

Tender Fee: Rs. 2,000/-  
(Non-Refundable)

## TENDER FORM

### **Tender # IT/23/21-22 Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers**

Date of Issue : April 28, 2022  
Last Date of Submission : May 20, 2022 (3:00 PM)  
Date of Opening of Tender : May 20, 2022 (3:30 PM)

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

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

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

Pay Order / Demand Draft # \_\_\_\_\_, Dated: \_\_\_\_\_

Amount of Rs. \_\_\_\_\_, Drawn on Bank: \_\_\_\_\_

## 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 for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Service Level Agreement to provide Extended Warranties and Support for Desktop Computers (IT/23/21-22)	Single Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs. 2,000/- Issuance start date & time: April 28, 2022, at 9 AM Issuance end date & time: May 20, 2022, at 3 PM Submission date & time: April 28, 2022, to May 20, 2022, from 9 AM to 3 PM Opening date & time: May 20, 2022, 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 the same date & venue in the presence of the bidders representatives who may wish to attend. In case of a holiday, the tender shall be opened/received on the next working day at the same place and time. Bid Security in form of Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi" along with the Tender.

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

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

#### **REGISTRAR**

IBA, Main Campus, University 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 for the interest you have shown in response, to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on May 20, 2022, for "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers".

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 over 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 April 28, 2022, to May 20, 2022, during working 9:00 AM to 3:00 PM.

### 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 before 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): Executive Procurement ICT  
Institute of Business Administration,  
Main Campus, University Enclave, Karachi  
Tel #: 021 38104700; Ext 2155  
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' 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 May 20, 2022. **Tender Documents received by fax or email will not be accepted.**

**g) Date of Opening of Tender**

The bid will be opened on May 20, 2022, at 3:30 PM 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 Services Required**

Services will be provided at IBA, Main Campus University Enclave Karachi and IBA, City Campus, Garden, Kiyani Shaheed Road, Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

**j) 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:** Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers.
- (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 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 May 20, 2022 by 3:00 PM in tender box placed at Gate no. 04, IBA Main Campus, University Enclave, 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 May 20, 2022 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (h) **Time for Completion from written order of commence:** 01 week from the issuance of Purchase/Work Order.
- (i) **Liquidity damages:** In the event of delay in delivery at supplier/service provider fault, the supplier/service provider shall inform the purchaser before expiry of such period giving reasons or justification for delay. However, purchaser reserves the right to take following actions:
- i. Evaluate the request for extension in delivery period as per its merit and may consider extension in delivery period or otherwise.
  - ii. May cancel the contract.
  - iii. Liquidated damages (if imposed) will be recovered at the rate of up to 2% per month and shall not exceed 10% of the total value of the contract.
- (j) **Contract Agreement:** Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of total value of Bid offered in response to the tender. Stamp duty will be paid by the bidder.
- (k) **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 contract.

### **c) 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.

### **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 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 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.

### **h) Support Capabilities**

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

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Stamp & Signature

**i) Compliance to Specifications**

The manufacturer/firms/companies/distributors/suppliers shall provide information as per requirements given in BoQ. However, manufacturer / firms / companies / distributors / suppliers can submit multiple solutions. Manufacturer/firms/companies/distributors/suppliers may not propose / supply any kind of refurbished/substandard hardware equipment's / components in their proposals.

**j) 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.

**k) Invoice**

Invoice / bill should be submitted to Purchase Department.

**l) Stamp Duty**

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

**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) Delivery Time**

The services should be start at IBA within 01 week after issuance of Work Order.

**o) Payment Terms**

25% of total amount will be made quarterly after 30 days of the submission of commercial invoice subject to the delivery of satisfactory services as per Bill of Quantity and Scope of Work.

**p) Default**

If the Bidder fails to timely deliver items/services as per BoQ, IBA Karachi reserves the right to penalize and may also terminate the contract.

**q) Force Majeure**

The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered items(s) for reasons of Force Majeure including to war and other instabilities invasion, act of foreign enemies, embargo, civil war etc.

