



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Date: January 18, 2014

**NOTIFICATION**

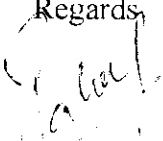
The competent authority is pleased to constitute following committee for upcoming tender "Provide & Supply of Porcelain Mugs with Fancy Paper Bags", Tender Number: MISC/17/13-14.

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

**TENDER FORM**

**Tender # MISC/17/13-14**

**Provide & Supply of Porcelain  
Mugs with Fancy Paper Bags**

**Date of Issue** : January 20, 2014  
**Last Date of Submission** : February 6, 2014 (3:00 pm)  
**Date of Opening** : February 6, 2014 (3:30 pm)

## **Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on websites of IBA & SSPRA on January 20, 2014 to provide & supply of Porcelain Mugs with Fancy Paper Bags.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to procure Porcelain Mugs from your esteemed firm / agency.

Tender Documents are available at the Office of Manager Purchase & Stores from January 20, 2014 to February 6, 2014 during 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 Earnest Money, issued in favor of the Institute of Business Administration, Karachi.

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

Thank you.

-sd-  
**Registrar**

## TENDER FORM

### Provide & Supply of Porcelain Mugs

S. #	Items	Qty.	Rate Rs.	Amount Rs.
1	<b>Provide &amp; Supply of Porcelain Mugs</b>  Height : 9 ½ cm Diameter : 8 ½ cm Handle Length : 6 ½ cm Handle Depth : 3 ½ cm Printing : IBA Logo two color Material : Porcelain High Quality in Glazed Finished Box : Impact Proof Corrugated Box with Printing of IBA logo <b>As Per Sample</b>	1000 Mugs		
2	<b>Mug Bag – As per Sample</b>  Size: 8" x 5.5" x 3" as per design Color : Off White Printing : Both side IBA logo Material : Wadding Paper (as per sample) Handle : Twill String long both sided with black eyelets hole over Art Card hase. Base: Art Card base Size : 7.5" x 2" pasted on base Binding : Hot glue Specimen: Available at Purchase Office. Material will be approved by IBA authority before making	1000 Bags		
	<b>Total</b>			
	<b>17% GST</b>			
	<b>Total Amount</b>			

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

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

### **Terms & Conditions**

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

- (i) **Receiving/Acceptance of Purchase Order:** The vendor / supplier will sign the copy of the Purchase Order as acknowledgement.
- (ii) **Place of Delivery:** As specified in the Purchase Order unless otherwise informed accordingly.
- (iii) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency/manufacturer failed to deliver within the delivery/execution period.
- (iv) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (v) **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.
- (vi) **Condition of Goods:** 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.
- (vii) **Delivery of Goods:** All the items must be delivered to the Store of the IBA who will sign the receipt with stamp on delivery note.
- (viii) **Rejection of Goods:** 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.
- (ix) **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.
- (x) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xi) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xii) **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 / manufacturer for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xiv) **Earnest Money:** 5% Earnest Money should be evaluated on higher cost and deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT preferably of National Bank of Pakistan only in the name of Institute of Business Administration, Karachi.

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

- (xv) **Security Deposit:** 5% Security Deposit of total amount preferably from National Bank of Pakistan will be provided by the party before award of Work Order.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xviii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xix) **Validity of Bid:** Validity is for ninety (90) days.
- (xx) **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.
- (xxi) **Company Profile:** Company Profile be attached with this document.
- (xxii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxiii) **Submission of Documents:** Last date for tender submission is January 20, 2014 upto 3:00 pm.
- (xxiv) **Opening of Tender:** Tender will be opened on February 6, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxv) **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.
- (xxvi) **Stamp Duty:** Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.

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

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

Address \_\_\_\_\_

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

Mobile # \_\_\_\_\_ e-mail: \_\_\_\_\_

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

## Bid Evaluation Report

1. Name of Procuring Agency: Institute of Business Administration, Karachi
2. Tender Reference No: MISC/17/13-14
3. Tender Description/Name of work/item: Provide & Supply of Porcelain Mugs with Fancy Paper Bags
4. Method of Procurement: Single Stage Single Envelope
5. Tender Published: January 20, 2014 on IBA & SPPRA web sites  
*Print & Electronic Media (SPPRA ID No. & News papers names with dates)*
6. Total Bid documents Sold; 07 vendors have collected Tender Documents
7. Total Bids Received: 03
8. Technical Bid Opening date: (if applicable) NA *(Provide details in separate form)*
9. No. of Bid technically qualified (if applicable): NA
10. Bid(s) Rejected: No
11. Financial Bid Opening date: February 6, 2014

### 12. Bid Evaluation Report:

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/rejection	Remarks
0	1	2	3	4	5	6
1.	M/s Al-Waqad Enterprises	Rs.147,420.00	Lowest bidder	Rs.150,000.00	Accepted due to quoted lowest bid	
2.	M/s Ad Solution	Rs.149,760.00	2 <sup>nd</sup> Lowest	---		
3.	M/s Ocean Traders	Rs.169,650.00	3 <sup>rd</sup> Lowest	---		

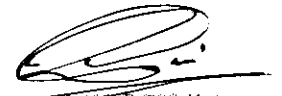
### Signatures of the Central Purchase Committee, Members



Mr. Jehangir  
Finance  
IBA, Karachi



Dr. Nasir  
Professor  
IBA, Karachi



Hafeez  
PPRA/Audit Advisor  
HEJ

**Provide & Supply of Porcelain Mugs**

**MISC/17/13-14**

**6-Feb-14**

**Annexure 'A'**

S. #	Description	Qty	Unit	M/s Al-Waqad Enterprises		M/s Ad Solution		M/s Ocean Traders	
				Rate Rs.	Amount Rs.	Rate Rs.	Amount Rs.	Rate Rs.	Amount Rs.
1	<b>Provide &amp; Supply of Porcelain Mugs</b> Height: 9 1/2 cm Diameter: 8 1/2cm Handle Length: 6 1/2 cm Handle Dept: 3 1/2 cm Printing : IBA Logo two color Material : Porcelain Hight Quality in Glazed Finished Box : Impact Proof Corrugated Box with Printing of IBA logo As per Sample	1,000	nos	104.00	104,000.00	105.00	105,000.00	130.00	130,000.00
2	<b>Mug Bag - As per Sample</b> Size: 8" x 5.5" x 3" as per design Color : Off White Printing : Both side IBA logo Material : Wadding Paper (as per sample) Handle : Twill String long both sided with black eyelets hole over Art Card base. Base: Art Card base Size : 7.5" x 2" pasted on base Binding : Hot glue Specimen: Available at Purchase Office. Material will be approved by IBA authority before making	1,000	nos	22.00	22,000.00	23.00	23,000.00	15.00	15,000.00
				Rs. 126,000.00		Rs. 128,000.00		Rs. 145,000.00	
				Rs. 21,420.00		Rs. 21,760.00		Rs. 24,650.00	
				Rs. 147,420.00		Rs. 149,760.00		Rs. 169,650.00	
<b>Total</b>									
<b>17% GST</b>									
<b>Total Amount</b>									

*Handwritten signatures and notes:*  
 Dr. Naveed, Faisalabad  
 M. Senegele, Faisalabad  
 H. I. S.  
 H. I. S.  
 H. I. S.