TENDER NOTICE

Procurement of HP/COMPATABLE toners IT/41/2013-14

Sealed Tenders are invited from authorized resellers/distributors of Principal firms (whose product they are offering) having Landline number, General Sales tax registration number and Income tax number for the supply of Toners.

The bidding document along with the other terms and conditions can be obtained from the IBA website at www.iba.edu.pk/tenders (Rs.1000/-). The tender should reach by August 23, 2013 before 03:00 pm. The Tender will be opened on the same day at 03:30 pm in the presence of bidders or their representatives who may wish to be present.

Tender must be submitted in person at the following address:

ICT Procurement & Customer Support Department, Main Campus, Karachi University, Karachi

Firms must also deposit the 2% Bid Security in shape of a Pay Order/Demand Draft to be issued from NBP in favor of IBA Karachi, along with the Tender submission.

IBA reserves the right to accept or reject any or all tenders according to SPPRA rules and regulations.

Head of ICT
ICT Procurement & Customer Support Department
Institute of Business Administration, Karachi
Main Campus, University Road, Karachi
UAN: 111-422-422 Ext: 2107, Ph. No. 021-99261506

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INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI
Main Campus, University Road, Karachi
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Tender Document
Tender Number: IT/41/2013-14

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of following items during 2013-14.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Specifications</th>
<th>HP or equivalent</th>
<th>Quantity Maximum</th>
<th>Unit Price without GST</th>
<th>Unit Price with GST</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>HP 05X (Yield 6500 pages)</td>
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<td>100</td>
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<tr>
<td>2</td>
<td>HP 36A (Yield 2000 pages)</td>
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<tr>
<td>3</td>
<td>HP 49X (Yield 6000 pages)</td>
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<td>4</td>
<td>HP 51 X (Yield 13000 pages)</td>
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<tr>
<td>5</td>
<td>HP 53 X (Yield 7000 pages)</td>
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<td>10</td>
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<tr>
<td>6</td>
<td>Color Toner Kit of HP CP2025 (Y - 2800)</td>
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<td>15</td>
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</tr>
<tr>
<td>7</td>
<td>Toner Cartridge CP2025 black Only (Y - 3500 pages)</td>
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<td>20</td>
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<tr>
<td>8</td>
<td>HP 16A (Yield 12000 pages)</td>
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<td>05</td>
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<tr>
<td>9</td>
<td>HP 29X (Yield 10000 pages)</td>
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<tr>
<td>10</td>
<td>HP 55X (Yield 12500 pages)</td>
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<tr>
<td>11</td>
<td>Color Toner Kit of HPCP-1515 Printer (Yield 1400 pages)</td>
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<tr>
<td>12</td>
<td>Toner Cartridge of CP-1515 Black Only (Yield 2200 pages)</td>
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</table>

TERMS AND CONDITIONS:

1. Prices quoted should be inclusive of GST and remain valid for Six months.
2. Tender documents along with detailed list of Toners can be collected from IBA website, tender fee cost of Rs. 1000/- in cash (non-refundable). Supplier must be Authorized Enterprise Partners or Distributor for the Toners.
3. Bidding will be conducted in terms of National Competitive Bidding procedures (single stage one envelope procedure).
4. Performance Guarantee in the shape of CDR in favour of IBA Karachi for Rs. 200,000/- will be deposited along with the Quotation/Bids. Performance Guarantee of the successful bidders will be retained as security.
5. All bids must accompany a bid security in the form of pay order/ demand draft of 2% of the tendered amount drawn in favor of IBA Karachi. Conditional/ incomplete or bids received after due date/time will not be accepted. Bidders quoting for two or more Lots shall submit separate pay order / demand draft for each Lot.
6. The firm should use their printed letterhead where firm name, telephone no. etc. must be mentioned.
7. The contract will be given to the bidder who quotes the lowest prices of the toners and also meet the desired criteria. (Product Evaluation & Technical Performance)
8. Firm should quote prices along with sales tax and indicate brand name wherever necessary.
9. The successful firms will have to supply items within fifteen days (15) after the issue of order at their own expenses or “vendor will supply the toners as and when required bases by IBA Karachi”. 
10. The competent authority reserves the right to reject or approve any tender completely or partially. The reasons/grounds for rejection of bids/proposal will be communicated to supplier/contractors upon request.

11. If desired items are not supplied on time/or the supply are found substandard, the competent authority could not only cancel the agreement/PO during the year completely or partially without prior intimation but the earnest money could also be confiscated and legal action could be initiated.

12. Vendor is responsible to change with new toner if any toner found faulty in any aspect without any delay.

13. Bid validity should remain valid at least 90 days.

14. An owner of more than one company can send bid of his only one company.

15. Specification of items tender should be clearly mentioned in the tender. Tender received after due date or incomplete in any sense will not be entertained. Company representative along with ICT procurement department will check the quality of items at the time of delivery. The firm should provide Guarantee/Warranty for a period of one year for supply of toners.

16. An affidavit on Stamp paper properly attested by the Oath Commissioner is attached with the bid to the effect that the firm has neither been black listed, nor having any dispute with any government organization and also there is no litigation against the firm.

17. In case of failure of supplies with in stipulated time or any false statements from the bidder, IBA Karachi may forfeit/confiscate the call deposited and the firm may be black listed.

18. Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.

19. Compatible product must be ISO Quality assured/Yield Certified or any Equivalent International Certified or Testing body. (Provide proof)

20. Compatible toner must be Genuine, Brand New and can be verifiable by the Principal Company.

21. Authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies will be given preference.

22. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.

23. Final Order will be awarded after technical evaluation and testing of the product, if found refilled or refurbished then earnest money/ bid security will be forfeited.

24. Firm will be black listed as per SPPRA rules If: - a. Toners are of low quality, refilled or non-genuine, the supplier/vendor will be black listed and their earnest money will be confiscated. b. Toners are supplied after the delivery date as mentioned in the purchase order.

25. Product must have 1 year warranty (limited up to print yield life cycle)

26. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by 23/ Aug/2013 till 03.00 p.m. The same will be opened at 03.30 p.m. the same day in the presence of the bidders or their representatives.

27. The bidder should have either the Principal office or Distributor office situated in Karachi.

The bidders will strictly follow the above mentioned terms conditions and will not intervene their own.

Stamp & Signature

Manager Procurement ICT
Tel: 021-99261506 - Fax: 021-99261508
Website: www.iba.edu.pk