Institute of Business Administration
Karachi

Tender Form

For

ESTABLISHMENT OF INTERNET CONNECTION IN IBA CITY CAMPUS.
ON TURNKEY BASIS

Date of issue : 10/04/2013
Last date of submission: 27/04/2013

Tender # IT/37/2012-13
1. General Terms & Conditions

a) Earnest money

An earnest money, in the shape of a bank draft / pay order in the name of “Institute of Business Administration” Karachi, equivalent to 5% of the total cost of bid, should be submitted along with the tender documents.

b) Validity of the proposal

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 responding organization 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) Sales Tax and other Taxes

The responding organization (RO) 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 responding organization. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by the government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

It is to be noted that IBA Karachi being an educational Institution is exempt from the whole of customs-duties (specified in the First Schedule to the Customs Act, 1969 (IV of 1969)), and the whole of sales tax on the goods imported in the name of IBA-Karachi. The Letter of Credit (LC) will however be opened by the vendor.

Prices must be quoted as per attached price sheet.

e) OEM Relationships & Warranties

The responding organization (RO) should be an authorized business partner from the ORIGINAL EQUIPMENT MANUFACTURER (OEM), for the proposed hardware, software or networking components in Pakistan. A certificate to their effect should be included in the proposal otherwise the bid is liable to be rejected. ROs having Gold, Silver or Premier Partnership with the OEM will be given preference in the final evaluation.

Selected vendor will provide maintenance / support service, after expiry of warranty, for each category of products identified, at a rate, which is not more than 10% of the initial purchase / license cost. Selected vendor should also be committed to provide...
maintenance / support service for a period of at least three years after expiry of warranty period. However, IBA will not be bound to avail this service.

The equipment should be supplied through verifiable distribution channel in Pakistan.

f) 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.

g) Delivery of Equipment

All equipment for the project will be delivered new, in packed condition directly to the location, as per the discretion of IBA. If equipment delivered is not conforming to the specifications and bill of quantity, the equipment will not be accepted. The equipment will be installed only after inspection.

Delivery time must be of six weeks from the date of Purchase Order, in case of late delivery the vendor is bound to provide the backup equipments for the smooth working till the original equipment is received.

h) 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 responding organizations 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.

i) 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.

j) Support Capabilities

The RO should indicate the support capabilities for all the hardware provided during the course of the project. Details of qualifications / capabilities of support staff should also be included in the corporate profile.

k) Compliance to specifications

The RO shall provide information as per requirements given in Annexure - A.
However, RO can submit multiple solutions. RO may not propose / supply any kind of refurbished hardware equipments / components in their proposals.

l) Material

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

m) 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.

n) Payment

Payment will be made through crossed cheque after the delivery and complete installation of the item and receipt of the invoice. Advance payment will ONLY be made against Bank Guarantee an A Rated bank of the same amount.

o) GST

GST will be paid on applicable items only.

p) Penalty

As per the purchase agreement.

q) 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.

r) 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.

s) Alteration

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

Invoice / bill should be submitted to Finance Department.

2. Instructions for Responding Organizations

a) Communication

Any request for clarification regarding this tender document should be submitted in writing to:

Manager Procurement - ICT,
Institute of Business Administration,
IBA Main Campus, University Road,
Karachi
Phone : 111-422-422 Ext 2107
Fax : 021-9215528

b) Submission of documents, mode of delivery and address

Proposals shall be delivered by hand or courier so as to reach the office of address given at section 2 (a) by the last date indicated for submission. Proposals received by fax or email shall not be accepted.

c) Submission of proposal

The complete proposals should be submitted by 03:00 hours on 27/04/2013 at the address given at section 2 (a).

The RO shall deliver two copies of technical proposal, each copy being physically separated, bound, sealed and labeled as “Technical Proposal” (one master and one copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of technical proposal is attached as Annexure - A and Annexure - B. Please provide original brochures of all the equipment proposed.

The RO shall deliver two copies of financial proposal, each copy being physically separated, bound, sealed and labeled as “Financial Proposal” (one master and one copy, labeled as such on their respective envelopes). Both the copies should be further bound in one envelope. Format for submission of financial proposal is attached as Annexure - C.
d) Date of opening of technical proposal

Technical bid will be opened on 27/04/2013 at 03:30 at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

e) Demonstration

The Responding Organization (RO) 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 RO. In case the demo unit isn’t according to the specification required by IBA or quoted by the RO, the tender may be liable to rejection.

f) Important

i. Separate envelopes clearly labeled for ‘Financial Proposal’, ‘Technical Proposal’ and ‘Earnest Money’ must be submitted on or before last date to submit the tender documents.

