

**INSTITUTE OF BUSINESS ADMINISTRATION (IBA) KARACHI**  
**Main Campus, University Road, Karachi**

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**Tender Document**

**Tender Number: IT/60/2013-14**

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

General Requirements	Details
Copy Speed	24 CPM or higher
Duplex Printing	Require (Copy, Print, Color Scan)
Warm up time	13 sec or lesser
First Print Out	8 Seconds or lesser
Memory	128 MB or higher
Resolution (Scanning)	600 x 600 dpi or higher
Resolution (Printing)	1200 x 600 dpi or higher
Multiple copies	99 copies or higher
Paper Size	A5 – LGL or higher
Zoom Ratio	50% - 200% (in one step) or higher
Paper input capacity	1 x 500 or higher
Bypass tray	100 sheets or higher
Paper output capacity	350 sheets or higher
Type	Dry Mono Laser Single component
Toner Capacity	7000 pages or higher
SCAN once Print Many	Require
USB & Network Printing Port	Require
Warranty	One year
Quantity	02
Price with taxes	

**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 Photocopier specification can be collected from IBA website, tender fee cost of Rs. 500/- in cash (non-refundable). Supplier must be Authorized Partners or Distributor for the Photo copier.
3. Bidding will be conducted in terms of National Competitive Bidding procedures (single stage single envelope procedure).
4. Performance Guarantee in the shape of CDR in favour of IBA Karachi 10% of the total bid value will be deposited if win the tender. Performance Guarantee of the successful bidders will be retained as security for the period of 12 months.
5. All bids must accompany a bid security in the form of pay order/ demand draft of <sup>As</sup> 5% 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 photocopier and also meet the desired criteria.



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 part if any part found faulty in any aspect without any delay under warranty period.
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 photocopier.
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. Authorized Enterprise Partner/Distributor who have a reputed background of cooperate supplies will be given preference.
20. The interested bidders are required to provide details of supplies of similar nature in hand and executed during the last three years.
21. Product must have 1 year warranty with parts and free onsite support.
22. The sealed tenders envelopes, complete in all respect, should reach the undersigned latest by **17/ May/2014** till 11.00 a.m. The same will be opened at 11.30 a.m. the same day in the presence of the bidders or their representatives.
23. Bidder also mention and provide the SLA amount after warranty period.
24. 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**

