



**ICMA**  
Pakistan

**TENDER DOCUMENTS**  
***for Pre-qualification of Organization/ Companies for***  
**Technical Bids Form**  
**Procurement of Server Machine**  
**for Examinations 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**

**Waseem Ahmed**

**Acting Director Administration & HR**

**ICMA Pakistan**

**Head Office: ICMA Pakistan Building, ST-18/C, ICMAP Avenue, Block 6,  
Gulshan-e-Iqbal, Karachi-75300**

**Phone # 021-99243900 EXT : 222 / 128**

**Email: [admin@icmap.com.pk](mailto:admin@icmap.com.pk); Website: [www.icmap.com.pk](http://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 & Financial Bids January 09, 2018 at 11:00 am and tender will be opened on the same day & date at 11:30 am. (Ref. PPRA, Clause-33 (1)).

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## Introduction about ICMA Pakistan

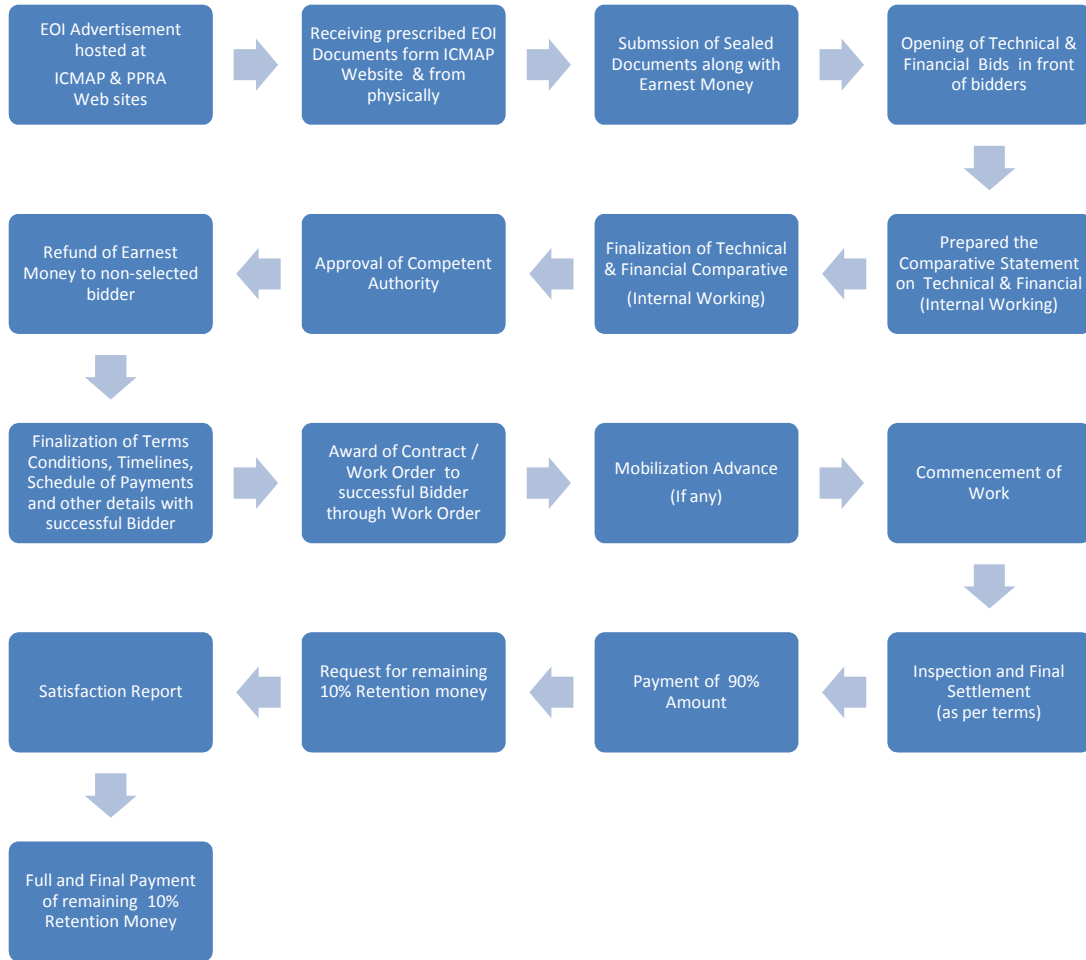
ICMA Pakistan is a professional not-for-profit accounting Institution. Realizing the need, the profession of Management Accounting came into existence in Pakistan with the establishment of the Pakistan Institute of Industrial Accountants in 1951 by a legend Finance professional, Mr. Muhammad Shoaib, 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 Serverat** ICMA Pakistan’s Nation-wide campuses as per requirements given in this document.