The bank draft for earnest money should be enclosed in a separate envelope, labeled as ‘Earnest Money’, and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

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

iii. Last date for tender submission is 27/04/2013.

iv. Supply will be on FOB basis to IBA Main Campus. IBA not liable to pay any Custom duty or any other charges.

v. Sample, if any, of the quoted item may be provided with the tender form duly stamped by the company.

vi. Tenderers should be registered with Sales Tax department.

vii. Payment will be made after receipt of store.

viii. Earnest money of 5% of total amount in the form of pay order / demand draft in favor of ‘Institute of Business Administration’ should be submitted along with tender form in separate envelope.

ix. Earnest money deposited by the successful bidder may be converted into security deposit. This would be in addition to the 5% of the total amount retained for a
period of 36 months after delivery of the product contingent to satisfactory performance.

x. If the delivery of the product is delayed beyond the date specified in the Purchase Order, a penalty equivalent to 2% of the total amount quoted would be charged per month to the RO till the product is delivered. This clause will not be applicable in cases where RO provide back-up equipment as mentioned in clause (g).

xi. Please submit copies of certificates of registration with Sales Tax and Income Tax departments.

xii. IBA reserves the right to change / alter quantity / quality / specifications etc., without assigning any reason thereof.

xiii. No escalation in cost / price will be accepted at any stage, after approval of the quoted amount and award of the Purchase Order.

xiv. The tender document will be accepted ONLY on the IBA’s prescribed SBD available on IBA’s Website.
Annexure - A

**Technical Requirements (BOQ)**

**Requirements**

1. Internet Service Provider must provide a public pool of three different subnets to Institute of Business Administration with the listed numbers.

   a) A separate point to point pool of 2 addresses for Internet Gateway address and at the ISP termination device.
   b) Subnet mask of /27 for public IP addresses.
   c) Subnet mask of /29 for public IP addresses.

2. Internet Service Provider must provide a dedicated CIR bandwidth of 17 Mbps for City Campus with voice and video communication enabled license.

**Internet Service Provider**

- Redundant Infrastructure (Transmission, Power Supply, Network, etc)
- Self healing / reliable connectivity with Up-Stream providers.
- 24x7x365 Technical Support Services / Onsite support.

**Eligibility Criteria.**

- Have license from PTA for video conferencing with international or abroad.
- Provide 100% non-blocking throughput.
- Provide connectivity to the endpoints (routers or firewalls) at City Campus of IBA. The proposed solution should include ODF and / OR media converter to connect to IBA’s equipment.
- Propose a solution / media which should be scalable to cater for any increase in requirement in future by IBA.
- Provide cable and carrier level redundancy.
- Must have an independent support team with comprehensive strength and support skills to give 24x7 supports to all network links without using any other services provider’s network or support facility.
- Have at least one support center based in Karachi with full range of support services and equipment readily available.
- Have redundant and resilient network with multi medium feature till last mile.
- Be able to propose architecture having high availability (99.5%) through resilient multilayer design, redundant hardware, and automatic procedures for reconfiguring network paths whenever a failure occurs. The network should be able to support L2 and L3 design.
- Be able to provide back up of primary service, through other media.
- Have a country wide fiber optic network to enable connectivity with other universities via fiber optic links.
- Have sufficient level of inventory maintained to avoid any delay in providing repair / replacement of any or all damaged or faulty equipment.

Contact Person (IBA)                  Manager Procurement - ICT
Institute of Business Administration,
Main Campus, University Road,
Karachi

Tel #                : 111-422-422 Ext 2107
Email               : aasad@iba.edu.pk
Annexure - B
Format for technical proposal

<table>
<thead>
<tr>
<th>Information required from Responding Organization</th>
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<tbody>
<tr>
<td><strong>General information</strong></td>
</tr>
<tr>
<td>Name of the firm</td>
</tr>
<tr>
<td>Name of contact person</td>
</tr>
<tr>
<td>Cell #</td>
</tr>
<tr>
<td>Office address</td>
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<tr>
<td>Office phone #</td>
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<td>Office fax #</td>
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<tr>
<td>Year of establishment</td>
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<tr>
<td>Main area of business</td>
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<td>GST reg #</td>
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<tr>
<td>NTN</td>
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<tr>
<td>Annual turnover</td>
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<tr>
<td>Values of projects in hand</td>
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<tr>
<td><strong>Details of staff employed</strong></td>
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<tr>
<td>Managerial capabilities</td>
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<tr>
<td>a) Total # of permanent staff</td>
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<tr>
<td>b) Total # of contract staff</td>
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<tr>
<td>Technical capabilities</td>
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<tr>
<td>c) Total # of permanent staff</td>
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<tr>
<td>d) Total # of contract staff</td>
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<tr>
<td><strong>Cumulative experience</strong></td>
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<tr>
<td><strong>Technical experience</strong></td>
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<tr>
<td>No of years in business for similar assignments</td>
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<tr>
<td>No and value of similar assignments completed in last 3 years</td>
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<tr>
<td>Relationship with OEM</td>
</tr>
<tr>
<td>Clientelé</td>
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<tr>
<td>Technical staff expertise / skills</td>
</tr>
</tbody>
</table>
**Annexure - C**

Please provide the complete detail of items & prices, kindly fills the price sheet and submits along with all supporting documents.

**Monthly Recurring charges**

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Remarks</th>
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**Onetime charges**

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Remarks</th>
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Signature and seal of responding organization