



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## **Tender Notice**

**Tender # PS/02/14-15**

### **Printing & Supply of Annual Report 2013-14**

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from Printers registered with Sales Tax and Income Tax departments for Printing & Supply of Annual Report 2013-14. The Tender Document is based on "Single Stage Two Envelope" procedure.

Tender Forums are available at the **Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi** on any working day from September 29, 2014 to October 20, 2014 between 9:00 am to 3:00 pm on submission of paid fee challan of Rs. 500.00 being the Tender Fee. The Tender Fee should be deposited in A/c no. 003-0002-5, United Bank Ltd, Karachi University Campus Branch.

Tender Document should be dropped in Tender Box placed at Purchase Office between 9:00 am to 3:00 pm upto October 20, 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 received / opened on next working day at same place and time.

The Financial Proposal(s) of technically qualified bidder(s) will be opened on October 28, 2014 at 11:30 am at IBA Main Campus, University Road in the presence of bidders who may care to attend. In case of any holiday, the Financial Proposal shall be opened on the next working day, at the same place and time. The minimum qualifying percent for technical qualification is 85%.

Kindly submit 5% Bid Security in form of Pay Order or Demand Draft in the name 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 feel free to contact Purchase Executive on 38104700 ext: 2150 for any information and query.

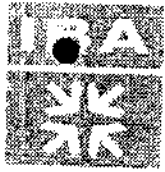
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#### **REGISTRAR**

Main Campus, University Road, Karachi 75270

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

Email [info@iba.edu.pk](mailto:info@iba.edu.pk) Website [www.iba.edu.pk](http://www.iba.edu.pk)



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Date: September 27, 2014

NOTIFICATION

The competent authority is pleased to constitute following committee for upcoming tender "Printing & Supply of Annual Report 2013-14". Tender Number: PS/02/14-15.

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

DOs of committee are:

- Facilitating and recommending approval or rejection for Purchasing Authority.
- Ensure compliance with IBA Procurement Policy and Procedures (PP&P), SPDRV rules, etc.
- Review and procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders.
- Approve preparation of bidding documents
- Approve 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
- Act as a source of advice on contract guidance and for specific cases raised by staff

Regards

For or on behalf of  
IBA, Karachi.

Tender # PS/02/14-15  
Financial Proposal

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

## **TENDER FORM**

**Tender # PS/02/14-15**

**PRINTING & SUPPLY OF ANNUAL REPORT  
2013-14**

## **FINANCIAL PROPOSAL**

**Date of Issue : September 29, 2014**  
**Last Date of Submission : October 20, 2014 (3:00 pm)**  
**Date of Technical Proposal Opening : October 20, 2014 (3:30 pm)**  
**Date of Financial Proposal Opening : October 28, 2014 (11:30 am)**

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

**Drawn on Bank..... 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 on website of IBA & SSPRA on September 29, 2014 to print & supply of Annual Report 2013-14.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to print Annual Report 2013-14 from your esteemed Printing Press.

Tender Forms are available at the Office of Manager Purchase & Stores from September 29, 2014 to October 20, 2014 during 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 20, 2014 and will be opened on same date & venue at same 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.

Financial Proposal(s) of Technically qualified firm(s) will be opened on October 28, 2014 at 11:30am.

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 with Purchase Executive on 38104700 Ext. 2150 for any information and query.

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 unanswered 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 September 29, 2014 to October 20, 2014 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 20, 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.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / 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.
- (g) Should you need further any assistance / guidance please feel free to contact with Mr. Muhammad Sohail Khan on the following numbers: 38104700 Ext: 2151.
- (h) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (i) Kindly mentioned "Tender Number" at top left corner of the envelope.

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

### 3. TENDER FORM

#### Printing & Supply of Annual Report 2013-14

S.#	Specification	Qty	Rate	Amount
01	<p><b><u>Printing of Annual Report 2013-14</u></b></p> <p><b><u>Size:</u></b> 11"x8" (closed size)</p> <p><b><u>Title card:</u></b> 310gsm matt laminated</p> <p><b><u>Printing:</u></b> 5+5 color with UV spot</p> <p><b><u>Crease:</u></b> 02 creases (01 front &amp; 01 back)</p> <p><b><u>Binding:</u></b> Hot glue stitch binding</p> <p><b><u>Pages:</u></b> 130 approx</p> <p><b><u>Grammage:</u></b> 135gsm art paper matt laminated</p> <p><b><u>Envelop:</u></b> 135 gsm art paper with printing</p>	1000 Copies and Envelopes		
<b>Total</b>				
<b>17% 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. \_\_\_\_\_  
(Exclusive of Taxes)

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

#### 4. Terms & Conditions

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 Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, 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/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the printer 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 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 who will sign the receipt with stamp on delivery note.
- (ix) **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.
- (x) **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.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xiii) **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 printer for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiv) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

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



- (xv) **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.
- (xvi) **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. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the printer.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **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.
- (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 October 20, 2014 upto 3:00 pm.
- (xxiv) **Stamp Duty:** Stamp duty 0.3% for Goods against total value of Work Order will be levied accordingly.
- (xxv) **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.
- (xxvi) **Opening of Tender:** Tender will be opened on October 20, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on October 28, 2014 at 11:30am.
- (xxviii) **Minimum Qualifying Percentage:** is 85%
- (xxix) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelope & seal of Company should be affix on opening flaps.
- (xxx) **Taxes :** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.

**NOTE:**

- a) Copy right reserved with the IBA, Karachi.
- b) Films / Plates and other related printing item should deposit to Purchase Office.
- c) Price/rate should be quoted on tender document in sealed envelope.

