Institute of Business Administration
Karachi

Tender Form

For

Procurement of Branded Computers

Date of issue : 11-12-2012
Last date of submission: 01-01-2013

Tender # IT/32/2012-13
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 2% 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

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 at least 25% of the backup equipment for the smooth working till the delivery of purchased equipment.

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.

Bidder MUST quote prices as per requirement mentioned in the attached in Annex C.

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.

90% of the total contract amount payment will be made after the complete delivery of the equipment.

Remaining 10% will be released as per the following schedule:
· 5% will be released after the end of second year from the date of delivery of the equipment.
· 5% will be released after the end of third year from the date of delivery of the equipment.

Or against a bank guarantee drawn on a scheduled commercial bank in favour of IBA, Karachi for the equivalent amount of claim valid till the end of the warranty period.

o) GST

GST will be paid on applicable items only.

p) Penalty

Penalty at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work.

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.

u) Stamp duty

Stamp duty will be paid by vendor.

v) Delivery of the equipment

IBA reserves the right to change the required number of machines, and may also
require the bidder to deliver the consignment in parts.

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 can 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 will not be accepted.

c) Submission of proposal

The complete proposals should be submitted by 03:00 hours on 01-01-2013 at the address given at section 2 (a).

The RO shall deliver two copies of the bids which include IBA tender documents along with BOQ and Financials.
Format for submission of financial proposal is attached as Annexure - C.


d) Date of opening of proposal

Bid will be opened on 01-12-13 at 03:30PM 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 ‘Original Proposal’, ‘Copy 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 01-01-2013.

iv. Supply will be on C&F basis to IBA Main Campus.IBA not liable to pay any Custom duty, GST 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 2% of total amount in the form of pay order / demand draft in favor of ‘Institute of Business Administration Karachi’ should be submitted along with tender form in separate envelope.

ix. 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 day 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).

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

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

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

xiii. The tender document will be accepted ONLY on the IBA’s prescribed SBD available on IBA’s Website.

xiv. The delivery time of ordered goods must be mentioned in the proposal; bids of only those Firms will be accepted /entertained who will give surety of supply of ordered goods within 06-weeks.

Annexure - A

Technical Requirements (BOQ)

<table>
<thead>
<tr>
<th>Product Feature</th>
<th>Description</th>
<th>Compliance (Y/N)</th>
<th>Model</th>
<th>Reference Brochure /Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Make</td>
<td>1.1.1 Branded (Dell, HP or equivalent)</td>
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<tr>
<td>1.2 Form Factor / Height</td>
<td>1.2.1 Small Form Factor</td>
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<tr>
<td>1.3 Processor</td>
<td>1.3.1 3rd Generation Intel Core i5- 3470 with Intel HD graphics, 4 cores</td>
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<td>1.3.2 64 Bit</td>
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<tr>
<td>1.4 Processor</td>
<td>1.4.1 2.9 Ghz or higher</td>
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<tr>
<td>Feature</td>
<td>Specification</td>
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<tr>
<td>Speed</td>
<td>1.5.1 6MB cache</td>
<td></td>
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<tr>
<td>1.6 Memory</td>
<td>1.6.1 4GB (1 x 4GB)</td>
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<tr>
<td>Installed</td>
<td>1.6.2 1600 MHz DDR3 SDRAM</td>
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<tr>
<td>1.7 Hard Disk</td>
<td>1.7.1 320GB 7200 rpm SATA 3.0</td>
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<td>Drives</td>
<td>1.8 Optical Media</td>
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<tr>
<td>1.9 Network Interface</td>
<td>1.9.1 Internal Gigabit Ethernet</td>
<td></td>
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<tr>
<td>1.10 Slots</td>
<td>1.10.1 (1) Mini PCI Express</td>
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<tr>
<td></td>
<td>1.10.2 (1) mSTATA</td>
<td></td>
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<tr>
<td>1.11 Power Supply</td>
<td>1.11.1 standard power supply</td>
<td></td>
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<tr>
<td></td>
<td>1.12 OS Support</td>
<td></td>
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<tr>
<td>1.13 Operating System</td>
<td>1.13.1 DOS</td>
<td></td>
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<tr>
<td>1.14 Peripherals</td>
<td>1.14.1 Branded USB Standard Keyboard &amp; USB 2-button optical scroll mouse</td>
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<tr>
<td>1.15 Intel Chipset</td>
<td>1.15.1 Intel Q77 Express</td>
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<tr>
<td>1.16 Display Separate</td>
<td>1.16.1 20” LED branded or higher with SFF Mounting kit</td>
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<tr>
<td>1.17 Graphics</td>
<td>1.17.1 Integrated Intel HD Graphics or equivalent</td>
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<td>1.18 WiFi (Optional)</td>
<td>Yes (Please quote its price separately)</td>
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<tr>
<td>1.19 Warranty</td>
<td>3 years comprehensive onsite warranty (Manufacturer)</td>
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</tbody>
</table>

