



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

TENDER NOTICE
Tender # MISC/07/14-15
Provide & Supply of Gold Medals & Shields

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from manufacturers / firms / companies / distributors registered with Sales Tax and Income Tax departments to provide and supply gold medals & shields. The Tender Document is based on "Single Stage One Envelope" procedure.

Tender Forms which includes full details of items and other terms & conditions are available at the **Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi** from October 9, 2014 to October 28, 2014 between 9:00 am to 3:00 pm. The cost of the Tender Forms i.e. Rs. 500/- (Rupees Five Hundred Only) shall be deposited in United Bank Ltd, Karachi University Campus Branch in Account # A/c # 003-0002-5.

Tender Document should be dropped in Tender Box placed in Purchase Office between 9:00 am to 3:00 pm upto October 28, 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 / received on next working day at same place and time. Kindly submit 5% Bid Security of total cost in form of Pay Order or Demand Draft in favor of Institute of Business Administration, Karachi along with the Tender Documents.

Kindly mention "Tender Number" at top left corner of the envelope. 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.

Please contact Manager Purchase & Stores on 38104700 ext: 2151 for any information and query.

REGISTRAR

IBA, Main Campus, Univeristy Road, Karachi 75270

111-422-422 Fax (92-21) 99261508

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Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Date: October 4, 2014

NOTIFICATION

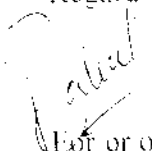
The competent authority is pleased to constitute following committee for upcoming tender "Provide & Supply of Gold Medals & Shields". Tender Number: MISC/07/14-15.

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

FORs 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

*Tender Fee: Rs.500/-
(Non-Refundable)*

TENDER FORM

Tender # MISC/07/2014-15

PROVIDE & SUPPLY OF GOLD MEDALS & SHIELDS

Date of Issue : **October 9 2014**

Last Date of Submission : **October 28, 2014 (3:00 pm)**

Date of Opening of Tender : **October 28, 2014 (3:30 pm)**

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

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

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1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on October 9, 2014 to "Provide, & Supply of Gold Medals & Shields".

Tender Forms are available at the Office of Manager Purchase & Stores from October 9, 2014 to October 28, 2014 between 9:00 am to 3:00 pm.

The tender document should be submitted at Purchase Office between 9:00 am to 3:00 pm upto October 9, 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.

Please contact Manager Purchase & Stores on 38104700 ext: 2151 for any information and query.

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturer/supplier/distributor 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 October 9, 2014 to October 28, 2014 during working 9:00 am to 3:00pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 28, 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 submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (f) Successful bidder should provide 5% Performance Security of total amount before award of Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Kindly mentioned " Tender Number" at top left corner of the envelope.

Stamp & Signature

3.

TENDER FORM**4. Provide & Supply of Gold Medals & Shields**

S. #	Description	Qty	Rate Rs.	Amount Rs.
01	<u>Gold Medals:</u> Size: 2" dia Made on die cast metal / ferrous with 20 carat gold plating. Ribbon (maroon double knit 1" width 3' length) with maroon velvet Box (Including I. A. Mukhtar Gold Medal)	07 units		
02	<u>Shields for Best Researcher & Best Faculty (Round):</u> Size: 8" dia (Green Background) Shesham wood back with laminated Brass Plate of Crimson color water texture with velvet box. Inscription will be according to the text.	04 units		
03	<u>Shields Students (Round):</u> Size: 8" dia (Maroon Background) Shesham wood back with laminated Brass Plate of Crimson color water texture with velvet box. Inscription will be according to the text.	26 units		
03	<u>Shields Employees (Elongated):</u> Size: 12" Shesham wood back with Steel Plate & velvet Box. Inscription will be according to the text.	20 units		
Total				
17% GST				
Total Amount				

Total Amount Rupees (in words) _____

Stamp & Signature

5. Terms & Conditions

The following terms of the purchase are agreed by the manufacturer/supplier/distributor:

- (i) **Receiving/Acceptance of Purchase Order:** The manufacturers / distributor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer 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) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the manufacturer/supplier/distributor failed to deliver within the delivery/execution period.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **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.
- (vii) **Condition of Goods:** All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the IBA and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **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.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Bid Security:** 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
- (xv) **Performance Security:** 5% Performance Security should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi before award of work order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xvii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

Stamp & Signature

- (xviii) **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 manufacturer/supplier/distributor for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xix) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xx) **Company Profile:** Company Profile be attached with this document.
- (xxi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (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. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (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 October 28, 2014 upto 3:00 pm.
- (xxvi) **Opening of Tender:** Tender will be opened on October 28, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **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.
- (xxviii) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Purchase Order will be levied accordingly.
- (xxix) **Experience:** At least 5 plus years experience required for this tender
- (xxx) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

Note:

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

Stamp & Signature

6. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturer / supplier / distributor 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 manufacturer/supplier/distributor 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 manufacturer/supplier/distributor 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, manufacturer/supplier/distributor 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.

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 _____

SIGNATURE & STAMP

Stamp & Signature