



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

**Tender Notice**  
**Tender # PS/06/15-16**  
**Designing, Composing & Printing of Program Announcement 2016-17**

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

Tender Forms are available at the **Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi** on any working day from February 6, 2016 to February 23, 2016 between 9:00 am to 3:00 pm on submission of paid fee challan of Rs. 500.00 (non-refundable) 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 Documents should be dropped in Tender Box placed at Purchase Office between 9:00 am to 3:00 pm upto February 23, 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 received / opened on next working day at same place and time.

The Financial Proposal(s) of technically qualified bidder(s) will be opened on February 25, 2016 at 11:00 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 80%.

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. The Procuring Agency may reject any bid subject to relevant Provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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

---

**REGISTRAR**

Main Campus, Univeristy 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: May 20, 2015

**NOTIFICATION (Revised)**

The competent authority is pleased to constitute following committee for upcoming all Purchase Office tenders during the period 2015-16.

1. Mr. Syed Jehanzeb (Project Account, 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

Dr. Nasir Tauheed  
Chairman (Procurement Committee)  
IBA, Karachi



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

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'. The signature is written in a cursive style with a long horizontal stroke at the beginning.

Adnan Hameed  
Head of HR

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

---

**Subject:** RE: Item # 1 Approval for Tender Ad & Documentations of Designing, Composing printing of program announcement 2016-17

**From:** Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

**Sent:** Saturday, January 30, 2016 12:10 PM

**To:** Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA

**Cc:** Procurement Committee; Dr. Ishrat Husain / Dean & Director @ IBA; Moeid Sultan / Director Finance @ Main Campus

**Subject:** RE: Item # 1 Approval for Tender Ad & Documentations of Designing, Composing printing of program announcement 2016-17

Dear Mr. Asjad,

The cost to print Program Announcement would be around Rs.800,000.00

Kindly incorporate the same in the minutes.

Thank you,  
Sohail.

**From:** Asjad Asad Siddiqi / Manager Procurement & Customer Support @ IBA

**Sent:** Saturday, January 30, 2016 10:53 AM

**To:** Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

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

**Subject:** Re: Item # 1 Approval for Tender Ad & Documentations of Designing, Composing printing of program announcement 2016-17

Item # 01 Approval for Tender Ad & Documentations of Designing, Composing printing of program announcement 2016-17

Discussion : Manager Purchase presented the case. Mr. Haris Qureshi proposed that there should be a cap of 15% on quantity change (clause X) as per principal discussion in the meeting last week.

Manager Purchase reaffirm that 15% increase/decrease is related to repeat order. While in case of variation, the scope of work in uncertain change of work occurred depend on variation and hence relied on actual requirement of the work.

Chairman Purchase ruled that if there is no clear direction on this issue as per SPP Rules, quantity need not to be mentioned.

Decision: The Committee approved Tender Ad & Documentations of Designing, Composing printing of program announcement 2016-17

*Asjad*  
*06.2.16*

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

## **TENDER FORM**

**Tender # PS/06/15-16**

**DESIGNING, COMPOSING & PRINTING OF  
PROGRAM ANNOUNCEMENT 2016-17**

## **FINANCIAL PROPOSAL**

**Date of Issue : February 6, 2016**  
**Last Date of Submission : February 23, 2016 (3:00 pm)**  
**Date of Technical Proposal Opening : February 23, 2016 (3:30 pm)**  
**Date of Financial Proposal Opening : February 25, 2016 (11:00 am)**

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

**Drawn on Bank..... Dated.....**

# C O N T E N T S

1. Introduction.....	Page 3
2. Instructions.....	Page 4
3. Tender Form.....	Page 5
4. Bidding Data Sheet.....	Page 6
5. Terms & Conditions of Works.....	Page 7
6. Integrity Pact.....	Page 10

## **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 websites on February 6, 2016 to design, compose & print Program Announcement 2016-17.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to design, compose & print Program Announcement 2016-17 from reputable printers.

Tender Forms are available at the Office of Manager Purchase & Stores from February 6, 2016 to February 23, 2016 during 9:00 am to 3:00 pm.

It is requested to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm / agency standing.

Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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 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 February 6, 2016 to February 23, 2016 during working 9:00 am to 3:00 pm hours.
- (d) The last date of submit the Tender Document in sealed envelope in February 23, 2016 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 Pay Order 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) 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.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.
- (i) A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

---

Stamp & Signature



3. **TENDER FORM**  
**Designing, Composing & Printing of Program Announcement 2016-17**

S.#	Specification	Qty	Rate	Amount
1.	<p><b><u>Size of Document:</u></b> 11" x 8.5" (closed size) as per sample.</p> <p><b><u>Type of Binding:</u></b> 2 pin Binding / Hot Glue stitch binding (non shearing)</p> <p><b><u>Type of Printing:</u></b> 05+05 Color Printing</p> <p><b><u>Total Pages:</u></b> 270 pages total (Including title page, rear page and 01 Map pull out page) as per sample</p> <p><b><u>Total Leaves:</u></b> 135 Leaves (approx)</p> <p><b><u>Title Cover of Booklet:</u></b> 310 gsm art card 05+05 color printing, Lamination, Spot UV Size (10.75 x 8.25) close size</p> <p><b><u>Gramage of Paper &amp; Origin:</u></b> 128 gsm, matt finish paper (Indonesia)</p> <p><b><u>Total Photographs:</u></b> Specs will be according to design &amp; art work of 350 pictures and graphics*</p> <p><b><u>Envelope:</u></b> 02 color printing on 140gsm matt finish with pasting according to specimen</p> <p><b><u>Designing &amp; Composing:</u></b> Aesthetic Designing &amp; Composing with the consent of concerned authorities. designer required to be available at the Main Campus.</p>	1500 Copies & 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. BIDDING DATA**

**(a). Name of Procuring Agency:** Institute of Business Administration, Karachi

**(b). Brief Description of Works:** Designing, Composing & Printing of Program Announcement 2016-17

**(c). Procuring Agency's address:-**Main Campus, University Road, Karachi

**(d). Estimated Cost:-** Rs 800,000.00

**(e). Amount of Bid Security:-** Bid Security of 5% of total amount/cost 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). Period of Bid Validity (days):-** Ninety Days

**(g). Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order 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.

**(h). Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in February 23, 2016 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.

**(i). Venue, Time, and Date of Bid Opening:-** Tender will be opened on February 23, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.

**(j). Time for Completion from written order of commence:-** 90 days

**(k). Liquidity damages:-** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.

**(l). Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

# ....., Amount :Rs.....Drawn on Bank..... Dated.....

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

## **5. Terms & Conditions of Works**

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 Program Announcement must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, printer 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) **Date of Delivery / Execution:** The period of Delivery or Execution will commence from the Date of final approval of dummy by the IBA.
- (iv) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (v) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Printer. However, the Printer is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (vi) **Designer & Composer:** The Printer should provide at least one full time dedicated Designer & Composer at the Main Campus with their own remuneration, charges and expenses till the finalization of Program Announcement 2016-17.
- (vii) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month upto 10% for which the company/firm/agency failed to deliver within the delivery/execution period.
- (viii) **Quality Factors:** The quality of Program Announcements must be of prime quality. Raw material e.g. papers, cards, threads, pins, glues & ancillary article must be of high quality. Printing must be of crystal clear / sharp image(s) with high finish cutting.
- (ix) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (x) **Quantity:** 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.
- (xi) **Condition of Goods / Works:** 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.
- (xii) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.

---

Stamp & Signature

- (xiii) **Rejection of Goods / Works:** 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.
- (xiv) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xv) **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.
- (xvi) **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.
- (xvii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xviii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xix) **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 for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xx) **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.
- (xxi) **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.
- (xxii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxiii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxiv) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxv) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xxvii) **Company Profile:** Company Profile be attached with this document.
- (xxviii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxix) **Submission of Documents:** Last date for tender submission is February 23, 2016 upto 3:00 pm
- (xxx) **Opening of Tender:** Tender will be opened on February 23, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.

