

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

TENDER FORM

Tender # IT/07/18-19

Provide & Supply of Web Filtering Appliance Technical Proposal

Date of Issue : August 17, 2018

Last Date of Submission : September 11, 2018 (3:00 PM)

Date of Opening of Tender : September 11, 2018 (3:30 PM)

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 August 17, 2018 to "Provide & Supply of Web Filtering Appliance".

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: 2112 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

(a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant service provider 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 August 17, 2018 to September 11, 2018 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 September 11, 2018 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.

Stamp & Signature

(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): Syed Ali Ahmed Naqvi (Executive ICT Procurement)
Institute of Business Administration,
City Campus, University Road,
Karachi
Tel # : 111-422-422 Ext 2112
Email : anaqvi@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 September 11, 2018 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 September 11, 2018 at 3:30pm at Office of the Sr. Manager Procurement & Stores IBA Main Campus in presence of representative bidders who may care to attend.

(l) Rights

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

(r) Clarification / Proof

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

Stamp & Signature

3. Terms & Conditions

a) 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.

b) Currency

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

c) Sales Tax and other Taxes

Service provider contactor manufacturer/firms/companies/distributors/suppliers 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 Manufacturer / firms / companies / distributors / suppliers. The Manufacturer /firms /companies /distributors/suppliers will be responsible for all taxes on transactions and / or income, which may be levied by the government. If Manufacturer/firms/companies/distributors/suppliers is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

d) 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.

e) 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.

f) 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 supplier quoted in the tender. After the final inspection of the unit the decision will be made.

g) Compliance to Specifications

The service provider contactor manufacturer/firms/companies/distributors/suppliers shall provide information as per requirements given in BoQ. However, service provider contactor manufacturer /firms/companies/distributors/suppliers can submit multiple solutions. Service provider contactor Manufacturer/firms/companies/distributors/suppliers 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 Tender Document.

Stamp & Signature

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

Invoice / bill should be submitted to Purchase & Store Department.

q) Stamp Duty

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

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the Service provider;

M/s. _____, the Service provider hereby declares that:

- (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 Service provider 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 Service provider 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, Service provider 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/service provider 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.

Stamp & Signature

1. Technical Evaluation Criteria

Procurement of Proxy Appliance for University Campus with support of 5000 concurrent users and 3000 concurrent users support for City Campus.

- *Maximum marks for Technical Proposal: 100 Marks*
- *Minimum qualifying percentage is 70%. Applicant who secured less than 70% will be categorically disqualified for further processing.*
- *Please put a check mark (✓) for appropriate / selected item for the following factors:*

a) Company is Total Years of Experience. (Number of years):

Note: Please provide supporting documents of your claims.

- | | | |
|------------------|----------|-----|
| i. 10 + years | 10 Marks | () |
| ii. 6 ~ 10 years | 08 Marks | () |
| iii. 1 ~ 5 years | 04 Marks | () |

b) The bidder must have minimum 02 Number of Trained resource on proposed solution.

Training certificate must be attached.

- | | | |
|--------|----------|-----|
| i. Yes | 10 Marks | () |
| ii. No | 00 Marks | () |

c) The Bidder should submit the High-Level Network Design vetted by product manufacturer.

Note: Please provide documentary evidence.

- | | | |
|--------|----------|-----|
| i. Yes | 10 Marks | () |
| ii. No | 00 Marks | () |

Stamp & Signature

d) Company Permanent Staff Strength: (Provide List of Employees)

Note: Please provide supporting documents of your claims.

- | | | | |
|------|---------|----------|-----|
| i. | 25 + | 10 Marks | () |
| ii. | 11 ~ 25 | 06 Marks | () |
| iii. | 1 ~ 10 | 04 Marks | () |

e) Company must provide comprehensive trainings on supplied solution as per principal authorizes training center.

Note: Please provide supporting documents of your claims.

- | | | | |
|-----|-----|----------|-----|
| i. | Yes | 10 Marks | () |
| ii. | No | 00 Marks | () |

f) Company must have deployed similar solution at least 1 Commercial and 1 Education sector.

Note: Please submit the Testimonial/Project completion document from the customer.

- | | | | |
|-----|-----|----------|-----|
| i. | Yes | 10 Marks | () |
| ii. | No | 00 Marks | () |

g) Annual Turnover of Company:

Note: Please provide supporting documents of your claims.

- | | | | | |
|------|--------|---------|----------|-----|
| i. | 10 + | million | 10 Marks | () |
| ii. | 5 ~ 10 | million | 05 Marks | () |
| iii. | 1 ~ 5 | million | 02 Marks | () |

Stamp & Signature

h) Company must be providing OEM Authorized partnership, evidence.

Note: Please provide supporting documents of your claims.

- iii. Yes 10 Marks()
- iv. No 00 Marks()

i) 100% Compliance is mandatory with IBA Technical schedule of requirements (Yes/No).

Note: Please provide supporting documents of your claims.

- i. Yes 20 Marks()
- ii. No 00 Marks()

Stamp & Signature

6. Mandatory Criteria:

S. No.	Attributes	Yes / No
1	Firms with Income Tax Certificate / GST Certificate registered. (Documentary Proof required)	
2	Affidavit (that the firm has not been black by privat ,govt., semi Govt.& Autonomous Body)	
3	Bidding company Being in Operation for at least Five years in Pakistan in Relevant Business. Documentary Proof Required.	
4	Location of office (Islamabad ,Lahore & Karachi) Documentary Proof Required	
5	Bid must be accompanied by manufacturer`s Authorization Letter from principal.	
6	Completely filled BOQ should to be submitted (as part of Financial Bid)	
7	Must be at least Tier I Partner with manufacturer. Documentary Proof required	
8	Minimum RS.10 Million annual financial turnover for last two years	
9	Successful completion of at least three (03) similar projects completed within last two years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.	

Stamp & Signature

*** The successful firm will be responsible for:**

1. Complete deployment/up gradation for supplied solution.
2. Smooth and timely User Acceptance Test
3. Providing local support and maintenance during and after deployment/upgradation for the contract period.
4. Installation and configurations are part of this Scope of SBD.
5. Bidder Must be responsible for deployment and integration of proposed solution.
6. Three years' comprehensive warranty and support of the quoted item.

Bid Evaluation Criteria:

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

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