

TENDER DOCUMENTS

for Pre-qualification of Organization / Companies for

Technical Bids Form Procurement of Server Machine for Information Technology Department, Head Office

Organization / Firm	:	
Address	:	
Contact No.	:	
Advertisement Ref.	:	
Received by	:	
Issued on	:	
Issued by (Institute's Officer)	:	

For Information, Issuance and Submission of EOI

Lt Col (R) Usamah Waheed, TI (M) Director Administration & HR

ICMA Pakistan

Head Office: ICMA Pakistan Building, ST-18/C, ICMAP Avenue, Block 6,

Gulshan-e-Iqbal, Karachi-75300

Phone # 021-99243028 / 021-99243900 EXT : 222 Email: admin@icmap.com.pk; Website: www.icmap.com.pk

General Instructions:

- 1) Acknowledgement of submission of tender documents must be sought through personal or email.
- 2) Deadline of submission of Technical Bid is February 24, 2017 at 10:00 am and tender will be opened on the same day & date at 10:30 am. (Ref. PPRA, Clause-33 (1)).

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Introduction about ICMA Pakistan

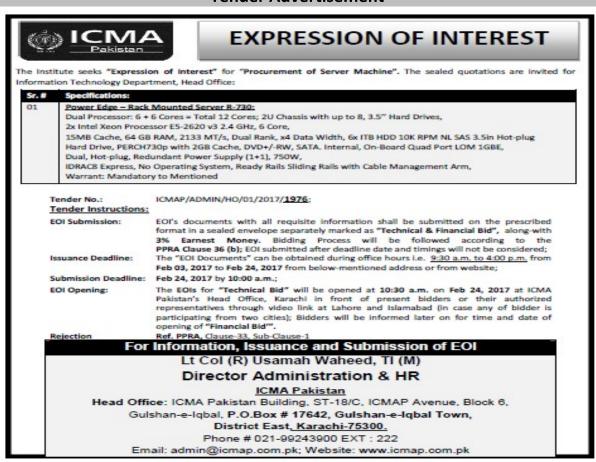
ICMA Pakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, who also served Finance Minister of the country and senior position at World Bank. The Institute was, later, named as the "Institute of Cost and Management Accountants of Pakistan" and now commonly known with its acronym, "ICMA Pakistan". It was established in 1951 and was given statutory status vide Cost and Management Accountants Act, 1966 being the only Institute to regulate and promote the profession of Management Accounting in Pakistan and to deliver education and confer certification.

It, currently, has more than 5,000 members within Pakistan and 43 countries abroad serving in more than 100 sectors on the senior management positions such as Chairmen, CEOs, CFO, MDs, Directors, GMs etc. The Institute has sizeable strength of students i.e., approx. 15,000 which is increasing gradually. The Institute has its major centers at Karachi, Lahore, Islamabad, Multan & Faisalabad whereas it has more than 15 authorized education centers and registered education providers.

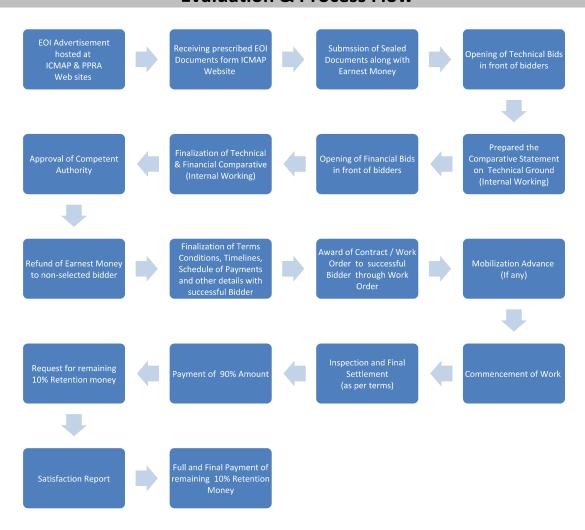
For last 66 years, the Institute is playing a vital role in sustainable growth of industrialization and economy of the country by virtue of professional qualification and multidimensional experience of Management Accountant qualified from this Institute. They have excelled in almost all phases of business, finance, accounting and industrial operations. Today, Management Accountants, being key member of top management and decision making team, help organizations to take appropriate decisions for the business prosperity and growth.

In view of above, the Institute seeks "Expression of Interest" from reputed companies for *Procurement of Server* at ICMA Pakistan's Nation-wide campuses as per requirements given in this document.

Tender Advertisement



Evaluation & Process Flow



Evaluation Weightage

• Technical : 50%

• Financial : 50%

Brief Introduction of the Organization / Firm

Sr.	Factors	D	escripti	on
1	Name of the Organization / Firm :			
2	Date of Establishment :	-		
3	Corporate Status :			
4	Owner / Proprietor / MD / CE Name :			
5	CNIC No. :			
6	Mailing Address :			
7	Contact No(s).			
8	Cell No(s).			
9	Fax No(s).			
10	Email Address :	<u></u>		
11	NTN No. :			
12	G.S.T No.			
13	Bank Name & Account No. (for which statement is enclosed)			
14	Attachments: :	b) c)) Affida) Copy of 'Fii) List o	ted copy of valid NTN & G.S.T Certificate; avit that company had never been black-listed; of 'Bank Statement' of last 6 months or copy nancial Soundness' certificate f Clients with contact person (regular and ional)
	Company's Stamp			Signature
	Sompany 5 Stainp			o-Bridge C

	Technical Evaluation Criteria						
Sr. #	Evaluation Factor	Criteria & Grading Points	Information Criteria	Max Pts.	Annex		
1	Date of Establishment, Corporate Status & Registration Certificate	Yes 5 No 0	Disclosure & Evidence	05	А		
2	Address, Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	05	В		
3	NTN / Income Tax / Sales Tax Certificate	NTN 1, NTN/IT: 3; NTN/IT/ST: 5 Not Provide: Knock-out	Disclosure & Evidence	05	С		
4	List of banks	5 or More than 5 = 10; Less than 5 = 5; Not provided = Knock-out	Disclosure & Evidence	10	D		
5	Locations of Bidders' Main Office / Head Office and Sub Office	If Head Office in Karachi = 10; If Head Office Out-side Karachi = 5; If Only One Office = 03; If One Office is not own = Knock-out	Review of Documents	10	E		
6	Experience of Supply of Servers to Educational Institute	One (01) Point against each Development	Disclosure & Evidence	10	F		
7	Qualified Technical Staff (Hardware Engineers) – on Payroll	One (01) Point against each Staff	Disclosure & Evidence	10	G		
8	Years of Service (At-Least 05 Years)	One (01) Point against each Year	Review of Documents	05	Н		
9	Projects of Similar Nature (Educational)	More than 10 Projects = 10; Between 7- 9 Projects = 08, Between 4- 6 projects = 06 Less than 03 or 03 = Knock-out	Based on Review of Project List /	10	I		
10	List of Major Clients	More than 20 Clients = 10; 16-20 Clients = 08; 12-15 Clients = 06; 06-11 Clients = 04; Less than 05 Clients = Knock-out	Review of Documents	10	J		
16	Client Stature	Subjective with Max 10 & Min 0	based on Review of Clientele List	10	К		
17	Local Affiliation	Yes 5 No 0	Review of Documents	05	L		
18	Achievement Awards	Yes 10 No 0	Review of Documents	10	M		
19	Outstanding Completion Certificate	More than 10 = 10 5-09 Certificates = 5; Less than 5 Certificates = 2	Review of Documents	10	N		
20	Clarity of Work Schedule / Phases	Very Clear: 10; Somehow Clear = 5 Unclear = 0	Based on Review of Work Schedule	10	0		
	Grand Total			125			



TECHNICAL BID FORM PROJECTS

List of major **Projects** Completed – In last 5 years

Sr	Name of Firm / Organization	Description	Place / City	Overall Approx. Cost of Project	Completio n Year	E-mail
Use ex	Ise extra sheet in the same format if required.					
Company's Stamp		Stamp		Signatu	re	

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List of major <u>Clients</u> with Contact Person

Sr	Name of Firm / Organization Served	Concerned C	Contact / Cell No.	Email
Use ex	xtra sheet in the same format if required.			
Company's Stamp			Signatuı	re



TECHNICAL BID FORM
TECHNICAL STAFF

Details of <u>Technical</u> Staff

Sr	Name of Technical Staff	Designation	Area of Experience	Qualification	Years of Experience
llse ev	ktra sheet in the same format if requi	rad			
ose e)	kira sneet in the same format ii fequi	cu.			
Company's Stamp				Signature	