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

- (xv) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on February 25, 2016 at 11:00am.
- (xvi) **Minimum Qualifying Percentage:** is 80%
- (xxxi) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps
- (xxxii) **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.
- (xxxiii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxiv) **Rights:** IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (xxxv) **Copy 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.
- (xxxvi) **Printing Rights:** All rights reserved with the IBA, Karachi. No part of Program Announcement 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.
- (xxxvii) **Experience:** At least 5 plus years' experience required for this tender.
- (xxxviii) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxix) **Blacklisted:** Printer is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

**Note:**

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

**Important Notes:**

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

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

## **6. 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.
- (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:**

**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 \_\_\_\_\_

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

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

## **TENDER FORM**

**Tender # PS/06/15-16**

**DESIGNING, COMPOSING & PRINTING OF  
PROGRAM ANNOUNCEMENT 2016-17**

## **TECHNICAL PROPOSAL**

<b>Date of Issue</b>	<b>:</b>	<b>February 6, 2016</b>
<b>Last Date of Submission</b>	<b>:</b>	<b>February 23, 2016 (3:00 pm)</b>
<b>Date of Technical Proposal Opening</b>	<b>:</b>	<b>February 23, 2016 (3:30 pm)</b>
<b>Date of Financial Proposal Opening</b>	<b>:</b>	<b>February 25, 2016 (11:00 am)</b>



# C O N T E N T S

1. Introduction.....	Page 3
2. Instructions.....	Page 4
3. Technical Qualification Criterion .....	Page 5
4. Terms & Conditions of Works.....	Page 8
5. Integrity Pact.....	Page 11

## **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 websites on February 6, 2016 to design, compose & print Program Announcement 2016-17.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to design, compose & print Program Announcement 2016-17 from reputable printers.

Tender Forms are available at the Office of Manager Purchase & Stores from February 6, 2016 to February 23, 2016 during 9:00 am to 3:00 pm.

It is requested to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm / agency standing.

Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

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 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 February 6, 2016 to February 23, 2016 during working 9:00 am to 3:00 pm hours.
- (d) The last date of submit the Tender Document in sealed envelope in February 23, 2016 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 Pay Order 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) 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.
- (h) Kindly mentioned "Tender Number" at top left corner of the envelope.
- (i) A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

---

Stamp & Signature

### 3. Technical Qualifications Criterion

- a. Maximum marks for Technical Proposal: 100
- b. Minimum qualifying percentage is 80%. Applicant who secured less than 80% will be categorically disqualified for further process.
- c. Please note failing to submit support / claim documents would lead to rejection of the vendors tender document.

1- Years in business: (please tick appropriate area) **Maximum 10 Marks**  
 Note : Please provide supporting documents of your claims.

- i. 20 + years: \_\_\_\_\_ 10 Marks
- ii. 15 ~ 19 years : \_\_\_\_\_ 05 Marks
- iii. 05 ~ 14 years : \_\_\_\_\_ 02 Marks

2- Clientele List: (please attach list) : (please tick appropriate area) **Maximum 10 Marks**  
 Note : Please provide supporting documents with contact numbers of your claims.

- i. 15 + clients: \_\_\_\_\_ 10 Marks
- ii. 10 ~ 14 clients: \_\_\_\_\_ 05 Marks
- iii. 05 ~ 9 clients: \_\_\_\_\_ 02 Marks

3- Manpower / Human Resources: **Maximum 18 Marks**  
 Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc) At least ONE personnel under Manpower should be available on Payroll of Printer for every category.

S. No.	Manpower	Marks
1	Designer	4 +
2	Supervisor	4 +
3	Technician Printing	3 +
4	Technician Machinery	3 +
5	Composer	4 +
<b>Total Marks</b>		

Stamp & Signature

4- Detail of Design Section: (please attach list) : *(please tick appropriate area)* **Maximum 10 Marks**  
*Note : Please provide supporting documents of your claims.*

- i. Proper Designer with complete accessories available in house: \_\_\_\_\_ 10 Marks
- ii. Sub-let: \_\_\_\_\_ 05 Marks

5- Printing Work / Process: **Maximum 10 Marks**  
*Note : Please provide plan scheme of work.*

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

6- Status of Machineries & Equipment: **Maximum 12 Marks**  
*(Each Machine & Equipment carries ONE mark)*  
*Note : Please provide description of machine including origin, make and model of your claims.*

S. #	Machine & Equipment	Yes / No
1	04 color Machine	
2	02 color Machine	
3	Three knife cutting Machine	
4	Conventional Paper Cutting Machine	
5	Lamination Machine	
6	Hot Glue Binding Machine	
7	Stitching Machine	
8	Stapler Machine	
9	Pasting Machine	
10	Desktop Publishing System	
11	Designing & Composing	
12	Generator to operate machines	
<b>Total Marks</b>		