**Warranty:** All equipment carry comprehensive warranties/support for Three years. Complete parts and onsite support (24/7) with response time 4Hrs.

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

Contact Person for Technical Query (IBA) Manager Customer Support - ICT
Institute of Business Administration,
City Campus, University Road,
Karachi

Tel #: 111-422-422 Ext 2107
Email: aasad@iba.edu.pk
Mandatory Criteria:

Only those vendors can apply in this tender who fulfill the mandatory criteria:

1. Local/Global Affiliation with Manufacturer - in Pakistan.
2. At least Tier-1 partner must at least 05 years business relation with the manufacturer.
3. Bid must be accompanied by Manufacturer’s authorization letter from principal. (Sample attached Annexure D)
4. Local Presences. Must have coverage across the country with minimum presence in Karachi.
5. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within six weeks from the date of Purchase Agreement.
7. The successful bidder will be responsible to sign an SLA with IBA Karachi.
8. The bid shall be SOLELY submitted by the bidder. It shall NOT be a joint venture i.e. should NOT be jointly submitted by more than one party, and also, the prospective bidder shall NOT, in any way, sublet the bid / contract to a third party.

Bid Evaluation Criteria:

The bids will be evaluated on the basis of lowest items rate keeping in view our required configuration and also fulfill mandatory criteria only.
**Annexure - B**

**Format for technical proposal**

<table>
<thead>
<tr>
<th>Information required from Responding Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General information</strong></td>
</tr>
<tr>
<td>Name of the firm</td>
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<tr>
<td>Name of contact person</td>
</tr>
<tr>
<td>Cell #</td>
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<tr>
<td>Office address</td>
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<tr>
<td>Office phone #</td>
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<tr>
<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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<tr>
<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>
</tr>
<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>Cumulative experience</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>
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<td>Clientelé</td>
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<tr>
<td>Technical staff expertise / skills</td>
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</tbody>
</table>

Signature and seal of responding organization
Annexure - C

Pl see the attached file, kindly fills the price sheet and submits along with all supporting documents.

IMPORTANT NOTE (Mandatory):

Kindly quote the prices of computers without Wi-Fi, quote the price of LED separately, and price of the computer with Wi-Fi.

Signature and seal
of responding organization
This requires the items of furniture listed during the year so the quoted price will be valid till June 2013.

The above does not include any service charge for delivery.

Note: All prices are exclusive of Sales Tax (Import duties).

Vendor should mention the amount with rate of column 9.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Amount</th>
<th>Country of Origin</th>
<th>Brand Name</th>
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<tbody>
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*Note: All items are exclusive of Sales Tax (Import duties).*
MANUFACTURER’S AUTHORIZATION FORM (MAF)

No._________ dated ___________

To

____________________

____________________

We ________________ who are established and reputable manufactures of
____________________ having offices at ___________ and ______ do
hereby authorize M/S____________________(Name and address of Agent/Dealer) to
offer their quotation, negotiate and conclude the contract with you against the above
invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of
the tender and the contract for the equipment and services offered against this
invitation for tender offer by the above firm.

Yours faithfully,

(Name) for and on behalf of M/s_________
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing
concern and should be signed by a competent person of the manufacturer.