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Stamp & Signature

## 5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the Bidder;

M/s. \_\_\_\_\_, the Bidder 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 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.**

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

## 6. Bidder Qualification Criteria

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years' turn over with minimum 10 million (per year) as Audited Financial Statement and Annual Return	
2	Sales tax registration certificate with last month's return copy of both FBR and/or SRB and NTN certificates at the time of submission of the bid.	
3	Authorized Partnership/ Reseller/ Distribution/ OEM Certificate.	
4	Successful completion of at least three (03) similar projects completed / in hands in the last three years. Testimonial from the customer or can be confirmed by IBA, Karachi, through the contact detail provided.	

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 Stamp & Signature

## **7. Project Summary**

Institute of Business Administration, Karachi (IBA) requires 'Service Level Agreement to Provide Extended Warranty and Support for Desktop Computers', as per below mentioned details:

- a. Desktop and components, as mentioned in Bill of Quantity.
- b. Technical support and updates.
- c. Onsite comprehensive back-to-back warranty for one year.

## **8. Scope of Work**

- a. The scope of this bid, and its subsequent order, is to Provide and Support / warranties (one year) of Desktop and components with transport and labour charges included in the BOQ.
- b. Selected bidder shall be responsible for providing one year onsite comprehensive back-to-back warranty i.e backed by principle.
- c. The selected bidder will be responsible to respond as specified below to calls, whether normal or urgent, for maintenance / support / replacement etc. of items which are part of this BoQ.
  - 24x7 on-site support with 2 hrs initial response time.
  - 24x7 on-site support with 4 hrs turnaround time.
- d. The selected bidder should be responsible to handle level 2 and 3 technical support issues.
- e. Bidder must provide backup for any faulty equipment in the warranty period, in case of delay in delivery of relevant model, as specified in BoQ.
- f. Onsite comprehensive replacement warranty period of one year is mandatory which includes replacement of the equipment included in BoQ (if necessary) without any additional cost.

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Stamp & Signature

**Service Tag No. of the Desktop Computers**

CDWS8T2	CF3V8T2	CFFT8T2	CFLT8T2	CVQP8T2	CWGT8T2	CWYM8T2	CX9W8T2
CDXM8T2	CF4N8T2	CFFW8T2	CFLW8T2	CVRS8T2	CWHW8T2	CWYR8T2	CXBQ8T2
CDXP8T2	CF4R8T2	CFGM8T2	CFMN8T2	CVRW8T2	CWJQ8T2	CWYV8T2	CXBS8T2
CDXR8T2	CF4V8T2	CFGQ8T2	CFMQ8T2	CVTP8T2	CWKN8T2	CWZT8T2	CXCN8T2
CDXS8T2	CF5M8T2	CFGS8T2	CFMR8T2	CVVQ8T2	CWLN8T2	CX0T8T2	CXCS8T2
CDXV8T2	CF5Q8T2	CFGV8T2	CFMV8T2	CVVS8T2	CWLQ8T2	CX1P8T2	CXCT8T2
CDYM8T2	CF5V8T2	CFHM8T2	CFMW8T2	CVXM8T2	CWMP8T2	CX1R8T2	CXDN8T2
CDYP8T2	CF5W8T2	CFHP8T2	CFNP8T2	CVYN8T2	CWNM8T2	CX1W8T2	CXDP8T2
CDYQ8T2	CF6T8T2	CFHR8T2	CFNQ8T2	CVZT8T2	CWNP8T2	CX2R8T2	CXDT8T2
CDYS8T2	CF7M8T2	CFHS8T2	CFNS8T2	CW1S8T2	CWNV8T2	CX3P8T2	CXDW8T2
CDYT8T2	CF7P8T2	CFHT8T2	CFNT8T2	CW3N8T2	CWPR8T2	CX3Q8T2	CXFN8T2
CDYV8T2	CF8M8T2	CFJM8T2	CFNW8T2	CW3R8T2	CWQM8T2	CX4Q8T2	CXFQ8T2
CDZP8T2	CF8V8T2	CFJP8T2	CFPM8T2	CW4W8T2	CWQR8T2	CX4S8T2	CXFR8T2
CDZQ8T2	CF9M8T2	CFJQ8T2	CFPP8T2	CW5P8T2	CWQW8T2	CX5N8T2	CXFT8T2
CDZR8T2	CFBQ8T2	CFJS8T2	CFPR8T2	CW6R8T2	CWRW8T2	CX5T8T2	CXfv8T2
CDZS8T2	CFBW8T2	CFJV8T2	CFPT8T2	CW6T8T2	CWSM8T2	CX5W8T2	CXFW8T2
CF0Q8T2	CFCS8T2	CFKM8T2	CFPV8T2	CW7V8T2	CWTM8T2	CX6Q8T2	CXGN8T2
CF0R8T2	CFCT8T2	CFKN8T2	CFQM8T2	CW8V8T2	CWTR8T2	CX7M8T2	CXGP8T2
CF0V8T2	CFDN8T2	CFKQ8T2	CFQP8T2	CW9S8T2	CWTV8T2	CX7R8T2	CXGQ8T2
CF1P8T2	CFDR8T2	CFKR8T2	CFQQ8T2	CW9W8T2	CWVQ8T2	CX7V8T2	CXGR8T2
CF1V8T2	CFDT8T2	CFKV8T2	CFQR8T2	CWCN8T2	CWVV8T2	CX8M8T2	CXGS8T2
CF1W8T2	CFDV8T2	CFKW8T2	CFQS8T2	CWCR8T2	CWWR8T2	CX8S8T2	CXGT8T2
CF2T8T2	CFFM8T2	CFLM8T2	CFQT8T2	CWDP8T2	CWWS8T2	CX8T8T2	CXGV8T2
CF2V8T2	CFFN8T2	CFLP8T2	CFQV8T2	CWFR8T2	CWXP8T2	CX9R8T2	CXGW8T2
CF3R8T2	CFFR8T2	CFLR8T2	CFQW8T2	CWGS8T2	CWXS8T2	CX9S8T2	CXHM8T2

