



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

Ref. # IBA-MC/PD/P&S/217/0100/2015-16

December 28, 2015

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

**Subject : Submission of Bidding Documents**

Please find following Documents to be floated on SPPRA website.

**1. Tender # PS/05/2015-16**

Caption: Designing, Composing, Printing & Supply of Alumni Cards

Expected cost for the required job is around / upto Rupees Two Hundred Twenty Five Thousand Only.

- a. PC Minutes of Meeting
- b. PC Notification
- c. Notification of Compliant Redressal Committee
- d. Tender Notice
- e. Bidding Documents

Submitted, please

**Muhammad Hanif**  
Purchase Executive

SPPRA INWARD DIARY  
NO: 6473  
DATED: 30-12-15

## **Muhammad Hanif / Executive I (Purchase) @ Main Campus**

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**Subject:** SPPRA - Approval for tender ad & documents for Designing, Composing, Printing & Supply of Alumni Cards

**From:** Syed Jehanzeb / Asst. Manager Finance (Projects) @ Main Campus

**Sent:** Saturday, December 26, 2015 11:37 AM

**To:** Muhammad Hanif / Executive I (Purchase) @ Main Campus; Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

**Cc:** Procurement Committee; Dr. Ishrat Husain / Dean & Director @ IBA

**Subject:** Item # 3: Approval for tender ad & documents for Designing, Composing, Printing & Supply of Alumni Cards

Item # 3: Approval for tender ad & documents for Designing, Composing, Printing & Supply of Alumni Cards

Discussion: Mr. Hanif reiterated that the clause of 'removable warranty' is valid

Decision: The committee approved the tender ad & document for Designing, Composing, Printing & Supply of Alumni Cards to be floated on IBA website.

### **Attendance:**

1. Syed Jehanzeb
2. Syed Fahim uddin
3. Haris Quershi
4. Muhammad Hanif

Syed Jehanzeb

Secretary Procurement Committee

Date: December 26, 2015

**NOTIFICATION**

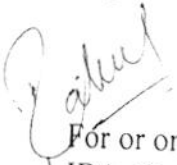
The competent authority is pleased to constitute following committee for upcoming tender "Designing, Composing, Printing & Supply of Alumni Cards". Tender Number: PS/05/15-16.

1. Syed Jehanzeb (Asst. Manager Finance, 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



Institute of  
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October 14, 2015

## NOTIFICATION

This is to inform all concerned departments that as per the requirement of the SPPRA, the Dean & Director IBA has constituted the following Complaint Redressal Committee:

Mr. Abdul Wajed Khan, Controller of Examinations	Chairman
Mr. Khurram Khalid, Manager Internal Audit	Member
Mr. Fahad Jawed, Manager Finance	Member

The purpose of this committee is to review and give its deliberations on the complaints / objections raised by the contesting vendors / contractors on IBA tenders.

Thank you

A handwritten signature in black ink, appearing to read 'Adnan Hameed', written over a horizontal line.

Adnan Hameed  
Head of HR



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## **TENDER NOTICE**

### **Tender # PS/05/15-16**

### **Designing, Composing, Printing & Supply of Alumni Cards**

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from Printers registered with Sales Tax and Income Tax departments for Designing, Composing, Printing & Supply of Alumni Cards. The Tender Documents is based on "Single Stage One Envelope" procedure.

Tender Forms which includes full details of items and other terms and conditions are available at the Office of **Manager Purchase & Stores, IBA Main Campus, University Road, Karachi** from December 28, 2015 to January 13, 2016 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 at Purchase Office between 9:00 am to 3:00 pm upto January 13, 2016 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, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

Please contact Purchase Executive on 38104700 ext: 2150 for any information and query.

#### **REGISTRAR**

IBA, Main Campus, Univeristy Road, Karachi 75270

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

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