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

7- Experience of similar printing under mentioned: *(please tick appropriate area)*

**Maximum 15 Marks**

*Note : Please provide supporting documents of your claims. Each item carries 05 marks*

- |      |                             |          |
|------|-----------------------------|----------|
| i.   | Program Announcement: _____ | 05 Marks |
| ii.  | Graduate Directory : _____  | 05 Marks |
| iii. | Annual Report: _____        | 05 Marks |

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

**Maximum 10 Marks**

*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 |

9- Annual turnover of last three years company (Financial): *(Please tick appropriate area)*

**Maximum 5 Marks**

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

- |      |                      |          |
|------|----------------------|----------|
| i.   | 5 + million: _____   | 05 Marks |
| ii.  | 3 ~ 5 million: _____ | 03 Marks |
| iii. | 1 ~ 3 million: _____ | 02 Marks |

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

#### 4. **Terms & Conditions of Works**

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 Program Announcement must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, printer 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) **Date of Delivery / Execution:** The period of Delivery or Execution will commence from the Date of final approval of dummy by the IBA.
- (iv) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (v) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of the concerned Department and the Printer. However, the Printer is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (vi) **Designer & Composer:** The Printer should provide at least one full time dedicated Designer & Composer at the Main Campus with their own remuneration, charges and expenses till the finalization of Program Announcement 2016-17.
- (vii) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month upto 10% for which the company/firm/agency failed to deliver within the delivery/execution period.
- (viii) **Quality Factors:** The quality of Program Announcements must be of prime quality. Raw material e.g. papers, cards, threads, pins, glues & ancillary article must be of high quality. Printing must be of crystal clear / sharp image(s) with high finish cutting.
- (ix) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (x) **Quantity:** 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.
- (xi) **Condition of Goods / Works:** 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.
- (xii) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.

---

Stamp & Signature

- (xiii) **Rejection of Goods / Works:** 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.
- (xiv) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xv) **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.
- (xvi) **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.
- (xvii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xviii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xix) **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 for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xx) **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.
- (xxi) **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.
- (xxii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxiii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxiv) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxv) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xxvii) **Company Profile:** Company Profile be attached with this document.
- (xxviii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxix) **Submission of Documents:** Last date for tender submission is February 23, 2016 upto 3:00 pm
- (xxx) **Opening of Tender:** Tender will be opened on February 23, 2016 on 3:30 pm at IBA Main Campus, University Road, Karachi.

---

Stamp & Signature



- (xv) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on February 25, 2016 at 11:00am.
- (xvi) **Minimum Qualifying Percentage:** is 80%
- (xxxi) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps
- (xxxii) **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.
- (xxxiii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxiv) **Rights:** IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (xxxv) **Copy 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.
- (xxxvi) **Printing Rights:** All rights reserved with the IBA, Karachi. No part of Program Announcement 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.
- (xxxvii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxviii) **Experience:** At least 5 plus years' experience required for this tender.
- (xxxix) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xl) **Blacklisted:** Printer is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm / agencies / department etc.

**Note:**

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

**Important Notes:**

1. A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.
2. Photographs scanning and printing to be of high quality.
3. Binding to be of high quality.
4. Timely Delivery.

---

Stamp & Signature

## 5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works:

M/s \_\_\_\_\_, the company / firm / agency 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.
- (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:

**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 \_\_\_\_\_

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



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

Ref. # IBA-MC/PD/P&S/217/0047/2015-16

September 16, 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 Procurement Plan 2015-16**

In the compliance of rules 11 and 12 of SPP rules 2010, please find the Procurement Plan 2015-16 to host on SPPRA website.