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Stamp & Signature

## 9. Bill of Quantity

### SLA to provide Extended Warranty and Support for Desktop Computers

Description	Qty	Rate	Total Amount
One year onsite comprehensive warranty (with parts) backed by principle • Dell OptiPlex 3060 Desktop • Processor: Intel Corei5-8500T • Memory: 8GB DDR4 • Storage: 1TB 7200 RPM • Chipset: Intel H370 • Graphics: Intel HD 630 • Keyboard/Mouse: Dell branded USB 2 button	200		
		<b>Total</b>	
		<b>13% SST</b>	
		<b>Grand Total</b>	

**Grand Total Amount for One (01) Year (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

## 10. General Conditions of Contract

THIS AGREEMENT is executed at KARACHI, on this day XXXX XX, 2022.

BETWEEN

The Institute of Business Administration, Karachi having its office at Main Campus, University Road, Karachi, through its authorized representative Mr. \_\_\_\_\_ (Head of ICT) hereinafter referred to as "IBA" (which expression is deemed to include its successors-in-interest and assign) of the FIRST PART.

AND

M/s \_\_\_\_\_, having its office at \_\_\_\_\_, hereinafter referred to as "SERVICE PROVIDER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its Key Account Manager - Corporate Sales, Mr. \_\_\_\_\_, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

WHEREAS "IBA" intends to obtain 'Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers' (IBA requirement) discussions in respect of the same before the determination of scope of work will be held with "IBA" as "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers" and "THE SERVICE PROVIDER" have offered to render all kind of 'Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers' (including but not limited to the "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers" of the proposed work up to the satisfaction & handing over the material(s) to the "IBA" having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

### WITNESSETH

"IBA" hereby offer to appoint "THE SERVICE PROVIDER" as their official for the specific purpose of "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers" discussions in respect of the same with "IBA" before the determination of "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers" to illustrate the schematic schedule work to suitable scale with any/all other relevant details for performance to "IBA" for "Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers". "THE SERVICE PROVIDER" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth. The 'Terms of Conditions' of Tender Document are the integral part of this agreement.

