



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Ref. # IBA-MC/PD/SS/217/0046/2016-17

November 11, 2016

Manager (Enforcement-II)
Govt. of Sindh
Sindh Public Procurement Regulatory Authority
Block-8, Sindh Secretariat No. 4-A
Court Road
Karachi.

Subject : Submission of Bid Evaluation Reports & Other Related Documents


Please find following Documents to be floated on SPPRA website.

1. Tender # MISC/02/16-17

Caption: Decoration & Catering Services for Convocation-2016

- a. Original Bid Evaluation Report
- b. Original Comparative Statement
- c. Minutes of Bid Opening Meeting
- d. Bidder's Qualification Report / Technical Evaluation Report /
Evaluation Criteria
- e. Attendance Sheet

Submitted, please


Muhammad Hanif
Purchase Executive

2005
11-11-16

Bid Evaluation Report

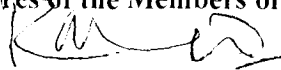
1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: MISC/02/16-17
3. Tender Description/Name of work/item: Decoration & Catering Services for Convocation 2016
4. Method of Procurement: Single Stage Two Envelope
5. Tender Published: Newspaper "Dawn", "Jang" & "Daily Waka" on October 22, 2016 SPPRA Serial #30229
Print & Electronic Media (SPPRA ID No. & News papers names with dates)
6. Total Bid documents Sold: 10 companies have collected Tender Documents
7. Total Bids Received: 05 companies
8. Technical Bid Opening date: (if applicable) November 7, 2016 (Provide details in separate form)
9. No. of Bid technically qualified (if applicable): 02 Bids Technically qualified
10. Bid(s) Rejected: 03 Bids, M/s Mubarak Services, M/s Manzoor Sons & M/s Amir Rajput
11. Financial Bid Opening date: November 9, 2016

12. Bid Evaluation Report:

<i>S No</i>	<i>Name of Firm or Bidder</i>	<i>Cost offered by the Bidder</i>	<i>Ranking in terms of cost</i>	<i>Comparison with Estimated cost</i>	<i>Reasons for acceptance/rejection</i>	<i>Remarks</i>
0	1	2	3	4	5	6
1.	M/s Darbar Decorators	Rs.1,677,214.74	Lowest bidder	2.15 Million	Accepted due to technical qualify and quoted lowest cost / charges. Comparative Sheet Attached	Technically evaluated 89.25%
2.	M/s LaRosh Caterers	Rs.2,041,170.00	2 nd Lowest bidder			Technically evaluated 89.00%
3.	M/s Mubarak Services	Sealed Financial Envelope Returned to Technically Non-Qualified				Technically evaluated 25.75%
4.	M/s Manzoor Sons					Technically evaluated 29.00%
5.	M/s Amir Rajput					Technically evaluated 76.95%

Note : Minimum eligible percentage for technical qualification was 80%

Signatures of the Members of the Committee

Hens (Signature)
Date: 11/15/16
HLS

M/s Mubarak Services
M/s Manzoor Sons
M/s Amir Rajput

Comparative Statement
Decoration & Catering Services for Convocation-2016
Tender # MISC/02/16-17