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

**Important Notes:**

1. Photographs scanning and printing to be of high quality.
2. Binding to be of high quality.
3. Timely Delivery.

**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.
- (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.

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

- (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:**

**Terms & Conditions & Integrity Pact are 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

Tender # PS/02/14-15  
Technical Proposal

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

## **TENDER FORM**

**Tender # PS/02/14-15**

**PRINTING & SUPPLY OF ANNUAL REPORT  
2013-14**

## **TECHNICAL PROPOSAL**

<b>Date of Issue</b>	<b>:</b>	<b>September 29, 2014</b>
<b>Last Date of Submission</b>	<b>:</b>	<b>October 20, 2014 (3:00 pm)</b>
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<b>Date of Financial Proposal Opening</b>	<b>:</b>	<b>October 28, 2014 (11:30 am)</b>

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

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2. Instructions.....Page 4

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## **1. Introduction**

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**Registrar**

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

### **3. Evaluation Criteria**

- a. Total point for Technical Proposal: 110  
b. Minimum qualifying percentage is 85%. Applicant who secured less than 85% will be categorically disqualified for further process.

#### **1. Technical Qualifications Criterion**

Each carries max. 10 marks

1- Years in business: (please tick appropriate area)

Note : Please provide supporting documents of your claims.

- i. 30 + Years: \_\_\_\_\_ 10 Marks  
ii. 20 - 39 Years: \_\_\_\_\_ 05 Marks  
iii. 10 - 19 Years: \_\_\_\_\_ 02 Marks

2- Clientele List: (please attach list) : (please tick appropriate area)

Note : Please provide supporting documents with contact numbers of your claims.

- i. 30 + Clients: \_\_\_\_\_ 10 Marks  
ii. 20 - 29 Clients: \_\_\_\_\_ 05 Marks  
iii. 10 - 19 Clients: \_\_\_\_\_ 02 Marks

3- Status of business: (please tick appropriate area)

Note : Please provide supporting documents of your claims.

- i. Limited Company: \_\_\_\_\_ 10 Marks  
ii. Partner: \_\_\_\_\_ 05 Marks  
iii. Proprietor: \_\_\_\_\_ 03 Marks

4- Storage / Warehouse Capacity:

(please tick appropriate area)

Note : Please provide supporting documents of your claims.

- i. Yes: \_\_\_\_\_ 10 Marks  
ii. No: \_\_\_\_\_ 02 Marks

Stamp & Signature



5- Dedicated Designer & Composer: *(please tick appropriate area)*

*Note : The printer is required to depute a dedicated designer & composer at IBA*

- i. Full time : \_\_\_\_\_ 10 Marks
- ii. Part Time: \_\_\_\_\_ 05 Marks
- iii. In-House: \_\_\_\_\_ 02 Marks

6- Printing Process: *(please tick appropriate area)*

*Note : Please provide supporting documents of your claims.*

- i. In house / Under One Roof: \_\_\_\_\_ 10 Marks
- ii. Partial: \_\_\_\_\_ 07 Marks
- iii. Sublet: \_\_\_\_\_ 05 Marks

7- Experience with IBA to print Annual Report (if any): *(please tick appropriate area)*

*Note : Please provide certificate of Appreciation / Recommendation of your claims.*

- i. Yes : \_\_\_\_\_ 10 Marks
- ii. No : \_\_\_\_\_ 0 Marks

8- Number of contracts/orders currently in hand: *(please tick appropriate area)*

*Note : Please provide supporting documents of your claims.*

- i. Greater than 15: \_\_\_\_\_ 10 Marks
- ii. Between 10-15: \_\_\_\_\_ 07 Marks
- iii. Less than 10: \_\_\_\_\_ 05 Marks

9- Manpower / Human Resources: *(Each Manpower carries TWO marks)* **Maximum 12 Marks**

*Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc)*

S. #	Manpower	Quantity	Marks
1	Engineer		
2	Supervisor		
3	Technician Printing		
4	Technician Machinery		
5	Technician Electrical		
6	Unskilled Worker		
<b>Total Marks</b>			

Stamp & Signature

10- Status of Machineries & Equipments:

**Maximum 18 Marks**

*(Each Machine & Equipment carries ONE marks)*

*Note : Please provide description of machine including origin, make and model of your claims.*

S. #	Machine & Equipment	Quantity	Marks
1	06 color Machine		
2	05 color Machine		
3	04 color Machine		
4	02 color Machine		
5	Paper Folder Machine		
6	Plate Making Machine		
7	Digital Numbering Machine		
8	Three knife cutting Machine		
9	Conventional Paper Cutting Machine		
10	Lamination Machine		
11	Hot Glue Binding Machine		
12	Stitching Machine		
13	Stapler Machine		
14	Pasting Machine		
15	Desktop Publishing System		
16	Designing & Composing		
17	Film Separation & Scanning		
18	Generator		
<b>Total Marks</b>			

Stamp & Signature

#### **4. Terms & Conditions**

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

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- (xxvii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on October 28, 2014 at 11:30am.
- (xxviii) **Minimum Qualifying Percentage:** is 85%
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**NOTE:**

- a) Copy right reserved with the IBA, Karachi.
- b) Films / Plates and other related printing item should deposit to Purchase Office.
- c) Price/rate should be quoted on tender document in sealed envelope.

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

**Important Notes:**

1. Photographs scanning and printing to be of high quality.
2. Binding to be of high quality.
3. Timely Delivery.

**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.
- (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.

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

- (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:**

**Terms & Conditions & Integrity Pact are 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