TENDER DOCUMENT

TENDER NUMBER: IT/34/2012-13

“Procurement of Laser Printers”

Date of Receipt / Opening of Tender    02/03/2013

Submit to: ICT Procurement Department
            IBA Main Campus, Karachi University
            Phone Number: 021 - 99261508
**Condition of Payment**

1. **Amount of Bid Security**: 5% of the tender amount.

2. **Time of completion of supply/work**: 15- Days after the receipt of PO

3. **Liquidated damages in case of non-completion of supply/work within stipulated time**: Rs.1000/- for each calendar day.

4. **Limit of liquidated damages**: 10% of the tendered amount.

5. **Retention Money**: 5% retention money of the total Bid amount will be deducted.

   **Release of Retention Money**: After the successful completion of warranty period.

   **Bid validity period**: 90 days.

**SEAL & SIGNATURE OF THE TENDER**
General Terms and Conditions

6. 5% Bid Security of the total amount of the bid is required to be deposited with the tender in the shape of pay order in favour of the Director Finance IBA Karachi.

7. All tenders should reach under sealed cover envelop up to 03:00pm on 02/03/2013 in the office of ICT Procurement Department, Main Campus.

8. The tender will be opened on the same days at 03:30pm in presence of bidders who choose to be present.

9. The items should be supplied within 15 days after the receipt of the Purchase Order.

10. Only those suppliers should submit the tender who are registered with Sales Tax Department and quote their Sales Tax and NTN number with the copy of Sales Tax Registration Certificate.

11. Every unsuccessful tendered should be responsible to collect Bid Security’s pay order within one month of the opening date of tender.

12. Income tax will be deducted as per Government Rules.

13. GST invoice should also be deposited with the original bill and Delivery Challan.

14. 20% sales tax of the total sales tax shown in the sales tax invoice shall be with held and balance will be paid to the supplier, in term of M/o Finance Notification No. SRO/660(1)/2007 dated 30-06-2007.

15. IBA Karachi may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. However, IBA Karachi shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.

16. The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration only.

17. Only those companies can participate in this tender who have past experience in dealing with such work and valid authorize dealership/resellers certificates from the Manufacturer/ Principal.

18. Warranty should be of one year with complete parts and services. Only consumable parts not covered under this warranty.

19. Award of the contract base who quote the lowest bid in respective annexure.

Signature: ___________________________

Name: ___________________________

Office Stamp: ___________________________

Tel Numbers: ___________________________

Mobile Numbers: ___________________________

Email Address: ___________________________
## Annexure – A (Laser Printer)

<table>
<thead>
<tr>
<th>Title</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Laser Printer</td>
</tr>
<tr>
<td>Brand</td>
<td>HP 1102p or equal</td>
</tr>
<tr>
<td>Quantity</td>
<td>12</td>
</tr>
<tr>
<td>Warranty</td>
<td>One Year HP Original Card Warranty</td>
</tr>
<tr>
<td>Unit Price with GST</td>
<td></td>
</tr>
<tr>
<td>Total Price with GST</td>
<td></td>
</tr>
</tbody>
</table>