Institute of Business Administration
Karachi

Tender Form

For

Procurement of Two Tag (Electro Magnetic and RFID) Library Security and Materials’ Management System on turnkey basis.

Date of issue : April 25, 2014
Last date of submission: May 10, 2014

Tender # IT/59/2013-14
1. General Terms & Conditions

a) Earnest money (Bid Security)

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 exempted 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

(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.

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 four weeks from the date of Purchase Order, in case of late delivery the vendor is bound to provide at least 50% 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 submits 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. IBA Karachi may ask to provide demo unit which vendor quoted in the tender. After the final inspection of the unit the decision will be made.

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 equipment’s / 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

90% of the total order would be paid on successful delivery, installation, commissioning and integration of the equipment subject to final acceptance by IBA, Karachi.
10% of the order would be paid after 6 months of commissioning & final acceptance by IBA.

The supplier will submit the commercial invoice directly to the Finance Department of IBA, Karachi against which payment will be released after deduction of applicable taxes.
Advance payment will ONLY be made against Bank Guarantee of “A” Rated bank of the same amount
Payment will be made only through crossed cheque in the name of the firm/company
Payment will be made in Pak Rupee only

n. a. Performance Security:

Performance security, up to 10% of the contract value, in the form of pay order/demand draft or bank guarantee to be submitted at the time of award of contract. Validity of performance security shall extend at least ninety days beyond the date of completion of contract.

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 up to 10% of the total contract value.

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.
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 11:00 hours on 10-05-2014 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 proposal

Bid will be opened on May 10, 2014 at 11:30AM 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 May 10, 2014.

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 (Bid Security) of 5% 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. Earnest money (Bid Security) 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 or bidder deposit Bid Security 10%.

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. This is a complete turnkey solution with three years hardware / software support.

xv. Installation, Configuration and integration with our Library Management System (Koha) are part of this scope of SBD.

xvi. Support, Services SLA will be offered for Three years plan, and year wise cost shall be mentioned in the solution for fourth and fifth year.

xvii. Bidder should provide detail project plan of the installation of propose equipment.

xviii. It may be noted that any equipment / Licenses which is missed or not included in the bill of quantity but require to the completion of project shall be provided by the bidder free of cost.
## Technical Requirements (BOQ)

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Item Description</th>
<th>Qty</th>
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<tbody>
<tr>
<td>1</td>
<td>Electro Magnetic Dual Corridor Detection System W/ Buried Cable.</td>
<td>1</td>
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<tr>
<td></td>
<td>- The unit can be installed in dual corridor widths and should operate on Low Frequency to minimize interference with surrounding electronic equipments.</td>
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<td></td>
<td>- Gates should have Alarm or Light display system enabled.</td>
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<td></td>
<td>- Each Panel have the following as built in:</td>
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<td></td>
<td>- Electronic Patron counter</td>
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<td></td>
<td>- Visual Alarm Indicator</td>
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<td></td>
<td>- Audible alarm</td>
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<td></td>
<td>- System must be complete with the electronic controller and required auxiliary contacts.</td>
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<td></td>
<td>- System’s Alarm volume can be heard at the range of 30 feet</td>
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<td></td>
<td>- System should meet DDA requirements and should be CE and ROHS certified</td>
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<tr>
<td>2</td>
<td>On-Counter Book Check Unit.</td>
<td>1</td>
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<tr>
<td></td>
<td>- Should be capable of processing RFID tags, barcodes and EM Strips.</td>
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<td></td>
<td>- Can be configured with Industry Standard Library Automation System.</td>
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<td>- System can indicate the presence of an active security strip when verification option is enabled.</td>
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<td>- Visual indication if system is down.</td>
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<td></td>
<td>- USB enabled.</td>
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<td></td>
<td>- System should work with EM or RFID or both.</td>
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<td></td>
<td>- System should be capable to Disable and Enable the security signals.</td>
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</tbody>
</table>
### Shelf Management System.
- Help Library staff to read shelves at all levels.
- Multi-functional to provide efficient collection management including:
  - Shelf order checking, Data collection (Sorting, Shelving, Searching capable of user-defined search lists, (e.g. Missing, Claimed, Returned items).
- Handheld reader that is cordless, one-piece design, to be held in one hand.
- The System has touch screen display and uses a removable memory card option.
- The portable handheld reader should be of less than 27 ounces, including battery, RFID reader, antenna, display and computing unit, and any other components that may be carried by the user.
- Battery life allows user to work for at least 4 hours before charging or changed batteries.
- Built-in diagnostics for troubleshooting.
- Search capability shall be active during order checking, data collection, sorting, pulling, and finding functions, with option to turn it off if desired To assist the user with finding items on hold (reserve) or weed lists, or other user-defined lists available from the circulation system.
- Audible tone and visible indicators to verify item has been identified.
- Staff / user can adjust the audible tones.