				M/s Darbar Caterers & Decorators		M/s LaRosh Caterers & Decorators	
S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)	Rate (Rs.)	Amount (Rs.)
(a) Complete Venue Setup Including:							
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3	100,000.00	300,000.00		350,000.00
	(b) Air Condition System minimum 80ton i.e. (4 ton x 20 Floor Standing) with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground)		1	5,500.00	110,000.00	6,000.00	300,000.00
2	Presidential Chair	1	1	999.00	999.00	1,000.00	1,000.00
3	VVIP Chairs	8	1	999.00	7,992.00	1,000.00	8,000.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array decoration and with table cover and skirting)	1	1	8,000.00	8,000.00		16,000.00
5	Stage Size: 36' x 24'	1	3	5,000.00	15,000.00	10,000.00	30,000.00
6	Stage Carpet Color = Beige Color (Picture Attached) on stage	36'x24'	2	2,000.00	4,000.00	6,000.00	12,000.00
7	Two Seater Sofas (100 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	125	1	600.00	75,000.00	480.00	60,000.00
(b) Chairs (foamy back & seat)							
8	(a) With Off-White Covers	1100	1	65.00	71,500.00	50.00	55,000.00
9	(b) With Green Ribbon and Off White Covers	200	2	65.00	26,000.00	50.00	20,000.00
10	(c) With Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00		10,000.00
11	(d) With Blue Ribbon and Off White Covers	450	2	65.00	58,500.00		45,000.00
12	Pedestal Fans (Good Quality & Soundless)	100	1	200.00	20,000.00	500.00	50,000.00
13	Center Tables with cover	45	1	150.00	6,750.00		15,000.00
14	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) Picture attached. Red runners in walk ways where required.	1	1	40,000.00	40,000.00		70,000.00
Sub Total (a & b)					750,241.00		1,042,000.00
(c) Lighting & Luminaries:							
15	Lighting in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1	1	75,000.00	75,000.00		75,000.00
16	Lighting in behind Tabba Block for Group Photo session.	1	1	10,000.00	10,000.00		15,000.00
17	Lighting in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1	1	20,000.00	20,000.00		105,000.00
Sub Total (c)					105,000.00		195,000.00
(d) Refreshment setup: (including crockery & cutlery)							
18	a) VVIP guests enclosure (round table set-up)	100	1	180.00	18,000.00	150.00	15,000.00
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	160.00	64,000.00	120.00	48,000.00
20	c) Students / Parents enclosure (buffet set-up)	1500	1	160.00	208,000.00	120.00	156,000.00
21	Tea / Coffee Dispenser	10	1	200.00	2,000.00	150.00	1,500.00
Sub Total (d)					292,000.00		220,500.00
(e) Refreshment Menu:							
1	Fruit Cake (renowned and famous operating bakery of Karachi)	1800	1	30.00	54,000.00	25.00	45,000.00
2	Aaloo Samosa	1800	1	30.00	54,000.00	30.00	54,000.00
3	Spring Roll (small)	1800	1	40.00	72,000.00	50.00	90,000.00
4	Hot Gulab Jamun	1800	1	30.00	54,000.00	30.00	54,000.00
5	Tea	1800	1	25.00	45,000.00	25.00	45,000.00
6	Coffee	1800	1	25.00	45,000.00	25.00	45,000.00
Sub Total (e)					324,000.00		333,000.00
Total (a & b) + (c) + (d) + (e)					1,471,241.00		1,790,500.00
SST					205,973.74		250,670.00
Grand Total Amount					1,677,214.74		2,041,170.00

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Mr. Farooq Iqbal
 Assistant Reception
 I.S.S.A

Mr. Farooq Iqbal
 Assistant Reception
 I.S.S.A

Muhammad Hanif / Executive I (Purchase) @ Main Campus

To: Secretary Procurement Committee @ IBA
Subject: SPPRA - Minutes of Bid Opening Meeting

From: Secretary Procurement Committee @ IBA
Sent: Thursday, November 10, 2016 5:18 PM
To: Muhammad Sohail Khan / Manager Purchase and Stores @ IBA
Cc: Procurement-Committee; Jami Moiz / Assistant Professor Dept of Marketing & Center for Entrepreneurial Development-CED @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA
Subject: Item 9: Approval for Decoration & Catering Services-2016

Item 9: Approval for "Decoration & Catering Services for Convocation-2016"

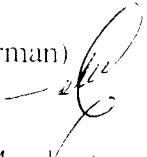
Discussion: Purchase Executive briefed the committee about the tender proceedings for Decoration & Catering Services for Convocation-2016. In this tender, five bidders submitted proposal, out of which two bidders fulfilled the technical criteria, hence their financial bids were opened. The committee reviewed the comparative statement and TEC minutes.

Decision: The committee approved to avail the services of Decoration & Catering Services for Convocation-2016 to M/s Darbar Caterers & Decorators at the total cost of Rs.1,677,214.74 (including SST) being the technically qualified and lowest evaluated bidder, subject to the availability of budget.

Sr#	Name	Range	Total Amount (Inclusive of all taxes)
01	M. Darbar Caterers	8000	RS.1,677,214.74
02	M/s Darbar Caterers	8000	RS. 2,041,770.96
03	M. Asad Raza	8000	
04	M/s Mubarak Service	8000	Selected Financials & receipts returned to technically disqualified
05	M. Manzoor Sadiq	8000	

Action: Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

Attendance:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member) 
3. Asjad Asad (Member)
4. Haris Quershi (External Member)
5. Ahmed Ali Khan (External Member)
6. Mustaque Ahmed (Member)
7. Syed M. Rizwan Rizvi (Member)
8. Muhammad Hanif (Secretary)

Muhammad Hanif,
Secretary Procurement Committee



BIDDERS QUALIFICATION REPORT

NIT No: MISC/02/16-17
Description of Work: Decoration & Catering Services for Convocation-2016

Method & Procedure of procurement: Open Competitive Bidding
Single Stage Two Envelope

S. No	Eligibility Criteria	M/s Darbar Decorators & Caterers	M/s LaRosh Caterers	M/s Mubarak Services	M/s Manzoor Sons	M/s Amir Rajput
1	Years in Business	Yes	Yes	No	Yes	Yes
2	No. of Convocation of at least 1000 persons	Yes	Yes	No	Yes	Yes
3	Experience in Catering	Yes	Yes	Yes	Yes	Yes
4	Corporate Clientele List	Yes	Yes	Yes	No	Yes
5	Firm/Company own the Facilities	Yes	Yes	Yes	Yes	Yes
6	Experience with IBA	Yes	Yes	No	Yes	No
7	Experience in Corporate Event Management	Yes	Yes	Yes	Yes	Yes
8	Qualified / Disqualified	Qualified	Qualified	Disqualified	Disqualified	Disqualified
8	Annual Revenue	Yes	Yes	Yes	No	No

