

**Section I**  
**Invitation for Bids (IFB)**

**Date: May 3, 2018**

1. National Institute of Banking and Finance (NIBAF) invited sealed bids from tax registered eligible bidders for ***“Supply & Installation of Embedded Audio Conference System”***.
2. Bidding will be conducted under National Competitive Bidding pursuant to ‘Single stage two envelope procedures’ as per **Rule 36(b)** of Public Procurement Rules 2004 (**PPR 2004**) and is open to all eligible Bidders as defined in the PPR2004 that meet the following minimum qualification/eligibility criteria:
  - i. Annual Sales Volume/Gross Turnover of at-least fifty (50) million rupees in any of last three (3) years;
  - ii. Bidder must be registered in Pakistan for at least ten (10) years;
  - iii. Bidders must be Original Equipment Manufacturer(s) (OEM) or OEM Authorized Agent/Distributor of the quoting brand for last three (3) years;
  - iv. Bidder must have documented experience of completing at least five (5) audio conference systems involving supplies, installation and support services of a comparable scale during last five (5) years at High Valued Buildings in Pakistan;
  - v. Bidder must be registered with Income Tax & Sales Tax Departments and must appear on Active Taxpayers List (ATL) of FBR;
  - vi. Bidder must not be insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization;
  - vii. Successful bidder will be required to supply the equipments/system within four (4) weeks of award of notification;
3. All bids must be accompanied by a bid security of not less than **two (2%) percent (refundable) of the bid price**, must be accompanied by Financial Proposal. Bidders will submit quotations of COMPLETE CONTRACT PACKAGE, evaluation of bid and contract award will be done accordingly.
4. The rates quoted must remain valid for a period of **ninety (90) days** after opening of bids.
5. Bidding documents containing detailed terms and conditions etc are available for the interested bidders from the address given below on submission of a written application (company letterhead) upon payment of **Rs.500/- (Non refundable)** only through bank draft/pay order in favor of NIBAF Islamabad from the office of Deputy Director (Procurement), NIBAF Islamabad during office hours after publication of IFB till closing thereof. IFB is also uploaded for display on the websites:  
<http://www.ppra.org.pk>, <http://www.sbp.org.pk> and <http://www.nibaf.gov.pk>
6. The bids, prepared in accordance with the instructions in the bidding documents, must reach at office of the undersigned on or before **Monday the May 21, 2018 at 10:30am**. Technical Proposals will be opened the same day at **11:00am** in the presence of bidders’ representatives who choose to attend. The Financial Proposal of technically qualified proposals will be opened at a later date.
7. In case of any dispute the decision of NIBAF management shall be final.

**Director (Administration)**

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