**Article I**  
**DUTIES & SCOPE OF WORK**

- 1.1 This service includes, the “Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers”, discussions with “IBA” before the determination of scope of services with any/all other relevant details for presentation to “IBA”.
- 1.2 “THE SERVICE PROVIDER” agrees to provide any/all kind of Services(s) & Work(s) of ‘Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers’ to “IBA” whenever and wherever form is required as per the terms & conditions of this Agreement.
- 1.3 “THE SERVICE PROVIDER” will coordinate their work with Manager IT, of the “IBA” who will assist “THE SERVICE PROVIDER” in supervision of proposed ‘Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers’.
- 1.4 “THE SERVICE PROVIDER” hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 1.5 “THE SERVICE PROVIDER” will visit the Purchase Office located at Main Campus, University Enclave, University Road, Karachi as & when required with prior appointment.
- 1.6 All logistic charges will be borne by “THE SERVICE PROVIDER”.
- 1.7 The ‘SERVICE PROVIDER’ shall be responsible to provide hardware support with parts.
- 1.8 Support from the Senior Hardware Engineers shall be available from the company in solving and troubleshooting the problems if IBA Karachi needs any guidelines.
- 1.9 If the problem is not solved within agreed timeframe according to the severity level, thereafter, the Company shall provide a backup unit. ‘SERVICE PROVIDER’ is also bound to arrange at least 15% of the hardware inventory as backup in company office.
- 1.10 The ‘SERVICE PROVIDER’ shall be bound to monitor the maintenance and repair work and furnish complete report to IBA authorities as per SLA on monthly basis or according to the requirement of the IBA authorities.
- 1.11 Maintenance contract shall be with parts (without consumable parts), services and labor.
- 1.12 Service of all the equipment shall be carried out. Service plan shall be discuss with IBA authorities before its execution. Plan provided by IBA authorities.
- 1.13 All faulty parts of are covered under this agreement replace with OEM/COMPATIBLE parts.

- 1.14 No dispute rises regarding the replacement of faulty parts from company except consumable (Accessories are compatible with 3 months warranty) items under this agreement.
- 1.15 'SERVICE PROVIDER' must provide backup units if original equipment requires repair. If 'SERVICE PROVIDER' fails to do so, a penalty @ 2% of total contract amount per day, until backup unit is delivered to IBA, or original unit is returned to IBA after performing required maintenance / replacement on the part or machine as a whole.
- 1.16 All equipment to be covered under this SLA shall be inspected by the 'SERVICE PROVIDER', before signing this agreement, to ensure that operating conditions of the equipment are duly fulfilled.

**Article II**  
**SCOPE OF PROFESSIONAL SERVICES**

- 2.1 "THE SERVICE PROVIDER" will 'Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers' at IBA Main Campus at, University Enclave, University Road, Karachi.
- 2.2 "THE SERVICE PROVIDER" hereby agree and acknowledge for the periodic supervision of the supplies and to check the execution of Desktop Computers in accordance with the description & specification, as mentioned in Bill of Quantity and Scope of Work of Tender document.
- 2.3 "THE SERVICE PROVIDER" hereby agree and acknowledge the acceptance of attending the meetings with the Head of Procurement "IBA" as & when required.
- 2.4 "THE SERVICE PROVIDER" hereby agrees to accept variation, if occurred, in scope of professional services and works with mutual consent on acceptable cost/price/charges/amount inclusive of all taxes and levies.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.
- 2.6 "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.
- 2.7 This Agreement shall be in effect from XXXX XX, 2022 to XXXX XX, 2023 and subject to the 'SERVICE PROVIDER' inspection of the equipment to ensure that they are in working order.
- 2.8 'SERVICE PROVIDER' will ensure the following:
  - (a) Preventive and corrective maintenance as recommended for the equipment listed of this Agreement.
  - (b) Service Level

Service Offering Includes:

Maintenance	Preventive and corrective maintenance as per agreement
Maintenance	Vacuum cleaning of complete equipment.
Maintenance	Physical inspection of complete equipment
Performance	Performance Tests and adjustments/Lubrication of mechanical assemblies
Back-up units	Only with parts agreement as per list.

