part Number	Unit Price	Total Price including taxes
	A-Computers	03			
	B-Printer	01			
	C-Printer	01			
	D-Laptop	01			
	E-Laptop	01			

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.