Recommendations:

- 1 Participated firms are declared as substantially qualified bidders by the Tender opening committee as meet with minimum qualification / eligibility criteria.
- 2 The technically qualified bidders are (1) M/s Darbar Decorators & Caterers and (2) M/s LaRosh Caterers
- 3 Recommended to award the whole event work to the technically qualified lowest evaluated bidder to M/s Darbar Decorators & Caterers at Rs. 1,677,214.74

[Handwritten signature]
 Director
 IBA
 Karachi

[Handwritten signature]
 Dr. Anwar Khan
 Director
 IBA

[Handwritten signature]
 M/s Darbar
 Decorators & Caterers
 M/S

AGRICULTURE DEPARTMENT, M. A. N.

11. NUMBER: M/186/02/16/17

DEPARTMENT OF AGRICULTURE SERVICES FOR GOVERNMENT-2016

Name of Participant	M. S. ERSHAD, CHIEF	M. S. MAHMOUD, SIBS	M. S. AMIR, RAJIBU	M. S. DABBAR, DEPT. OF AGRICULTURE
Name of Employer	Name of Employer	Name of Employer	Name of Employer	Name of Employer
Address	Address	Address	Address	Address

Institute of Business Administration, Karachi
Financial Proposal Opening
November 9, 2016
at 10:00am

Statement of Tender for: **Decoration & Catering Services for Convocation-2016** Tender # **MISC/02/2016-17**

S. #	Company Name	Tender Amount in Figures / in Words	Conditions, if any	Bid Security Pay Order No. / Amount & Date	Contractors / Representative Signature	Remarks
1	M/S. Durrani & Sons - Sd/-	Rs 16,71,215/-		17-202012-1652 Rs 125,000/- Nov 7, 2016		
2	M/S. Ghani & Sons - Sd/-	Rs 25,41,119/-		22-202012-1652 Rs 125,000/- Nov 7, 2016		

M. SOHAIL KHAN
 Manager Purchase & Stores
 Institute of Business Administration
 Karachi-Pakistan

Hafiz Ahmed
 Executive Officer

Contractual
 Purchase Executive

Institute of Business Administration, Karachi
Decoration & Catering Services for Convocation-2016
Tender # MISC/02/16-17
Technical Proposal Opening Date November 7, 2016
at 3:30pm

S. #	Company Name	Bid Security	Technical Proposal Envelope	Financial Proposal Envelope	Signature of Representative	Remarks
1	M/S. Mansoor Khan	Rs. 100,000/-	Present	Present	A. P. S. Khan	
2	M/S. Al-Farooq	Rs. 100,000/-	Present	Present	[Signature]	
3	M/S. Al-Farooq	Rs. 100,000/-	Present	Present	[Signature]	
4	M/S. Al-Farooq	Rs. 100,000/-	Present	Present	[Signature]	
5	M/S. Al-Farooq	Rs. 100,000/-	Present	Present	[Signature]	

SOHAIL KHAN
 Manager Purchase & Stores
 Institute of Business Administration
 Karachi-Pakistan

[Signature]
 [Signature]
 [Signature]
 [Signature]

Ref. # IBA-MC/PD/Misc/217/0071/2016-17

December 05, 2016

Manager (Enforcement-II)
Govt. of Sindh
Sindh Public Procurement Regulatory Authority
Block-8, Sindh Secretariat No. 4-A
Court Road
Karachi.

Subject : Submission of Letter of Award & Contract Evaluation Form

Please find following Documents to be floated on SPPRA website.

1. Tender # MISC/02/16-17

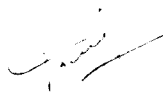
Caption: Decoration & Catering Services for Convocation-2016

SPPRA Serial # 30229

Report ID # 2261/2016

- a. Contract Evaluation Form duly Signed
- b. Letter of Award / Work Order
- c. Form of Contract / Agreement
- d. Bill of Quantities / Schedule of Requirements