- (c) Performance Goals  
XX Hrs Response Time.  
On-site support  
Provide back-up unit if required.
- (d) Performance Measures.
  - (i) 90% equipment repaired on site.
  - (ii) Turnaround time for a repair Maximum 2 days or provide backup unit.
  - (iii) IBA can request other performance measures apart from the above which may be negotiated on a case by case basis.
- (e) Maintenance Schedules:
  - (i) Preventive Maintenance one (1) times in three months.
  - (f) Physical inspection of complete equipment.
  - (g) Performance tests and adjustments.
  - (h) Performance engineering modification and changes, if recommended by IBA.
  - (i) Responsible for the smooth functioning of already installed Hardware as per BOQ.
  - (j) Equipment is fully operational and perform properly and meet SBD's Requirements.
  - (k) The scope of the project is to provide extended warranties and support of all IT equipment and components requested in BOQ.
  - (l) Responsible to respond to events on urgent basis as per SLA mention in this SBD.
  - (m) Responsible to provide backup or replacement of any hardware with the same or higher Specification. IBA will not accept any low specification hardware.
  - (n) Provide Backup in case of delay in part replacement.
  - (o) The 'SERVICE PROVIDER' must maintain a backup / surplus inventory up to a minimum of 15% for each item quoted in the bid.

- (p) Maximum response time should be less than 04 (four) hours of the time the complaint is logged.
- (q) Any value-added service bundled with no impact on the BOQ, service level, shall be acceptable.
- (r) Warranty of consumable items must be minimum 3 months. (Battery, Adopter).
- (s) 'The SERVICE PROVIDER' will sign a Service level agreement (SLA) with parts for a period of one year, extension of which shall be dependent on satisfactory performance for the previous year(s).
- (t) 'THE SERVICE PROVIDER' must have team of technically qualified staff on payroll for providing repair & maintenance services.
- (u) 'THE SERVICE PROVIDER' bound to all defective items shall be replaced with new and same brand.

**Article III**  
**REMUNERATION**

3.1 The charge(s)/cost(s) offered by the Supplier/Service Provider is Rs. \_\_\_\_\_/- total for one-year (inclusive of all taxes) 'Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers', variation may occurred. The cost is inclusive of labor /transportation /supplies /etc. Details of items are appended below;

3.2 Payment Terms  
25% of total amount will be made quarterly after 30 days of the submission of commercial invoice subject to the delivery of satisfactory services as per Bill of Quantity and Scope of Work in Tender document.

3.3 Liquidated Damages

- (a) In case of breach of SLA calculation will be done as per table below and IBA reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rates prescribed in (Service Level Agreement) on the invoiced amount to each violation of SLA.
- (b) If the work is not executed according to the satisfaction of IBA, IBA reserves the right to reject it altogether with serving 15 days prior notice.
- (c) In case of delay in service provisioning Liquidated Damages will be Calculated and imposed as per following table;

Level	Event	% of Invoiced amount per violation
L1	Severe	1%
L2	Critical	0.5%
L3	High	0.3%

L4	Moderate	0.1%
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- 3.4 Performance Security 5% of total amount of Purchase Order will be provided by “THE SERVICE PROVIDER”.
- 3.5 Stamp Duty @ 0.35% of the cost of transaction / purchase / work order will be deposited in Government treasury by ‘THE SERVICE PROVIDER’. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.6 Tax (es)/Challan(s)/Levy (ies), if any or additional will be paid/borne by ‘THE SERVICE PROVIDER’ as per SRO/Notification.

#### **Article IV**

#### **ANNUAL SUPPORT & MAINTENANCE TERMS**

- 4.1 The Annual Agreement of ‘Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers’ shall include the following activities
- a. 01-year maintenance support with parts, for all the equipment listed in BoQ.
  - b. The Bidder will be required to undertake SLA of ‘Service Level Agreement to Provide Extended Warranties and Support for Desktop Computers’ with support and maintenance and related components as follows:
  - c. Quarterly onsite preventive maintenance service to keep the equipment in good working condition. The onsite preventive maintenance will include the following:
    - (i) Preventive Maintenance of equipment
    - (ii) Break down call shall be attended immediately as per SLA.
    - (iii) Corrective maintenance of equipment whenever called upon by the IBA.
  - d. The bidder will be required to ensure that maintenance personnel are readily available as and when required by the IBA.
  - e. Back to back support for items mentioned in the BOQ from principal.

#### **Article V**

#### **FUTURE DEVELOPMENTS AND UPGRADES**

- 5.1 ‘THE SERVICE PROVIDER’ shall keep IBA promptly informed of any technological or regulatory changes affecting the Services.
- 5.2 Any additional requirements requested by IBA will be subject to mutually agreed additional charges based on the complexity of the requirements and/or changes.

