

**TENDER FORM**

**Tender # PS/01/14-15**

**COMPOSING & PRINTING OF BUSINESS REVIEW**

**Date of Issue** : **August 16, 2014**  
**Last Date of Submission** : **September 4, 2014 (3:00 pm)**  
**Date of Opening** : **September 4, 2014 (3:30 pm)**

**Pay Order / Demand Draft # ....., Drawn on Bank.....**

**Amount of Rs..... Dated.....**

**C O N T E N T S**

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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 Compose & Printing of Business Review for period of three (03) years and extendable for additional one (01) year from your esteemed firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from August 16, 2014 to September 4, 2014 during 9:00 am to 3:00 pm.

The tender document should be dropped in Tender Box placed in Purchase Office between 9:00 am to 3:00 pm upto September 4, 2014 and will be opened on same date & venue at 3:30 pm in the presence of representatives who may care to attend. In case of any holiday the tender shall be opened on next working day at same place and time.

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 preferably from National Bank of Pakistan.

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

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**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) You can collect the Tender Document from the office of Manager Purchase & Store, IBA Main Campus, University Road, Karachi from August 16, 2014 to September 4, 2014 during working 9:00 am to 3:00 pm hours.
- (c) The last date of submit the Tender Document in sealed envelope in September 4, 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.
- (d) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (e) 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (f) The rate to compose & print the Business Review will be valid for THREE YEARS. Therefore, it is of utmost important to carefully quote the rate including per page basis keeping in view three years contract, extendable for additional one (01) year. The validity of contact will be effective from composing & printing of Vol 9 # 2 and extendable for additional one (01) year.
- (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.

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

3.

## TENDER FORM

### Composing & Printing of Business Review

S. #	Items	Qty	Rate Rs.	Amount Rs.
1	<p style="text-align: center;"><b><u>COMPOSING &amp; PRINTING OF BUSINESS REVIEW</u></b></p> <p><b><u>Title Cover:</u></b>            Size : 9.5 x 6.75 inch (Closed size)            Title Card : 260gsm artcard with matt lamination            Printing : 05 color            Crease : 02 crease (01 front &amp; 01 back)            Binding : Hot glue</p> <p><b><u>Pages:</u></b>            Size : 9.5 x 6.75 inch (Closed size)            Number of Pages : 200 pages (approx)            Grammage : 80 gsm offset imported paper            Printing : 01+01 color printing (180 pages)            Printing : 02+02 color printing (20 pages)            Binding : Hot glue stitch binding</p> <p><b><u>Envelope:</u></b>            Size compatible size as per final book            Grammage : 100gsm offset paper with inner gloss lamination            Printing : 02 color            Binding : Glue seal of edges 1 cm</p> <p><b><u>Packing:</u></b>            All books insert in envelope            20 books with envelope in each packet</p> <p><b><u>Off Prints:</u></b>            06 of each content            (Specimen Attached)</p>	750 Books		
<b>Total</b>				
<b>18% GST</b>				
<b>Total Amount</b>				

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

Please also quote per page rate for ready reference:  
 Rate for addition/reduction in page quantity per page Rs. \_\_\_\_\_

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

#### 4. Terms & Conditions of Works

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

- (i) **Receiving/Acceptance of Purchase/Work Order:** The printer will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Business Review 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) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Printer. However, the Printer is liable to abide and strictly adhere to the Schedule of Work and Time Line provided by the IBA.
- (vi) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (vii) **Quality Factors:** The quality of Business Review must be of prime quality. Raw material e.g. papers, cards, threads, pins, glues & ancillary article must be of high quality. Printing must be of crystal clear / sharp image(s) with high finish cutting.
- (viii) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (ix) **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.
- (x) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.
- (xi) **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.
- (xii) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xiii) **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.

Stamp & Signature

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- (xiv) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xv) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xvi) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xvii) **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.
- (xviii) **Bid Security:** 5% Bid Security should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xix) **Security Deposit:** 5% Security Deposit of total amount will be provided by the party before award of Work Order.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope and will be valid upto THREE YEARS effective from Vol 9 # 2. It maybe extended for additional one (01) year with mutual consent.
- (xxii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO/Ordinance/Notification.
- (xxiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xxv) **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.
- (xxvi) **Tender Document:** Tender Document available at the Office of Manager Purchase & Store, IBA Main Campus, University Road, Karachi.
- (xxvii) **Submission of Documents:** Last date for tender submission is September 4, 2014 upto 3:00 pm
- (xxviii) **Opening of Tender:** Tender will be opened on September 4, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxix) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxx) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxi) **Rights:** All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority. Films / Plates and other related printing item should deposit to Purchase Office.

- (xxxii) **Indemnity:** The 'Printer' in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all / any damage(s), cost(s) and expenses caused to or incurred as a result of any damage in the title of 'IBA' or any fault, neglect, misbehavior or / and quality of printing items and payment(s) by 'Printer' which disturbs or damage the reputation, quality or the standard of the printing material provided by 'Printer' and any person claiming through the 'IBA'.
- (xxxiii) **Validity of Rate:** The rate, per page basis, will be valid for THREE YEARS and applicable as & when require to print the Business Review effective from Vol 9 # 2. However, fluctuation in government taxes would be levied as per SRO/Ordinance/Notification.
- (xxxiv) **Contract Period:** The contract may be valid for three (03) years and extendable for additional one (01) year with mutual consent. The validity of the contract will be effective from composing & printing of Vol 9 # 2.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

**5. 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.

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



- (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.

**Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

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



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Date: August 9, 2014

**NOTIFICATION**

The competent authority is pleased to constitute following committee for upcoming tender "Composing & Printing of Business Review". Tender Number: PS/01/14-15.

1. Mr. Syed Jehanzeb (Project Accountant, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi External Member (HEJ, Karachi University)
- 4.
- 5.

TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with IBA Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards

For or on behalf of  
IBA, Karachi