Submitted, please


Muhammad Hanif
Purchase Executive

2463
05-12-16

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. Institute of Business Administration, Karachi
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Local Govt
- 3) TITLE OF CONTRACT Services
- 4) TENDER NUMBER MISC/02/16-17
- 5) BRIEF DESCRIPTION OF CONTRACT Decoration & Catering Services for Convocation-2016
- 6) FORUM THAT APPROVED THE SCHEME Procurement Committee
- 7) TENDER ESTIMATED VALUE Rs.2.15 Million
- 8) ENGINEER'S ESTIMATE NA
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 1 Month
- 10) TENDER OPENED ON (DATE & TIME) November 07, 2016 (3:30 pm)
- 11) NUMBER OF TENDER DOCUMENTS SOLD FIVE
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED THREE
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS TWO
- 14) BID EVALUATION REPORT Copy Enclosed
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s Darbar Decorators
- 16) CONTRACT AWARD PRICE Rs.1,667,214.74
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). M/s Darbar Decorators
M/s LaRosh Caterers
M/s Manzoor Sons
M/s Mubarak Services
M/s Amir Rajput

18) METHOD OF PROCUREMENT USED :- (Tick one)

- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE Domestic/ Local
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE Domestic
- c) TWO STAGE BIDDING PROCEDURE
- d) TWO STAGE - TWO ENVELOPE BIDDING PROCEDURE

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS.

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT Procurement Committee

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

Yes	November 23, 2016 and SPPRA ID # 2261/2016
No	

ii) News Papers
(If yes, give names of newspapers and dates)

Yes	Saturday, October 22, 2016 Dawn (English), Jang (Urdu) & Daily Waka (Sindhi)
No	

22) NATURE OF CONTRACT

Domestic Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF
CONTRACT?
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

Yes	
No	<input checked="" type="checkbox"/>

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

Yes	
No	<input checked="" type="checkbox"/>

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

Yes	
No	<input checked="" type="checkbox"/>

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

Yes	
No	<input checked="" type="checkbox"/>

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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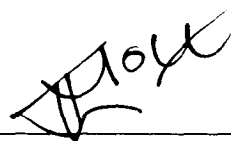
37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

Yes	
No	<input checked="" type="checkbox"/>

Signature & Official Stamp of
Authorized Officer



JAMI MOIZ
REGISTRAR

Institute of Business Administration
Karachi, Pakistan

FOR OFFICE USE ONLY

SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi

Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Print

Save

Reset



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

List of Buyers

Tender # MISC/02/16-17

Caption: Decoration and Catering Services for Convocation-2016

Number of Tender Documents Sold: 10

S #	List of Buyers
01	M/s Manzoor Sons
02	M/s Master Management
03	M/s Darbar Decorators
04	M/s Tehwar Event
05	M/s Larosh Caterers
06	M/s Haji Tent House
07	M/s Hanif Rajput
08	M/s Mubarak Services
09	M/s Oasis Events
10	M/s Amir Rajput

Bid Evaluation Report


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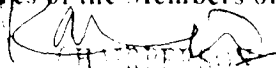
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5.	M/s Amir Rajput					Technically evaluated 76.95%

Note : Minimum eligible percentage for technical qualification was 80%

Signatures of the Members of the Committee


 MEMBER
 CENTRAL INSTITUTE
 COMMITTEE
 EVALUATION


 MEMBER
 CENTRAL INSTITUTE
 COMMITTEE
 EVALUATION



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

WORK ORDER

To : M/s Darbar Caterers & Decorators
 Order No : IBA-MC/PD/Misc/208/0028/2016-17
 Nature of Work : Rental Services of Catering & Decoration, Convocation-2016
 Complete Venue Setup & Refreshment / Hi-Tea
 arrangement on Convocation Day
 Date of Issue : December 02, 2016
 Date of Completion : December 02, 2016 (venue should be ready and handover to
 admin department on night of December 02, 2016 at 11:00pm)
 Date of Event : December 03, 2016
 Place of Event/Delivery : IBA, Main Campus
 Total Amount : **Rs. 1,677,214.74 (Including Tax)**
**(Rupees One Million Six Hundred Seventy Seven Thousand Two
 Hundred Fourteen & Paise Seventy Four Only)**

S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
(a) Complete Venue Setup Including:					
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground) Size: 48600 sq.ft (approx.)	1	3	100,000.00	300,000.00
	(b) Air Condition System minimum 80ton i.e. (4 ton x 20 Floor Standing) with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation 48600 sq.ft covered area Complementary Two Mobile Chiller will be provided		1	5,500.00	110,000.00
2	Presidential Chair	1	1	999.00	999.00
3	VVIP Chairs	8	1	999.00	7,992.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	8,000.00	8,000.00
5	Stage Size: 36' x 24'	1	3	5,000.00	15,000.00
6	Stage Carpet Color = Beige Color (Picture Attached) on stage	36'x24'	2	2,000.00	4,000.00
7	Two Seater Sofas (100 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	125	1	600.00	75,000.00