#### **Article VI**

#### **DATA PROTECTION**

- 6.1 In addition to and notwithstanding any other right or obligation arising under this Agreement the ‘SERVICE PROVIDER’ shall (and shall ensure that its sub-contractors shall) take all appropriate technical and organizational security measures to ensure that any or all Data is protected against loss, destruction and damage, and against unauthorized access, use, modification, disclosure or other misuse, and that only the

'SERVICE PROVIDER' personnel designated for the purpose of Services have access to the Data.

6.2 The 'SERVICE PROVIDER' shall (and shall ensure that its employees, agents and subcontractors shall) in respect of the Data:

- (a) Comply with any request made or direction given by IBA in connection with the requirements of any Data Protection Laws; and not do or permit anything to be done which might jeopardize or contravene the terms of any registration, notification or authorization under the Data Protection Laws; and not process any Data (including personal or private information of personnel, IBA's or IBAs of IBA) as part of the Services unless it is acting on the express written instructions of IBA, and such Data shall be treated as Confidential Information of IBA for the purpose of this Agreement; and
- (b) Use the Data only for the purposes of fulfilling its obligations under this Agreement and to comply with instructions of IBA from time to time in connection with use of such Data, and not retain the Data for any longer than is necessary for these purposes; and
- (c) Not disclose the Data without the written authority of IBA (except for the purposes of fulfilling its obligations under this Agreement), and immediately notify such member where it becomes aware that a disclosure of Data may be required by law; and not transfer Data which has been obtained by or made available to the SERVICE PROVIDER within one country outside that country, or allow persons outside that country to have access to it, without the prior written approval of IBA; and
- (d) Observe the provisions of, and comply with any request made or direction given by IBA in connection with, any Data Protection Laws; and
- (e) Take all reasonable steps to ensure the reliability of the personnel which will have access to any Data and ensure that any employee of the SERVICE PROVIDER (or of any of the SERVICE PROVIDER's sub-contractors) requiring access to any data gives a written undertaking not to access, use, disclose or retain the Data except in performing their duties of employment and is informed that failure to comply with this undertaking may be a criminal offence and may also lead the 'SERVICE PROVIDER' (or, as the case may be, sub-contractor) to take disciplinary action against the employee; and
- (f) Consider all suggestions by IBA's personnel to ensure that the level of protection provided for the Data is in accordance with this Agreement and to make the changes suggested (at the SERVICE PROVIDER's cost) unless the 'SERVICE PROVIDER' can prove to IBA's reasonable satisfaction that they are not necessary or desirable to ensure ongoing compliance with this Clause.
- (g) Immediately notify IBA when it becomes aware of a breach of this Clause.

- (h) The 'SERVICE PROVIDER' acknowledges that any unauthorized access, destruction, alteration, addition or impediment to access or use of that Data when stored in any computer, or the publication or communication of any part or document by a person which has come to his knowledge or into his possession or custody by virtue of the performance of this Agreement (other than to a person to whom the 'SERVICE PROVIDER' is authorized to publish or disclose the fact or document) may be a criminal offence.

**Article VII**  
**ADD-ON EQUIPMENT**

- 6.1 Any equipment or complete devices may be added to this Agreement at IBA's request at any time; however proportional charges for the specific equipment shall be added in the Agreement.

**Article VIII**  
**SERVICE PROVIDER'S RESPONSIBILITIES**

- 8.1 'SERVICE PROVIDER' will make all reasonable endeavors to provide the "Response Time" stated in the schedule and to perform the aforesaid Repair and Maintenance Services at IBA, Karachi. In case of unavoidable delays, all legitimate efforts will be made to reduce equipment down-time.
- 8.2 Parts will be replaced as per agreed terms of the contract.
- 8.3 Response time will be 4 hours via telephone, email or engineer visit.
- 8.4 Engineer's visit time will be 9:00am to 4:00pm during business hours.
- 8.5 Equipment pickup time will be 9:00am to 4:00pm.

**Article IX**  
**SERVICE PROVIDER'S OUT OF SCOPE RESPONSIBILITIES**

- 9.1 Burnt / damaged parts replacement.
- 9.2 In terms of damage SERVICE PROVIDER's Engineer will inform IBA Staff at his premises and in terms of burnt report will share IBA within 02 working days.
- 9.3 Burnt and damaged parts would be replaced after IBA's approval and charged separately.