Sr Name of Bank

Institute of Cost and Management Accountants of Pakistan Administration Department

Branch

TECHNICAL BID FORM BANKS

Operational Duration

List of major Banks with Contact Person

•				,	•
Use e	ktra sheet in the same format if required.				
Company's Stamp				Signatu	ure



Terms & Conditions

Technical Pre-Qualification Requirements:

- 1. The specification should enclosed separately as "Annex A to O" of Tender supporting material / details may be attached;
- 2. The Firm / Company should be able to provide post-services nation-wide;
- 3. The Firm / Company should have more than 5 years experience in Sale of Server Machines;
- 4. The Firm / Company should have good standing in local market;
- Strong Clientele etc.

Other Terms

- 6. The technical pre-qualification will be based on company's strength, financial stability, clientele, stature of clients, experience with ICMA Pakistan (if any), support, staff strength including technical, etc.
- 7. All participants of the tender will be required to submit **3% earnest money** as security deposit to be refunded in case of non-qualification;
- Tenders should be submitted on ICMA Pakistan's prescribed format with stamp of the organization otherwise will be rejected;
- 9. To participate in the tender, it is necessary to meet above technical pre-qualification requirements;
- 10. The participants must submit valid NTN & G.S.T Certificate, affidavit that the company has never been black-listed, last 6-month bank statement, list of clients with contact numbers;
- 11. Quotation / rates should be valid for three months from the date of opening of quotation;
- 12. The rates should include Income tax & G.S.T only;
- 13. The Institute will not be liable to change Purchase Order if prices of other materials will increase due to inflation or any other factor;
- 14. The payment invoice will only be processed after completion of work and its satisfaction certificate by concerned department / authorities;
- 15. The payment will be made within 10 days after submission of invoice and receiving satisfaction certificate;
- 16. The delivery challan should also be submitted with all part delivery;
- 17. 10% payment of total invoice will be kept for 03 months as "Performance guarantee";
- 18. The task will be undertaken within a days after receipt of Purchase Order;
- 19. Incomplete bid / proposal or those received after deadline date and time will not be entertained;
- 20. In case of Tax exemption, tax exemption certificate will be required along with Invoice;
- 21. The sealed quotations should be submitted not later by **10:00 a.m. on February 24, 2017** to **Director Administration**, ICMA Pakistan, Head Office Building, ST-18/C, ICMAP Avenue, Block 6, Gulshan-e-Iqbal, P.O. Box # 17642, Gulshan-e-Iqbal Town, District East, Karachi-75300;
- 22. The Tenders / Bids will be opened on <u>February 24, 2017 at 10:30 a.m. as per timings prescribed in the tender advertisement in the presence of bidders;</u>
- 23. ICMA Pakistan reserves the rights to accept or reject any tender without assigning any reason;



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Financial Bid Form Procurement of Server Machine for Information Technology Department, Head Office

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Issued to		:							
Advertisement Reference		·				_			
Issued on		:				Issued by :			
IC	rector dministration & HR Depa MAP Head Office, arachi.	urtment,							
01	Power Edge – Rack Mc Dual Processor: 6 + 6 C 2U Chassis with up to 8 2x Intel Xeon Processo 15MB Cache, 64 GB RA Dual Rank, x4 Data Wic 6x ITB HDD 10K RPM N Hard Drive, PERCH730; DVD+/-RW, SATA. Intel Dual, Hot-plug, Redunc IDRAC8 Express, No Op Ready Rails Sliding Rail	ores = Tot 3, 3.5" Har r E5-2620 M, 2133 M dth, L SAS 3.5ii o with 2GE rnal, On-Bo dant Powe perating Sy	tal 12 Cores; rd Drives, v3 2.4 GHz, 6 Core, MT/s, n Hot-plug 3 Cache, oard Quad Port LONer Supply (1+1), 750V ystem,	٧,	BE,				
02	G.S.T								
	Total Amount in PRs.	,							
Note: > > > Rema	Quotation would be acc Financial Bid is not guar Please specify your terr	rantee for	win through the Ins						
	Compa	ny's Stamı	p			Signat	ture		