(b) Chairs (foamy back & seat)					
8	(a) With Off -White Covers	1100	1	65.00	71,500.00
9	(b) With Green Ribbon and Off White Covers	200	2	65.00	26,000.00
10	(c) With Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00
11	(d) With Blue Ribbon and Off White Covers	450	2	65.00	58,500.00
12	Pedestal Louver Fans (Good Quality & Soundless)	100	1	200.00	20,000.00
13	Center Tables with cover	45	1	150.00	6,750.00
14	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1	1	40,000.00	40,000.00
Sub Total (a & b)				750,241.00	
(c) Lighting & Luminaries:					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1	1	75,000.00	75,000.00
16	Lightning in behind Tabba Block for Group Photo session.	1	1	10,000.00	10,000.00
17	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1	1	20,000.00	20,000.00
	Spot lighting at Fouji Foundation Building, Adamjee Building, Auditorium and Library	1	1		
Sub Total (c)				105,000.00	
(d) Refreshment setup: (Main Lawn)					
18	a) VVIP guests enclosure (round table set-up) including crockery & cutlery	100	1	180.00	18,000.00
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	160.00	64,000.00
20	c) Students / Parents enclosure (buffet set-up)	1300	1	160.00	208,000.00
21	Tea / Coffee Dispenser	10	1	200.00	2,000.00
Sub Total (d)				292,000.00	
(e) Refreshment Menu:					
1	Fruit Cake (renowned and famous operating bakery of Karachi)	1800	1	30.00	54,000.00
2	Aaloo Samosa	1800	1	30.00	54,000.00

59

3	Spring Roll (small)	1800	1	40.00	72,000.00
4	Hot Gulab Jamun	1800	1	30.00	54,000.00
5	Tea	1800	1	25.00	45,000.00
6	Coffee	1800	1	25.00	45,000.00
Sub Total (e)					324,000.00
Total (a & b) + (c) + (d) + (e)					1,471,241.00
SST					205,973.74
Grand Total Amount					1,677,214.74

TERMS & CONDITIONS

1. Competent authorities reserve the right to reject or accept any quotation / tender according to SPPRA rules & regulations.
2. Material of this order is subject to final inspection at the time of delivery.
3. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
5. General Sales Tax will be paid on applicable items only.
6. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate / item cost is final and no change what so ever will be accepted.
8. Government tax(es), levi(es) and charges(s) will be charged at actual as per SRO.
9. Advance Payment subject to Bank Guarantee of nationalized Bank preferably National Bank of Pakistan.
10. No increase in the value of above mentioned items will be accepted on account of either unit price, total price and any and all other charges of supply and or any other head of account shall be allowed. However, Govt. Taxes, duties and levies will be charged/deducted as per SRO.
11. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract..
12. Physical inspection will be carried out by IBA authority.
13. 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.
14. Invoice / bill should be submitted to Finance Department along with Work Order, Delivery Challan and satisfactory note.
15. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
16. Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
17. No sub-letting in any case and form will be acceptable.

NOTE

- Round table setup for 08 persons each table.
- Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
- Kanats will be erected according to the need and requirement.

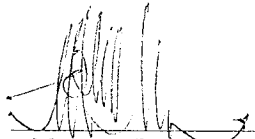
- Marque / Wall panels / Kanat / Pole Cover should be of mono color preferably beige color.
- IBA will penalize 25% of the item value on substandard delivery of following items/services;

S. No	Description
1	<u>Marquee Setup</u>
	i No Patches
	ii No Holes
	iii Stage
	iv Chairs
	v Sofa
	vi Carpet
	vii Not DE colored
2	<u>Crockery & Cutlery</u>
	i Clean
	ii Without Cracks
	iii Quantity
3	<u>Food</u>
	i Quality
	ii Quantity
	iii Freshness
4	<u>Services Staff</u>
	i Uniform
	ii Support Bearers
	iii Minimum Fifteen supporting staff

<u>Air Condition, Pedestal Fans & Luminaries</u>	
5	i All ACs & pedestal fans should be on optimum performance.
	ii Luminaries well illuminated.

IMPORTANT

1. Complete setup in all respect i.e., decoration, electrification, luminaries, sheds, seating arrangement crockery / cutlery and allied make-up will be provided as per Work Order descriptions.
2. All edible items will be property of the IBA.
3. Endorsement of deliveries will be made by Manager Purchase & Stores.
4. Sufficient numbers of well dressed butlers for service are required according to numbers of guests to serve the refreshment. M/s Darbar Caterers & Decorators must ensure smooth and upto mark services without any deficiency and mishaps.
5. Complete set up must be ready by 11:00 pm, December 02, 2016.
6. Well dressed butlers for service are required according to numbers of guests to serve the refreshment.
7. Crockery, cutlery and water items should be of high quality.
8. Electricity will be available in main lines at IBA, premises. It will be the responsibility of decorator/service provider to provide wire/cable and extend upto the connection points as and where required through their own cable/wire.
9. All the decoration, catering and luminaries / electrical items must be removed by the service provider after conclusion of the event upto December 04, 2016 by 4:00pm which ever occurred later. Penalty of Rs. 1000/- per day will be imposed if any items found present at IBA premises on December 5, 2016 onwards.
10. Dumping of goods / items is prohibited.