## 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 = 0	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 (Software Engineers / Designer) – 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 05-09 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>	

**Company's Stamp**

**Signature**



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

Sr.	Clients / 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.	Clients / 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	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.

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



**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 **11:00a.m. on January 09, 2018** to **Acting Director Administration & HR**, ICMA Pakistan, Head Office Building, ST-18/C, ICMA Avenue, Block – 6, Gulshan-e-Iqbal, District East, Karachi-75300;
22. The Tenders & Financial Bids will be opened on **January 09, 2018 at 11:30a.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>

<b>Signature</b>



**ICMA**  
Pakistan

**TENDER DOCUMENTS**  
**for Pre-qualification of Organization / Companies for**  
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**Procurement of Server Machine**  
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 Advertisement Reference : \_\_\_\_\_  
 Issued on : \_\_\_\_\_ Issued by : \_\_\_\_\_

**To: Acting Director**  
 Administration & HR Department,  
 ICMAP Head Office, Karachi.

Sr. #	Specifications:	Qty. in No.	Amount in PRs.	Total Amount In PRs.
01	<p><b>Procurement of Power Edge – Rack Mounted Server R-730</b>  <b>Chassis:</b> Chassis with up to 16 x 2.5" SAS/SATA Hard Drives  <b>Processor Type:</b> 2 x E5-2620 v4 2.1Ghz, 20M Cache, 8.0 GT/s QPI, Turbo, HT, 8C/16T (85W)  <b>Memory:</b> 2 x 16GB RDIMM, 2400MT/s, Dual Rank, x4 Data Width  <b>Hard Disk:</b> 5 x 600GB 15K SAS 2.5"  <b>Optical Drive:</b> DVD+/-RW ROM, SATA, Internal  <b>Network Adapter:</b> Broadcom 5720 QP 1Gb Network Daughter Card  <b>RAID Controller:</b> PERC H730 Integrated RAID Controller, 1GB Cache  <b>IDSDM Card:</b> Internal Dual SD Module 8 GB*2  <b>Ready Rails:</b> Ready Rails Sliding Rails with Cable Management Arm  <b>Power Supply:</b> Dual, hot plug, Redundant Power Supply (1+1), 750W  <b>Operation System:</b> NO, <b>Management:</b> iDRAC 7 Express  <b>Warranty:</b> 3/years SADMG Rapid Parts Exchange Service.</p>			
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 Tender;
- Please specify your terms and conditions, if any.

**Remarks:**

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**Company's Stamp**

**Signature**



Issued to : \_\_\_\_\_  
 Advertisement Reference : \_\_\_\_\_  
 Issued on : \_\_\_\_\_ Issued by : \_\_\_\_\_

**To: Acting Director**

Administration & HR Department,  
 ICMAP Head Office, Karachi.

Sr. #	Specifications:	Qty. in No.	Amount in PRs.	Total Amount In PRs.
02	<b><u>Procurement of Server Rack with Power Distribution Unit:</u></b> Imported 42u 800 x 1000 rack. The racks is four sides open with front & back mesh door with built-in digital thermostat in front door. Rack is fabricated from sheet metal with pillars of 16 gauges and base of 16 gauges. The rack is sand blasted, zinc oxide and then powdered coated with Power Distribution unit and Digital Temperature & Humidity Sensor.			
	G.S.T			
	Total Amount in PRs.			
03	<b><u>Sky Control Data Centre Environmental Monitoring Solution:</u></b> Main Controller Model No VT8101 with GSM Module and 04 basic Sensor, VT500, VT510, VT560, VT570 along with Installation & Testing. Aten LCD Console Drawer with KVM 8 port Switch.			
	G.S.T			
	Total Amount in PRs.			

**Note:**

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- Please specify your terms and conditions, if any.

**Remarks:**

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**Company's Stamp**

**Signature**