**M. Sohail Khan**

*Manager Purchase & Stores*



Institute of Business Administration, Karachi  
PROCUREMENT PLAN  
FOR THE FINANCIAL YEAR 2015-16

S. No	Title of Procurement	Estimated Cost (Rs. in million)	Method	Tentative / Actual date of Nil	Tentative / Actual closing date of Nil	Tentative / Actual date of award of Contract	Tentative Deadline / Actual date for Execution	Remarks
1	Convocation	0.46	Single Stage One Envelop	24-Oct-15	29-Oct-15	Nov-15	5-Dec-15	Dates may vary on the basis of requisition raised
2	Social Events	0.55	Single Stage One Envelop	Jul-16	Oct-15	Jan-16	Jun-16	Dates may vary on the basis of requisition raised
3	Orientation Program	0.44	Single Stage One Envelop	1-Jul-16	2nd Week of July	week of July	2nd week of Aug	Dates may vary on the basis of requisition raised
4	Open House	0.58	Single Stage One Envelop	Mar-16	Apr-16	May-16	Jun-16	Dates may vary on the basis of requisition raised
5	Alumni & RM	0.66	Single Stage One Envelop	Apr-16	May-16	Jun-16	Jun-16	Dates may vary on the basis of requisition raised
6	Public Affairs	0.54	Single Stage One Envelop	Jan-16	Feb-16	Mar-16	Jun-16	Dates may vary on the basis of requisition raised
7	ICCT	0.94	Single Stage Two Envelops	Feb-16	Mar-16	Apr-16	Jun-16	Dates may vary on the basis of requisition raised
8	FCS Seminars	0.28	Single Stage One Envelop	May-16	Jun-16	Jun-16	15-May-16	Dates may vary on the basis of requisition raised
9	Designing & Printing of Program Announcement	0.27	Single Stage Two Envelops	Nov-15	31-Dec-15	Jan-16	Mar-16	Dates may vary on the basis of requisition raised
10	Designing & Printing of Graduate Directory	0.37	Single Stage Two Envelops	Dec-15	Jan-16	Feb-16	Mar-16	Dates may vary on the basis of requisition raised
11	Printing & Publication	0.98	Single Stage One Envelop	Aug-15	Aug-15	Sep-15	Sep-15	Dates may vary on the basis of requisition raised
12	Printing & Publication	0.37	Single Stage One Envelop	Mar-15	Mar-15	Mar-15	Mar-15	Dates may vary on the basis of requisition raised
13	Provide & Supply of Uniforms	0.37	Single Stage One Envelop	Jul-15	Dec-15	Jan-16	Jun-16	Dates may vary on the basis of requisition raised
14	Kitchen Supplies	0.52	Single Stage One Envelop	Sep-15	Sep-15	Oct-15	Oct-15	Dates may vary on the basis of requisition raised
15	Bedroom Supplies	0.70	Single Stage One Envelop	Oct-15	Nov-15	Dec-15	Jan-16	Dates may vary on the basis of requisition raised
16	Common Area Supplies	0.15	Single Stage One Envelop	Oct-15	Nov-15	Dec-15	Jan-16	Dates may vary on the basis of requisition raised
17	Consumables for Sanitary fittings	0.40	Single Stage One Envelop	Oct-15	Nov-15	Dec-15	Jan-16	Dates may vary on the basis of requisition raised
18	Consumables for House Keeping	0.50	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
19	Consumables for Luggage Services	0.40	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
20	Consumables for Paints, Vending & Other	0.60	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
21	Monoculture / Environmental Protection	2.00	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
22	Sports & Equipment	0.35	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
23	Shirts, Medals & Prizes	0.81	Single Stage One Envelop	27-Oct-15	29-Oct-15	Nov-15	5-Dec-15	Dates may vary on the basis of requisition raised
24	Installation of Floor Standing AC units	0.50	Single Stage One Envelop	Nov-15	Nov-15	Dec-15	Dec-15	Dates may vary on the basis of requisition raised
25	Building Electric Meters with Current Transformer	0.80	Single Stage One Envelop	Oct-15	Jan-16	Feb-16	Jan-16	Dates may vary on the basis of requisition raised