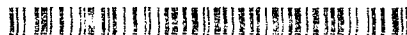


 Manager Purchase & Stores

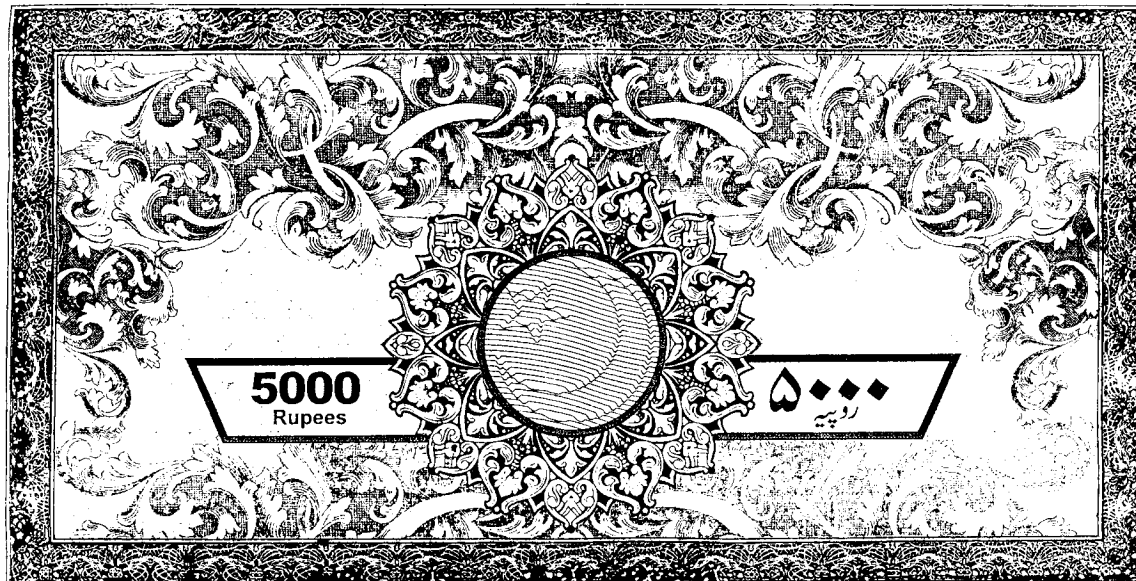
 2/12/16

 Registrar

- Dec 02/16



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STAMP OFFICE CITY COURT, KARACHI AGREEMENT

(FOR THE PARTIES ONLY)

Issued to Kasim Hussain
CNIC No. 72807-0257777
Vide D.S.R. No. 16-11-16 Dt. 16-11-16 THIS AGREEMENT is executed at KARACHI, on this day December 02, 2016.
On behalf of challan No. 67 Dt. 16-11-16 BETWEEN
for the purpose of S.D.

Entry No. 19 M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s Darbar Caterers & Decorators, having its office at Jamshed Road # 1, Near Binori Town Masjid, Karachi hereinafter referred to as "THE SERVICE PROVIDER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. Junaid ur Rehman, holding CNIC No. 42101-5674678 on the SECOND PART.

WHEREAS "IBA" intends to obtain Decoration & Catering Services for Convocation-2016 vide Tender # MISC/02/16-17.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"IBA" hereby offer to appoint M/s Darbar Caterers & Decorators as their official Services Provider for the specific purpose of "Decoration & Catering Services for Convocation-2016" in respect of the same with "IBA" before the determination of scope of services on suitable scale with any/all other relevant details as suggested & advised for Decoration & Catering Services for Convocation-2016. "THE SERVICE PROVIDER" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.

Article I:
DUTIES & SCOPE OF WORK & AGREEMENT

**Darbar
Caterers & Decorators
Proprietor**

200
Rupees

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SIR ALI STAMP VENDOR
99, Skandar Gollh Sch, 33, Karachi.

34053

24 NOV 2016 SHAB ALAM KBA-2396

THIS ADDRESS
IS FOR USE IN
CASE OF
DISPUTE
OR SIGNATURE

- 1.1 "THE SERVICE PROVIDER" agrees to provide any/all kind of decoration & catering services to "IBA" whenever and wherever required as per the terms & conditions of this Agreement.
- 1.2 "THE SERVICE PROVIDER" will coordinate their work with Manager Purchase & Stores, of the "IBA" who will assist "THE SERVICE PROVIDER" in supervision of proposed service(s)/work(s).
- 1.3 "THE SERVICE PROVIDER" is bound to provide items according to the terms & conditions vide Tender # MISC/02/16-17.
- 1.4 "THE SERVICE PROVIDER" will contact / coordinate with Special Branch Police, Govt of Sindh to obtain clearance for its staff / manpower and vehicle as and when required.
- 1.5 "THE SERVICE PROVIDER" will ensure to obtain clearance & certificate form the concerned quarters of the government for quality of food & edible items to be served in Convocation-2016.
- 1.6 The scope of work and services may varies and service provider will provide the same in accordance to the Variation Order.