**Article X**  
**SERVICES / OBLIGATIONS OF THE SERVICE PROVIDER**

- 10.1 The following section provides a detailed list of the Standard Services that are to be delivered to the Client under the terms of this Agreement.

- 10.2 It is hereby specifically agreed between the Parties that during the currency of this Agreement, and any renewal thereof, 'SERVICE PROVIDER' shall be responsible for parts replacement and installation, of all or any parts (under warranty) of the Equipment which are or become defective, malfunction, or breaks down. The equipment will not be covered if there is any burning or physical damage which voids the manufacturer warranty.
- 10.3 Under this agreement hardware under manufacturer warranty will be covered as mentioned in this agreement. Application software/ signature and OS update/upgrade or data backup as mentioned in Bill of Quantity in Tender document is also covered.
- 10.4 Under this agreement any hardware becomes faulty, will be replaced by 'SERVICE PROVIDER' provided backup to operational the environment within next business day whereas replacement of the faulty part will be provided in later phase accordingly.
- 10.5 If 'SERVICE PROVIDER' is required to replace any equipment which is not repairable or damaged or not covered under warranty, then 'SERVICE PROVIDER' will submit an estimated cost for approval from Client. Client will be required to provide an approval or purchase order within 15 days.
- 10.6 The 'SERVICE PROVIDER' will be providing a centralized 24/7 Service Desk facility to log calls for servicing with a dedicated resource for Client Calls. Kindly refer to the attached Call Logging procedure document which provides detailed description of how to log a call and its working.

**Article XI**  
**Operations & Maintenance (O&M) Support**

11.1 The following shall be provided to IBA.

Number of Months	Service description
12 months	<p><b><u>24x7x4</u></b></p> <p>'THE SERVICE PROVIDER' will provide O&amp;M support to IBA with its shared pool of resources On-Call basis.</p> <p>'THE SERVICE PROVIDER' will provide the mobile phone numbers of the concerned technical persons and escalation.</p> <p>'THE SERVICE PROVIDER' concerned technical personnel will reach the site / remote login / VPN /Telnet for trouble shooting the problem registered through support call logging procedure.</p> <p>During the O&amp;M, 'SERVICE PROVIDER' concerned personnel/ Help Desk Support System will update the logged call by IBA staff. In case the concerned engineer cannot resolve the reported incident, the support system will automatically engage the next level of support.</p> <p><b>Support Levels Description:</b></p> <p><b>Level 1:</b> 'THE SERVICE PROVIDER' engineer will provide telephonic support for minor issues and general queries of IBA.</p>

	<p><b>Level 2:</b> 'THE SERVICE PROVIDER' engineer will try to resolve the problem remotely and if required will visit the site for onsite intervention. If the problem is not resolved at this level, then it would be escalated to Level 3.</p> <p><b>Level 3:</b> 'THE SERVICE PROVIDER' engineer will engage Subject Matter Expert (SME) at Level 3 to remotely rectify the problem. SME will remote login / VPN /Telnet the equipment for trouble shooting the problem. If required, Service Provider Technologies engineer will open TAC case and engage support till the rectification of the problem.</p> <p>Business critical issues will be analyzed by the concerned technical personnel and will be communicated to IBA through the Help Desk / Service Provider personnel.</p>
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**Article XII**  
**Call Logging System**

12.1 To lodge a complaint CUSTOMER can contact SERVICE PROVIDER's Support desk by phone or by email, once complaint is logged.

Email: \_\_\_\_\_

Call at: \_\_\_\_\_ Ext. \_\_\_\_\_

**Non-Working Hours / Holidays:**

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

Number: +92 \_\_\_\_\_

Email: \_\_\_\_\_

12.2 Reporting Service Call While reporting a service call a user/manager must provide following information to 'SERVICE PROVIDER's helpdesk in order to log a service call:

- (a) Username, Contact Numbers.
- (b) Model and serial number of machines / devices.
- (c) Brief description of the problem and symptoms.
- (d) Ask for Call Log "Ticket Number

i. Based on its expertise and knowledge The Service Provider has categorized all problems in 3 levels of problems i.e. Severity Level 1, Severity Level2 and Severity Level3 (level 3 being the least severe). Each Severity Level corresponds to a specific response time by specific predefined resource / team. This response time varies as per Escalation Level of that problem at that given time.