26	Photocopy Machine	0.00	Single Stage One Envelop	1-Oct-15	1-Nov-15	Nov-15	1-Dec-15	Dates may vary on the basis of requisition raised
27	Water dispensers for Aman Tower	0.50	Single Stage One Envelop	Sep-15	Sep-15	Sep-15	Sep-15	Dates may vary on the basis of requisition raised
28	Electric Motors for different Areas	0.50	Single Stage One Envelop	Nov-15	Nov-15	Nov-15	Nov-15	Dates may vary on the basis of requisition raised
29	Replacement of Lighting Control System of Auditorium	0.46	Single Stage One Envelop	Mar-16	Apr-16	May-16	Jun-16	Dates may vary on the basis of requisition raised
30	LED TVs	0.43	Single Stage One Envelop	Sep-15	Sep-15	Oct-15	Oct-15	Dates may vary on the basis of requisition raised
31	Gym Equipment for Gym Centre	0.30	Single Stage One Envelop	Oct-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
32	Ceiling Fans for Girls & Boys Hostel	0.30	Single Stage One Envelop	Oct-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
33	Additional AC unit for Boys Hostel - Electrical	0.30	Single Stage One Envelop	Oct-15	Oct-15	Nov-15	Dec-15	Dates may vary on the basis of requisition raised
34	Occupancy sensor installation for different location	0.29	Single Stage One Envelop	Mar-16	Apr-16	May-16	Jun-16	Dates may vary on the basis of requisition raised
35	Mini Fridge 24	0.19	Single Stage One Envelop	Sep-15	Sep-15	Oct-15	Oct-15	Dates may vary on the basis of requisition raised
36	LED Screens	0.15	Single Stage One Envelop	Mar-16	Apr-16	May-16	Jun-16	Dates may vary on the basis of requisition raised
37	Garbage trolley	0.15	Single Stage One Envelop	Sep-15	Sep-15	Oct-15	Oct-15	Dates may vary on the basis of requisition raised
38	Lawn Mowers	0.15	Single Stage One Envelop	Aug-15	Sep-15	Sep-15	Sep-15	Dates may vary on the basis of requisition raised
39	Water Cooler along with filters	0.15	Single Stage One Envelop	Jan-16	Feb-16	Mar-16	Apr-16	Dates may vary on the basis of requisition raised
40	Podestal & Bracket Fan	0.08	Single Stage One Envelop	Sep-15	Sep-15	Sep-15	Sep-15	Dates may vary on the basis of requisition raised
41	Water Pumps	0.30	Single Stage One Envelop	Jul-15	Aug-15	Aug-15	Sep-15	Dates may vary on the basis of requisition raised
42	Floor Grinding Machine	0.08	Single Stage One Envelop	Aug-15	Oct-15	Oct-15	Oct-15	Dates may vary on the basis of requisition raised
43	Digital Camera	0.08	Single Stage One Envelop	Mar-16	Apr-16	May-16	Jun-16	Dates may vary on the basis of requisition raised
44	Water Dispense	0.07	Single Stage One Envelop	Jan-16	Jan-16	Jan-16	Jan-16	Dates may vary on the basis of requisition raised
45	Microwave Oven	0.07	Single Stage One Envelop	Sep-15	Sep-15	Sep-15	Sep-15	Dates may vary on the basis of requisition raised
46	Furniture	0.10	Single Stage One Envelop	Mar-16	Mar-16	Mar-16	Mar-16	Dates may vary on the basis of requisition raised
47	Carpeting	0.60	Single Stage One Envelop	Mar-16	Mar-16	Mar-16	Mar-16	Dates may vary on the basis of requisition raised
48	FCS Building Furniture	0.50	Single Stage One Envelop	Mar-16	Mar-16	Mar-16	Mar-16	Dates may vary on the basis of requisition raised
49	Relay Screens for Cricket Test match	0.40	Single Stage One Envelop	Feb-16	Mar-16	Mar-16	Mar-16	Dates may vary on the basis of requisition raised
50	Furniture items for Girls Hostel	0.30	Single Stage One Envelop	Mar-16	Mar-16	Mar-16	Mar-16	Dates may vary on the basis of requisition raised
51	Cricket Wicket Cover	0.15	Single Stage One Envelop	Sep-15	Oct-15	Nov-15	Nov-15	Dates may vary on the basis of requisition raised