Article II
SCOPE OF PROFESSIONAL SERVICES:

- 2.1 THE SERVICE PROVIDER" hereby agree and acknowledge for the periodic supervision of the services and to check the execution of services in accordance with the Description & Specification vide Tender # MISC/02/16-17.
- 2.2 "THE SERVICE PROVIDER" hereby agree and acknowledge the acceptance of attending the meetings with the Manager Purchase & Stores "IBA" as & when required.

Article III
MANPOWER REQUIREMENT

- 3.1 THE SERVICE PROVIDER shall wherever and whenever or permits/applicable/suitable will deploy/detail/depute manpower for convocation subject to the clearance from the Special Branch Police, Govt of Sindh.

Darbar
Caterers & Decorators
Proprietor

200
Rupees

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MR ALI STAMP VENDOR

9, Sikandar Goth Sch. 33, Karachi,

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34049

Article IV
REMUNERATION

RUPEES TWO HUNDRED ONLY

24 NOV 2016

SHAB ALAM

ADVOCATE

KBA-2399

PH ADDRESS

M ADDRESS

1 FOR USED DIVORCE DEED

FOR SIGN (ATTESTED)

RELiquidity..damages

The cost of the Service Provider is Rs. 1,677,214.74 (inclusive of all taxes) for Decoration Services for Convocation-2016 but limited to in tender vide # MISC/02/16/17 variation may occurred.

Liquidity..damages 10% of the total amount will be imposed for which the M/s Darbar Caterers & Decorators failed to deliver as per standard or in accordance to the entitlement / authorization.

- 4.3 Payment will be made after submission of invoice. Advance Payment subject to Bank Guarantee.
- 4.4 Performance Security 5% of total amount should be submitted in shape Pay Order before signing of Contract Agreement.
- 4.5 All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination.
- 4.6 Stamp duty 0.35% for Services against total annual value of Work will be levied accordingly.
- 4.7 IBA will penalize 25% of the item value on substandard delivery of following items/services;

**Darbar
Caterers & Decorators
Proprietor**

200
Rupees

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SIR ALI STAMP VENDOR

99, Sikandar Goth Sch. 33, Karachi.

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RUPEES TWO HUNDRED ONLY

S. No.	Description
1	<p>34050</p> <p>24 NOV 2016</p> <p>Marriage Setup SHAB ALAM ADVOCATE KBA-2399</p> <p>ii No Holes</p> <p>iii Stage</p> <p>iv Chairs</p> <p>v Sofa</p> <p>vi Carpet</p> <p>vii Not DE colored</p>
2	<p><u>Crockery & Cutlery</u></p> <p>i Clean</p> <p>ii Without Cracks</p> <p>iii Quantity</p>
3	<p><u>Food</u></p> <p>i Quality</p> <p>ii Quantity</p> <p>iii Freshness</p>
4	<p><u>Services Staff</u></p> <p>i Uniform</p> <p>ii Support Bearers</p> <p>iii Minimum Fifteen supporting staff</p>
5	<p><u>Air Condition, Pedestal Fans & Luminaries</u></p> <p>i All ACs & pedestal fans should be on optimum performance. Luminaries well illuminated.</p>

4.8 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

4.9 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

4.10 Charges / rentals will be same as per offered vide Tender # MISC/02/16-17.

Darbar
Caterers & Decorators
Proprietor

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Rupees

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SIR ALI STAMP VENDOR

69, Sikandar Goth Sch. 33, Karachi.
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Article V:
ARBITRATION

WUBAS 1947

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11 NOV 2019
In case of any dispute, difference or question which may at time arise between the parties hereto or **SHAB ALAM ADVOCATE KBA-2399** or either of them, touching or arising out in respect of this agreement or this subject matter thereof shall be referred to the arbitration and an Arbitrator will be appointed by mutual consent, whose decision and findings will be final and binding on both the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article VI:
TERMINATION

6.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime.

Article VII:
INDEMNITY

7.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII:
NOTICE

8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article IX:
INTEGRITY PACT

9.1 The 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).

~~Darbal
Caterers & Decorators
Proprietor~~

200
Rupees

200
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ASIR ALI STAMP VENDOR
No. 69, Sikandar Goth Sch. 33, Karachi.
P. 138

STAMPES ONLY

34052

9.24 NOV 2013
9.2 The Service Provider 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 with 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.