### SELFCHECK unit with Software, Surface SCANNER (VARIABLE) & LAM. TOP CABINET
- System should have easy-to-use touch screen interface.
- System should have built in fast receipt printer.
- System has capability to fast checkout of many items simultaneously and ensures that the items are checked out correctly through the system.
- System has capability to processes books, magazines, videos, CDs and DVDs and provides web-based remote monitoring and diagnostics.
- System should also have capability to accommodate wide range of barcode placements.
- System has capability to prevent users from checking out more than one book under a single barcode.
- System should have capability to read Electro Magnetic strips, RFID tags and barcode.
- System should have all functionality in single built-in unite

### RFID Staff Workstation With USB Reader
- System has capability to operate at circulation desk or tag programming station for RFID data-conversion.
- The workstation can program and reprogram RFID Tags
- System has capability to perform bar code to RFID conversion with Software.
- System can handle multiple transactions at the same time and should be capable to process barcodes to RFID tags.
- The system should be compatible with circulation desk computers, scanners and printers, if used at circulation counter.
- System should be capable to eliminate false alarms.
- System should have Low profile reader pad to sensitize and desensitize items.

### EM Strips insertion tool.
(one box of 10 insertion strips)

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elector Magnetic Security Strips</td>
<td></td>
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<tr>
<td>- Strips could be quickly desensitized during checkout and fully re-sensitized to their original strength at check-in.</td>
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<tr>
<td>- Should provide discreet protection to the library collection.</td>
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<tr>
<td>- EM security Strips should be Ultra-Thin and double sided.</td>
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<tr>
<td>- EM Security Strips should have been designed to be applied in-between pages of books and magazines</td>
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<tr>
<td>- EM Security Strip should be of 5” and 6.5” sizes.</td>
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</tbody>
</table>

### RFID Tags.
- The tags should be compliance with ISO Standards (ISO 15693-3 and ISO 18000-3).
- All data on a tag, including the item identifier field, can be fully rewriteable and should be:
  - non-contact programmable.
  - reprogrammable.
  - have memory size of 1024 to 2048 bits.
  - operating frequency of 13.56 MHz.
  - long-life e.g. guaranteed for the life of the item on which it will originally be affixed.
  - adhesive-backed and one piece.
- Tag's adhesive material should be low acid, or neutral pH,
For Technical

Contact Person (IBA) : Manager IT
Institute of Business Administration,
City Campus, University Road,
Karachi

Tel # : 111-422-422 Ext 1133
Email : smwzaidi@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 10 successful install-based customers reference on proposed solution or alike.
3. Bid must be accompanied by Manufacturer’s authorization letter from principal. (Sample attached Annexure D)
4. Bidder must have local presence including Support Staff in Pakistan.
5. Backup Inventory maintained by company at least those items mention in BOQ.
6. Delivery time within Four weeks from the date of Purchase Agreement.
7. Any value added service bundled with the equipment / project, with no impact on project cost, shall be welcomed.
8. Bidders should have Technical trained engineers on the proposed solution. Certificates need to be attached with the proposal.
9. Bidder must provide complete knowledge transfer and hands on training at the time of installation and configuration.
10. The bidder will also provide the 4th and 5th years SLA price after the expiry of the warranty period in PKR only.

Bid Evaluation Criteria:

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

Note: We will require demonstration of the equipment from the selected vendor for a Day, over continuous one Day satisfied performance we will award the tender to the complying RFP bidder. Bidders are bound to give a quote for a complete solution if anything missed which would require in the solution then bidder is will MUST provide the required equipment on FREE of cost to IBA.

(*) IBA reserves the right to accept any model/brand /solution depending upon its requirements and any such decision could not be challenged
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>
</tr>
<tr>
<td>Name of contact person</td>
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<tr>
<td>Cell #</td>
</tr>
<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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<td>No and value of similar assignments completed in</td>
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<td>last 3 years</td>
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<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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</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 price as per attached Annexure-C

Signature and seal
of responding organization
<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Description</th>
<th>Qty</th>
<th>Brand Name</th>
<th>Country of Origin</th>
<th>Unit Price (Including margins)</th>
<th>Income Tax on Import</th>
<th>Custom Duty at the time of import / unit</th>
<th>Sales Tax input at the time of import / unit</th>
<th>Freight and other Expenses / unit</th>
<th>Total Final Price</th>
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<tbody>
<tr>
<td></td>
<td>Hardware Prices</td>
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<td></td>
<td>Software Prices</td>
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<tr>
<td></td>
<td>Support &amp; Services Charges</td>
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Vendor should mention the amount with rate of column 7, 8 & 9.

Note: IBA Karachi is exempted from Custom Duties, Sales Tax, Import duties.

For any local items/services provide the cost as per rule.

IBA Karachi has a right to increase or decrease the quantity.
Annexure D

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.