ii. Incase IBA informs the 'SERVICE PROVIDER' of any problem regarding the network via helpline or by informing related contact person (mobile number provided in escalation matrix) it is registered on The Service Provider ticketing tool. This tool then keeps track of the problem and escalates it as per predefined structure till it gets resolved. The tool also keeps a record of historical tickets.

iii. The Service Provider support structure defines problem escalation process based on global best practices as presented in the Problem Escalation Matrix (refer to ‘Problem Escalation’ section). As per the severity level, each problem is escalated to the next level in case support team at previous level failed to resolve the problem within predefined timelines.

**Hours of Coverage**

The Service Provider will provide maintenance and support for 24x7 Basis.

**Response Time**

Response time to incidents reported would be as follows:

Severity Level	Response Time
Severity Level 1 (S1)	XXXX
Severity Level 2 (S2)	XXXX
Severity Level 3 (S3)	XXXX

**Severity Levels**

The Service Provider and concerned IBA personnel will determine and assign the severity of reported issue / case in accordance with the following definitions:

**SEVERITY LEVEL 1 (S1)**

A Problem that criticality impacts IBA’s ability to do business. A significant number of users of the system and/or network are currently unable to perform their tasks as necessary. The system down or severely degraded. A system or major application is totally down. Examples: Network out of service, hardware or software breaks down etc.

**SEVERITY LEVEL 2 (S2)**

A Problem that impacts IBA’s ability to do business, the severity of which is significant and may be repetitive in nature. A function of the system, network or product is impacted which impedes the IBA from meeting daily production deliverables. Examples: a peripheral (tape drive), Server Hard disk is down but business can be conducted etc.

**SEVERITY LEVEL 3 (S3)**

A minor problem is one that negligibly impacts IBA’s ability to do business. These calls also include questions and/or general consultation. Examples: Queries etc.

**Article XIII**  
**ARBITRATION**

13.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article XIV**  
**FORCE MAJURE**

14.1 SERVICE PROVIDER shall not be asked for return of consideration amount, in part or full nor can be used in a court of law, when failure in providing services outlined in this Agreement is due to an event beyond the control of SERVICE PROVIDER and which could not have been foreseen, prevented or avoided by a judicious person of able mind and body. These include, but are not restricted to, Acts of God, Acts of public enemy (including arson and terrorist activities), Acts of Government(s), fires, floods, epidemics, strikes, freight embargoes and unusually severe weather.

**Article XV**  
**RENEWAL**

15.1 This Agreement shall be renewed with mutual consent & satisfactory performance upon completion of one year if the IBA, Karachi and the 'SERVICE PROVIDER' agree so.

15.2 Initial contract is for one year, which can be extended to further one year but not more than three years based on the bidder performance. However, Terms & Conditions of the agreement would remain same.

**Article XVI**  
**TERMINATION**

16.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 15 days' notice.

**Article XVII**  
**INDEMNITY**

17.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

**Article XIX**  
**NOTICE**

18.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article XX**  
**INTEGRITY PACT**

19.1 The intention not to obtain the procurement / 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).

19.2 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 procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

19.3 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.

19.4 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 'SERVICE PROVIDER', as aforesaid for the purpose of obtaining or inducing procurement /work/ service or other obligation or benefit in whatsoever from the IBA.

**Article XXI**  
**MISCELLANEOUS**

20.1 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.

20.2 The validity of the contract will be effective from the date of issue of Purchase / Work Order.

20.3 All terms and conditions of tender vide # IT/23/21-22 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

\_\_\_\_\_  
"IBA"  
  
NAME: \_\_\_\_\_  
CNIC # \_\_\_\_\_

\_\_\_\_\_  
M/S  
  
NAME: \_\_\_\_\_  
CNIC # \_\_\_\_\_

Address:  
Head of ICT, Institute of Business  
Administration Main Campus  
University Road, Karachi

Address:  
\_\_\_\_\_  
\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CNIC # \_\_\_\_\_

CNIC# \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_