52	Traveler's cheques	0.50	Direct Contracting	Sep. 15	Oct. 15	Nov. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
53	Suzuki Mehran V4E	0.70	Direct Contracting	Aug. 15	Aug. 15	Aug. 15	Aug. 15	(Dates may vary on the basis of requisition raised)
54	Printing of 156 Advantage	0.05	Single Stage One Envelop	1 Sep. 15	1 Sep. 15	20 Sep. 15	20 Sep. 15	(Dates may vary on the basis of requisition raised)
55	Printing of Student Handbook	0.05	Single Stage One Envelop	1 Jul. 15	1 Jul. 15	1 Aug. 15	1 Aug. 15	(Dates may vary on the basis of requisition raised)
56	Printing of Registration Policy Booklet	0.02	Single Stage One Envelop	1 Jul. 15	1 Jul. 15	1 Aug. 15	1 Aug. 15	(Dates may vary on the basis of requisition raised)
57	Printing of Annual Report	0.40	Single Stage Two Envelops	Dec. 15	Jan. 16	Jan. 16	Jan. 16	(Dates may vary on the basis of requisition raised)
58	24 Paper Glass Sliding with covers (126 sets) for exam	0.60	Single Stage One Envelop	Oct. 15	Oct. 15	Oct. 15	Oct. 15	(Dates may vary on the basis of requisition raised)
59	Wickets and ball net for tennis & badminton courts	0.30	Single Stage One Envelop	Sep. 15	Sep. 15	Sep. 15	Sep. 15	(Dates may vary on the basis of requisition raised)
60	Books for library	0.15	Single Stage One Envelop	Aug. 15	Aug. 15	Aug. 15	Aug. 15	(Dates may vary on the basis of requisition raised)
61	Books for library	0.02	Single Stage One Envelop	Aug. 15	Aug. 15	Aug. 15	Aug. 15	(Dates may vary on the basis of requisition raised)
62	Books for library	0.40	Single Stage One Envelop	Sep. 15	Sep. 15	Sep. 15	Sep. 15	(Dates may vary on the basis of requisition raised)
63	Wickets & ball net	0.15	Single Stage One Envelop	Sep. 15	Sep. 15	Sep. 15	Sep. 15	(Dates may vary on the basis of requisition raised)
64	Sound System for ground	0.09	Single Stage One Envelop	Oct. 15	Nov. 15	Nov. 15	Nov. 15	(Dates may vary on the basis of requisition raised)
65	2 water cooler for ground (initially 1 each)	0.70	Single Stage One Envelop	Oct. 15	Oct. 15	Dec. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
66	18P academy equipment	0.09	Quotation	Jan. 16	Jan. 16	Jan. 16	Jan. 16	(Dates may vary on the basis of requisition raised)
67	Mud for Wicket Kaddi	0.35	Single Stage One Envelop	Jan. 16	Feb. 16	Feb. 16	Feb. 16	(Dates may vary on the basis of requisition raised)
68	Mud etc. for ground and maintenance	0.70	Single Stage One Envelop	Jan. 16	Jan. 16	Feb. 16	Feb. 16	(Dates may vary on the basis of requisition raised)
69	Preparing services of GNV Employees	0.08	Quotation	Jan. 16	Jan. 16	Nov. 15	Nov. 15	(Dates may vary on the basis of requisition raised)
70	Machine for ironing washing	0.06	Quotation	Nov. 15	Nov. 15	Nov. 15	Nov. 15	(Dates may vary on the basis of requisition raised)
71	Supply of ironing & washing Machine	0.15	Single Stage One Envelop	Sep. 15	Sep. 15	Oct. 15	Oct. 15	(Dates may vary on the basis of requisition raised)
72	16 Prefabricated & brick set	0.05	Single Stage One Envelop	Mar. 16	Mar. 16	Apr. 16	Apr. 16	(Dates may vary on the basis of requisition raised)
73	Office Cranes	0.96	Single Stage One Envelop	Oct. 15	Nov. 15	Dec. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
74	15 Games	0.03	Single Stage One Envelop	Oct. 15	Nov. 15	Dec. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
75	INVAS	0.24	Single Stage One Envelop	Oct. 15	Nov. 15	Dec. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
76	Hard Disk Performance 4 TB	0.17	Single Stage One Envelop	Oct. 15	Nov. 15	Dec. 15	Dec. 15	(Dates may vary on the basis of requisition raised)
77	LED 32 inch	0.09	Quotation	Oct. 15	Oct. 15	Oct. 15	Oct. 15	(Dates may vary on the basis of requisition raised)
78	50 Card 15.75							

Approved by  
**Capt. (Retd) Ahmed Zaheer PN**  
**REGISTRAR**  
 Institute of Business Administration  
 Karachi, Pakistan

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