

**TENDER FORM**

**Tender # PS/08/13-14**

**PRINTING & SUPPLY OF IBA DEGREE FOLDER**

**Date of Issue** : **April 29, 2014**  
**Last Date of Submission** : **May 17, 2014 (3:00 pm)**  
**Date of Opening** : **May 17, 2014 (3:30 pm)**

**Pay Order / Demand Draft # ....., Amount :Rs.....**

**Drawn on Bank..... Dated.....**

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## **1. Introduction**

Dear Tenderer:

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to Print & Supply of IBA Degree Folder from your esteemed firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from April 29, 2014 to May 17, 2014 between 9:00 am to 3:00 pm. In case of any holiday the tender shall be opened on next working day at same place and time.

You are requested kindly to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents.

Please mention "Tender Number" at top left corner of the envelopes. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact with on 38104700 Ext. 2150

Thank you.

-sd-  
**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Printers should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from April 29, 2014 to May 17, 2014 between working 9:00 am to 3:00 pm.
- (d) The last date to submit the Tender Document in sealed envelope is May 17, 2014 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be deposited along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (f) 5% Security Deposit of total amount preferable from National Bank of Pakistan will be provided by the party before award of Work Order.
- (g) Should you need further any assistance / guidance please feel free to contact with Mr. Muhammad Hanif on the following numbers: 38104700 Ext: 2150.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.

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Stamp & Signature

## TENDER FORM

### Print & Supply of IBA Degree Folder

S. #	Description	Qty	Rate	Amount
1	<p><b>Print &amp; Supply of IBA Degree Folder</b></p> <p><b>Size :</b> 12.50 inch x 12.50 inch  <b>Material :</b> Lasani Wood (thickness 4 to 5mm approx)  Covered with Rubber Sheet (3mm)  Artificial Leather (Dark Maroon Color)  Card in 400gsm  Inner One side Crepe Cloth (off-white color) with textile printing  Inner in degree side Crepe Cloth (off-white color) without printing  <b>Spine :</b> ½ inch  <b>Front Side:</b> IBA Logo Embossing with double line water mark screen board along the edges.  <b>Back Side:</b> IBA Degree Logo Embossing  <b>Inner Corners:</b> 4 corners for degree holding with transparent sheet 80 micron thickness  <b>Color:</b> Dark Maroon  <b>Width:</b> 4-5 mm</p> <p>Sample &amp; Swatches should be attached in Tender Documents.</p> <p>(Sample is available at Purchase Office for Ready Reference)</p>	1000 units		
<b>Total</b>				
<b>17% GST</b>				
<b>Total Amount</b>				

**Grand Total Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature

### 3. Terms & Conditions of Works

The following terms of the works are agreed by the printer:

- i. **Receiving/Acceptance of Purchase/Work Order:** The vendor will sign the copy of the Purchase/Work Order as acknowledgement.
- ii. **Delivery Challan:** Printed Material must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, printer name clearly mentioned. Non-compliance with this condition renders the goods / works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- iii. **Date of Delivery / Execution:** The period of Delivery or Execution will commence from the Date of final approval of dummy by the IBA.
- iv. **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- v. **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the vendor failed to deliver within the delivery/execution period.
- vi. **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- vii. **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity upto 15% without assigning any reason and contractor will abide the instruction.
- viii. **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- ix. **Delivery of Good / Works:** All the items must be delivered to the authorized personnel of the IBA who will sign the receipt with stamp on delivery note.
- x. **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- xi. **Sub-letting:** No sub-letting in any case and form will be acceptable.
- xii. **Disclosure of Confidential Script/Material:** All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- xiii. **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- xiv. **Advance Payment:** Advance Payment subject to Bank Guarantee.

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Stamp & Signature

- xv. **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- xvi. **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- xvii. **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- xviii. **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- xix. **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- xx. **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- xxi. **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- xxii. **Validity of Bid:** Validity is for ninety (90) days.
- xxiii. **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- xxiv. **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- xxv. **Submission of Documents:** Last date for tender submission is May 17, 2014 upto 3:00 pm
- xxvi. **Opening of Tender:** Tender will be opened on May 17, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- xxvii. **Copy Rights:** (i) All rights reserved with the IBA, Karachi. No part of any article can be published, print, copy or transferred to other format without written permission of the IBA authority.
- xxviii. **Sample:** Successful bidder (the lowest responsive) must submit the sample as same as sample of IBA Degree folder within 4 days before award of Work / Purchase Order. Failing which Bid Security will be forfeited.

**NOTE:**

Sample is available at Manager Purchase & Stores Office.

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Stamp & Signature

#### **4. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s \_\_\_\_\_, the printer hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

\_\_\_\_\_  
Stamp & Signature



It is hereby certified that the terms and conditions have been read,  
agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature