

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

TENDER FORM

Tender # PS/12/15-16

**Designing, Composing & Printing of Brown Folder,
Student Handbook & Plagiarism Policy**

Date of Issue : June 24, 2016

Last Date of Submission : July 13, 2016 (12 Noon)

Date of Opening of Tender : July 13, 2016 (12:30)

Pay Order / Demand Draft #, Drawn on Bank.....

Amount of Rs..... 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 in IBA & SSPRA websites on June 24, 2016 to "designing, composing & printing of brown folder, student handbook & plagiarism policy".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact 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 June 24, 2016 to July 13, 2016 during working 8:30 am to 12 Noon.
- (d) The last date of submit the Tender Document in sealed envelope in July 13, 2016 by 12 Noon in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 noon 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) Please attached at least 5 plus years experience for this tender.
- (h) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (i) Copy of Sales Tax & Income Tax Certificate should be attached.
- (j) Cliental list is required.
- (k) 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.

Stamp & Signature

3. TENDER FORM
Designing, Composing & Printing of Brown Folder, Student Handbook & Plagiarism Policy

S.#	Specification	Qty	Rate	Amount
1	Brown Folder Size : 13 ½ x 10” Spine 1“ back Front Size : Plastic Pocket (4” x 2.5”) Inner Side : Paper & Pen plastic pocket (11”x5”) Material : Rexene cum plastic Printing : IBA logo on Front (single color) Clip : Lever Clip Good Quality (As Per Sample)	1000 folders		
2	Student Hand Book 2015-16 Size : 5.5” x 8.0” (closed size) Title : 260gsm Matt Finish Card Title Printing : 04 + 04 color printing Inner Pages : 120 pages (approx) Grammage : 75gsm offset Pages printing : 01+ 01 color printing Binding : Centre 2 pins binding Packing : 50 handbook in each packet	1000 books		
3	Plagiarism Policy Size : 5” x 7.25” (closed size) Title : 260gsm Matt finish Card with Lamination Title Pages : 02 Pages with 03 color printing Inner Pages : 100gsm offset, Indonesia or equivalent Qty Inner Pages : 24 pages (approx) with single color printing Binding : Hot Glue Stitch Binding Packing : 50 Booklets in each packet	1000 books		
Total				
17% GST				
Total Amount				

Grand Total Rupees (in words) _____

Please also quote per page rate for ready reference:

Rate for addition/reduction in page quantity per page:

Student Hand Book Rs. _____ (exclusive of taxes)

Plagiarism Policy 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 Brown Folder, Student Handbook & Plagiarism Policy

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

(d). 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

(e).Period of Bid Validity (days):- Ninety Days

(f).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.

(g). Deadline for Submission of Bids along with time :- The last date of submit the Tender Document in sealed envelope in July 13, 2016 by 12 Noon in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 12:30 pm in the presence of representatives who may care to attend.

(h). Venue, Time, and Date of Bid Opening:- Tender will be opened on July 13, 2016 on 12:30 pm at IBA Main Campus, University Road, Karachi.

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

(j).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.

(k). 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 Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of 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 arrange at least one full time dedicated Designer & Composer with their own remuneration, charges and expenses till the finalization of designing & composing.
- (vii) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (viii) **Quality Factors:** The quality of Books 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) **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.
- (xxviii) **Company Profile:** Company Profile be attached with this document.
- (xxix) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxx) **Submission of Documents:** Last date for tender submission is July 13, 2016 upto 12 Noon.

Stamp & Signature

- (xxxix) **Opening of Tender:** Tender will be opened on July 13, 2016 on 12:30 pm at IBA Main Campus, University Road, Karachi.
- (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 Work Order will be levied accordingly.
- (xxxiv) **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.
- (xxxv) **Experience:** At least 5 plus years experience required for this tender.
- (xxxvi) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxvii) **Blacklisted:** Printer/Supplier 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.

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