

*Tender Fee: Rs. 1000/-.*

*(Non-Refundable)*

# **TENDER FORM**

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

### **SLA for IBM Server Hardware**

**Date of Issue : July 23, 2020**

**Last Date of Submission : August 06, 2020 (3:00 PM)**

**Date of Opening of Tender : August 06, 2020 (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 July 23, 2020 to "**SLA for IBM Server Hardware**".

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 July 23, 2020 to August 06, 2020 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 August 06, 2020 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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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):        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 August 06, 2020 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 August 06, 2020 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.

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

**(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.

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Stamp & Signature

### 3. **Bidding Data**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of procurement:** SLA for IBM Server Hardware
- (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 August 06, 2020 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 August 06, 2020 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.....**

\_\_\_\_\_  
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) 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 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.

### **g) Material**

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

### **h) 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.

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Stamp & Signature



**i) 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.

**j) GST**

GST will be paid on applicable items only.

**k) 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.

**l) 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.

**m) 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.

**n) Quantity**

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

**o) Invoice**

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

**p) Stamp Duty**

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

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Stamp & Signature

## 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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Stamp & Signature

## 6. Technical Requirements (Bill of Quantity) Single Job

### IBA City Campus Server Hardware BOQ

S.no	Part No	Description	Qty.	Make / Model	Rate	Amount
1	7145-5RG	IBM X3850 X5 Servers	6			
2	49Y4300	S.No 99C1499, 99C1500, 99C1491, 99C1498, 99C1469, 99C1492	12			
3	42D0638	Intel Xeon 8c Processor Model X7560 130W 2.26GHz/24MB	24			
4	39R6528	S.No 11S43X5369YK101712T1W8, 2M2J5, 2M2J1, 2M2J3, 2M2J0, 2M2HL, 2M2JN, 2M2HP, 2M2HY, 2M2JP, 2M2JM, 2M2J2	12			
5	44W3256	IBM 300GB 2.5" SFF SLIM-HS 10K 6GBPSSAS HDD	6			
6	49Y7947		12			
7	46M0851	Qlogic 4gb Fc Dual Port PCIe HBA For IBM Systems X	6			
8	43W4342		6			
9	46M0000	IBM Ultra Slim Enhanced SATA Multi Burner	12			
10	46M5215	IBM Net Xtreme II 1000 Express Dual Port Ethernet Adaptor	1			
11	40K9427		1			
12	69Y6015	IBM Server Raid M 5015 SATA/SAS Controller	1			
13	40K9637	IBM Server Raid M 5015 SATA/SAS Controller Battery	2			
14	39M2909		6			
15	46C7452	IBM 3850 X5 QPI Wrap Card	360			
16	46M0001	IBM 17" Flat Panel Monitor Console Kit W/O Keyboard S.No 11S1723HC123FX208	36			
		IBM Keyboard With Integrated Pointing Device 3m Cable USB S.No 2673565				
		IBM Local 1x8 Console Manager (LCM8) M/T 1754-HC3 S.No 23C6770				
		IBM DPI C13 Enterprise PDU + (w/ Power Monitoring) S. No 11S40K9628YK13CC016197, 16200				

<b>Total</b>	
<b>GST</b>	
<b>Total Amount `A`</b>	

*Sub Total Amount `A` Rupees (in words)* \_\_\_\_\_

### IBA University Campus Server Hardware BOQ

S.no	Part No	Description	Qty.	Make/Model	Rate	Amount
1	7145-5RG	IBM X3850 X5 Servers	4			
2	49Y4300	S.No. 99C1501, 99C1502, 99C1503, 99C1504, Intel Xeon 8c Processor Model X7560 130W	8			
3	42D0638	2.26GHz/24MB S.No 11S43X5369YK101712M2JJ, M2J7, M2HU, T1W6, M2J4, M2JK, M2HT, M2JL	16			
4	39R6528	IBM 300GB 2.5" SFF SLIM-HS 10K	8			
5	44W3256	6GBPSSAS HDD	4			
6	49Y7947	Qlogic 4gb Fc Dual Port PCIe HBA For IBM	8			
7	46M0851	Systems X	4			
8	43W4342	IBM Ultra Slim Enhanced SATA Multi Burner	4			
9	46M0000	IBM Net Xtreme II 1000 Express Dual Port	8			
10	46M5215	Ethernet Adaptor	1			
11	40K9427	IBM Server Raid M 5015 SATA/SAS Controller	1			
12	69Y6015	IBM Server Raid M 5015 SATA/SAS Controller Battery	2			
13	40K9637	IBM 3850 X5 QPI Wrap Card	4			
14	39M2909	IBM 17" Flat Panel Monitor Console Kit W/O Keyboard	240			
15	46C7452	S.No. 1S1723HC123FX210 IBM Keyboard with Integrated Pointing Device	24			
	46M0001	3m Cable USB S.No. 2673545				

16		IBM Local 1x8 Console Manager (LCM8) M/T 1754-HC3 S.No. 1S1754HC323C6120 IBM DPI C13 Enterprise PDU + (w/ Power Monitoring) S.No. 11S40K9628YK13CC016198, 16196 IBM Single Cable USB Conversion Option S.No. 5202960AA89F, A8A1, A7F5, A808 4GB Ram Quad Rank x8 PC3-8500 DDR-3  IBM X3850 X5 Memory Expansion Card				
<b>Total</b>						
<b>GST</b>						
<b>Total Amount `B`</b>						

*Sub Total Amount `B` Rupees (in words)* \_\_\_\_\_

\_\_\_\_\_

<b>Grand Total (A+ B)</b>	
<b>GST (A+ B)</b>	
<b>Grand Total Amount (A+ B) yearly</b>	

*Grand Total Amount (A+ B) Rupees (in words)* \_\_\_\_\_

\_\_\_\_\_

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

## **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)

The Institute of Business Administration IBA intends to acquire Maintenance and Technical Support Services for its in use 10 Number of IBM system X series 3850 X5 Servers, 7 Qty Servers are installed in City Campus and 3 Qty Servers are installed in University Campus. Sealed bids are invited from all eligible bidders that meet the following eligibility criteria:

<b>S. No</b>	<b>Mandatory Eligibility Criteria (Attach Supporting Document)</b>	<b>Remarks Yes / No</b>
1	Minimum 3 years of similar experience of server support.	
2	Last 3 years' turn over with minimum 10 million (per year) as bank statement or financial statement.	
3	Sales tax registration certificate with last month return copy both FBR and / or SRB and NTN certificates at the time of submission of bid.	
4	Bidder should have locally available inventory for the hardware mentioned in the BOQ.	
5	Bidder must have at least two IBM/ Lenovo Certified Engineers	
6	Bidder must be Lenovo/IBM Partner for the last 3 years.	

### **Hours of Coverage**

Bidder will provide Hardware maintenance and support for 24x7X365 Basis.

### **Response Time**

Response time to incidents reported would be as follows:

<b>Severity Level</b>	<b>Response Time</b>
Severity Level 1 (S1)	30 minutes
Severity Level 2 (S2)	1 hour
Severity Level 3 (S3)	2 hours

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