

**ICMA**  
Pakistan

## **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

		<b>EXPRESSION OF INTEREST</b>	
The Institute seeks "Expression of Interest" for "Procurement of Server Machine". The sealed quotations are invited for Information Technology Department, Head Office:			
<b>Sr. #</b>	<b>Specifications:</b>		
01	<b>Power Edge – Rack Mounted Server R-730:</b> Dual Processor: 6 + 6 Cores = Total 12 Cores; 2U Chassis with up to 8, 3.5" Hard Drives, 2x Intel Xeon Processor E5-2620 v3 2.4 GHz, 6 Core, 15MB Cache, 64 GB RAM, 2133 MT/s, Dual Rank, x4 Data Width, 6x 1TB HDD 10K RPM NL SAS 3.5in Hot-plug Hard Drive, PERCH730p with 2GB Cache, DVD+/-RW, SATA. Internal, On-Board Quad Port LOM 1GBE, Dual, Hot-plug, Redundant Power Supply (1+1), 750W, iDRAC8 Express, No Operating System, Ready Rails Sliding Rails with Cable Management Arm, Warrant: Mandatory to Mentioned		
<b>Tender No.:</b>		ICMAP/ADMIN/HO/01/2017/1976:	
<b><u>Tender Instructions:</u></b>			
<b>EOI Submission:</b>		EOI's documents with all requisite information shall be submitted on the prescribed format in a sealed envelope separately marked as " <b>Technical &amp; Financial Bid</b> ", along-with <b>3% Earnest Money</b> . Bidding Process will be followed according to the <b>PPRA Clause 36 (b)</b> ; EOI submitted after deadline date and timings will not be considered;	
<b>Issuance Deadline:</b>		The "EOI Documents" can be obtained during office hours i.e. <b>9:30 a.m. to 4:00 p.m.</b> from <b>Feb 03, 2017 to Feb 24, 2017</b> from below-mentioned address or from website;	
<b>Submission Deadline:</b>		Feb 24, 2017 by 10:00 a.m.;	
<b>EOI Opening:</b>		The EOIs for "Technical Bid" will be opened at 10:30 a.m. on Feb 24, 2017 at ICMA Pakistan's Head Office, Karachi in front of present bidders or their authorized representatives through video link at Lahore and Islamabad (in case any of bidder is participating from two cities); Bidders will be informed later on for time and date of opening of "Financial Bid".	
<b>Rejection</b>		Ref. PPRA, Clause-33, Sub-Clause-1	
<b>For Information, Issuance and Submission of EOI</b>			
<b>Lt Col (R) Usamah Waheed, TI (M)</b> <b>Director Administration &amp; HR</b> <b>ICMA Pakistan</b> <b>Head Office: ICMA Pakistan Building, ST-18/C, ICMAP Avenue, Block 6,</b> <b>Gulshan-e-Iqbal, P.O.Box # 17642, Gulshan-e-Iqbal Town,</b> <b>District East, Karachi-75300,</b> <b>Phone # 021-99243900 EXT : 222</b> <b>Email: admin@icmap.com.pk; Website: www.icmap.com.pk</b>			

## Evaluation & Process Flow



## Evaluation Weightage

- **Technical** : **50%**
- **Financial** : **50%**

### Brief Introduction of the Organization / Firm

Sr.	Factors	Description
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	:
11	NTN No.	:
12	G.S.T No.	:
13	Bank Name & Account No. (for which statement is enclosed)	:
14	<b>Attachments:</b>	: a) Attested copy of valid NTN & G.S.T Certificate; b) Affidavit that company had never been black-listed; c) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate d) List of Clients with contact person (regular and occasional)

<b>Company's Stamp</b>

<b>Signature</b>

### 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	A
2	Address, Contact No. & Email	Yes 5 No 0	Disclosure & Evidence	05	B
3	NTN / Income Tax / Sales Tax Certificate	NTN 1, NTN/IT: 3; NTN/IT/ST: 5 Not Provide: <b>Knock-out</b>	Disclosure & Evidence	05	C
4	List of banks	5 or More than 5 = 10; Less than 5 = 5; Not provided = <b>Knock-out</b>	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 = <b>Knock-out</b>	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	H
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 = <b>Knock-out</b>	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 = <b>Knock-out</b>	Review of Documents	10	J
16	Client Stature	Subjective with Max 10 & Min 0	based on Review of Clientele List	10	K
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	O
<b>Grand Total</b>				<b>125</b>	

<b>Company's Stamp</b>

<b>Signature</b>

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

Sr .	Name of Firm / Organization	Description	Place / City	Overall Approx. Cost of Project	Completion Year	E-mail

Use extra sheet in the same format if required.

<b>Company's Stamp</b>	<b>Signature</b>

**List of major Clients with Contact Person**

Sr .	Name of Firm / Organization Served	Concerned Officer(s) of Client / Organization	Contact / Cell No.	Email

Use extra sheet in the same format if required.

<b>Company's Stamp</b>		<b>Signature</b>



**Details of Technical Staff**

Sr .	Name of Technical Staff	Designation	Area of Experience	Qualification	Years of Experience

Use extra sheet in the same format if required.

<b>Company's Stamp</b>	<b>Signature</b>



List of major Banks with Contact Person

Sr .	Name of Bank	Branch	City	Operational Duration

Use extra sheet in the same format if required.

Company's Stamp		Signature

**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;
5. 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;
8. 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 **February 24, 2017 at 10:30 a.m. as per timings prescribed in the tender advertisement** in the presence of bidders;
23. ICMA Pakistan reserves the rights to accept or reject any tender without assigning any reason;

<b>Company’s Stamp</b>
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<b>Signature</b>
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**ICMA**  
Pakistan

## **TENDER DOCUMENTS**

***for Pre-qualification of Organization / Companies for***

**Financial Bid Form**

**Procurement of Server Machine  
for Information Technology Department,  
Head Office**

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Issued by (Institute's Officer) : \_\_\_\_\_

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Issued to : \_\_\_\_\_

Advertisement Reference : \_\_\_\_\_

Issued on : \_\_\_\_\_ Issued by : \_\_\_\_\_

**To: Director**

Administration & HR Department,  
ICMAP Head Office,  
Karachi.

01	<b>Power Edge – Rack Mounted Server R-730:</b> Dual Processor: 6 + 6 Cores = Total 12 Cores; 2U Chassis with up to 8, 3.5" Hard Drives, 2x Intel Xeon Processor E5-2620 v3 2.4 GHz, 6 Core, 15MB Cache, 64 GB RAM, 2133 MT/s, Dual Rank, x4 Data Width, 6x 1TB HDD 10K RPM NL SAS 3.5in Hot-plug Hard Drive, PERCH730p with 2GB Cache, DVD+/-RW, SATA. Internal, On-Board Quad Port LOM 1GBE, Dual, Hot-plug, Redundant Power Supply (1+1), 750W, IDRAC8 Express, No Operating System, Ready Rails Sliding Rails with Cable Management Arm,			
02	G.S.T			
	Total Amount in PRs.			

**Note:**

- Quotation would be accepted after "**Technical and Financial**" evaluate;
- Financial Bid is not guarantee for win through the Insurance Contact;
- Please specify your terms and conditions, if any.

**Remarks:**


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<b>Company's Stamp</b>

<b>Signature</b>