9.3 The Service Provider 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.

9.4 Notwithstanding any right and remedies exercised by the IBA in this regard, the Service Provider 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 Service Provider as aforesaid for the purpose of obtaining or inducing work/service or other obligation or benefit in whatsoever from the IBA.

**Article X:
MISCELLANEOUS**

10.1 Any addition & alteration(s) made in the Work Order / Contract Agreement as required which entail extra time & labor and material on part of the services, shall be charged separately/extra on 'Quantum Merit' basis before & on final services handed over to the "IBA". After FINAL WORKS if any alteration(s), arise charges will be paid on mutually agreed upon as per Variation Order.

10.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.

10.3 This agreement will be enforced and effective with immediate effect as per Work Order.

~~Darbar
Caterers & Decorators
Proprietor~~

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

[Handwritten signature]

~~Darbar~~
Caterers & Decorators
Proprietor

"IBA"

JAMI MOIZ
REGISTRAR
Institute of Business Administration
Karachi, Pakistan

M/s *Darbar Caterers & Decorators*

NAME: Jami Moiz

NAME: Mr. Junaid ur Rehman

CNIC # _____

CNIC # 42101-5674678-1

Address:

Address:

Registrar, Institute of Business

Jamshed Road # 1, Near Binori

Administration Main Campus

Town Masjid, Karachi.

University Road, Karachi

WITNESS

1. *[Handwritten signature]*

2. Muhammad Nadeem

M SOHAIL KHAN

[Handwritten signature]

Manager Purchase & Stores

CNIC # Institute of Business Administration
Karachi-Pakistan

CNIC # 42201-5160321-5

Address: _____

Address: Quarter no 9 house no D-16/2,

Mehalla Jat Line, Saddar, Karachi

3. **TENDER FORM**
Decoration & Catering Services for Convocation 2016
Set-up for 1800 Guests

S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
(a) Complete Venue Setup Including:					
1	(a) [redacted] with [redacted] to cover entire Convocation Pandal (Cricket Ground) [redacted] 60/sq.ft (approx.)	1	3	100,000/-	300,000/-
	(b) Air Condition System minimum 80ton i.e. (4 ton x 20 Floor Standing) with complete in all respect to provide cooling for control of temperature in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground)	20	1	5,500/-	110,000/-
2	Presidential Chair	1	1	999	999/-
3	VVIP Chairs	8	1	999	7992
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) [redacted] should be in [redacted] in good quality (with flower array / decoration and with table cover and skirting)	1	1	8,000	8000/-
5	Stage Size: 36' x 24'	1	3	5000	15,000/-
6	[redacted] [redacted] Edge Color (Picture Attached) on stage	36'x24'	2	2,000	4,000/-
7	[redacted] Sofas (100 for Guest & VVIP in Main Pandal & [redacted] for Refreshment area)	125	1	600	75,000/-
(b) Chairs (foamy back & seat)					
8	(a) With Off -White Covers	1100	1	65	71500/-
9	(b) With Green Ribbon and Off White Covers	200	2	65	26,000/-
10	(c) With Yellow Ribbon and Off White Covers	50	2	65	6500/-
11	(d) With Blue Ribbon and Off White Covers	450	2	65	58,500/-
12	Pedestal Fans (Good Quality & Soundless)	100	1	200	20,000/-
13	Center Tables with cover	45	1	150	6750/-

14	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1	1	40,000/-	40,000/-
Sub Total (a & b)				750,241/-	750,241/-
(c) Lighting & Luminaries:					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1	1	75,000/-	75,000/-
16	Lightning in behind Tabba Block for Group Photo session.	1	1	10,000/-	10,000/-
17	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1	1	20,000/-	20,000/-
Sub Total (c)				105,000/-	105,000/-
(d) Refreshment setup: (including crockery & cutlery)					
18	a) VVIP guests enclosure (round table set-up)	100	1	180	18,000/-
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	160	64,000/-
20	c) Students / Parents enclosure (buffet set-up)	1300	1	160	208,000/-
21	XXXXXXXXXXXXXXXXXXXX	10	1	200	2,000/-
Sub Total (d)				292,000/-	292,000/-
(e) Refreshment Menu:					
1	Fruit Cake (renowned and famous operating bakery of Karachi)	1800	1	30	54,000/-
2	Aaloo Samosa	1800	1	30	54,000/-
3	Spring Roll (small)	1800	1	40	72,000/-
4	Hot Gulab Jamun	1800	1	30	54,000/-
5	Tea	1800	1	25	45,000/-
6	Coffee	1800	1	25	45,000/-
Sub Total (e)				324,000/-	324,000/-
Total (a & b) + (c) + (d) + (e)				14,71,241	14,71,241
14% SST				205,974	205,974
Grand Total Amount				16,77,215	16,77,215

Grand Total Amount (in words) Sixteen Lacs Seventy Seven

Thousand and Fifty Five Only

Stamp & Signature

