



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

TENDER NOTICE
Tender # MISC/01/17-18
Provide & Supply of Sports Goods

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from manufacturers / firms / companies / distributors registered with Sales Tax and Income Tax departments to provide and supply of sports goods. The Tender Document is based on "Single Stage One Envelope" procedure.

Details of items and other terms and conditions are included in Tender Form. Tender Forms can be obtained from the Office of **Sr. Manager Purchase & Stores, Fauji Foundation Building, IBA Main Campus, University Road, Karachi** from September 5, 2017 to September 27, 2017 between 9:00 am to 3:00pm in any working days during Monday to Friday. 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 in Purchase & Stores Office, Ground Floor, Fauji Foundation Building, IBA Main Campus University Road Karachi between 9:00 am to 3:00pm upto September 27, 2017 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 Sr. Purchase Executive on 38104700 ext: 2150 for any information and query.

REGISTRAR

IBA, Main Campus, University Road, Karachi 75270
111-422-422 Fax (92-21) 99261508
Email info@iba.edu.pk Website www.iba.edu.pk



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

Date: July 6, 2017

Notification of Procurement Committee

The competent authority is pleased to constitute following committee for upcoming all the tenders of Purchase Office for 2017-18.

1. Mr. Syed Jehanzeb (Assistant Manager, IBA)
2. Dr. Rameez Khalid (Assistant Professor, IBA)
3. Mr. Haris Qureshi External Member (PPRA Advisor, 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. Rameez Khalid
Chairman, Procurement Committee
IBA, Karachi



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

March 8, 2017

NOTIFICATION

This is to inform all concerned departments that as per the requirements of the SPPRA, the Dean and Director IBA has reconstituted the following Complaint Redressal Committee of IBA, Karachi:

Mr. Abdul Wajid Khan, Controller of Examinations	Chairman
Mr. Khurram Khalid, Manager Internal Audit	Member
Mr. Zubair Methlo, Assistant Accounts Officer (Accountant General Sindh)	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

Jafri Moiz
Acting Head of Human Resources

Cc: Dean and Director, IBA
IBA, Portal
Personal File

Muhammad Amir Zain / Purchase Executive @ Main Campus

To: Secretary Procurement Committee @ IBA
Subject: SPPRA - PC Minutes of Meeting

From: Syed Jehanzeb / Manager Finance (Revenue) @ Main Campus

Sent: Friday, August 25, 2017 3:33 PM

To: Muhammad Sohail Khan / Senior Manager (Purchase and Stores) @ IBA

Cc: Procurement-Committee; Syed Fahad Jawed / Senior Manager Finance (Pre-audit and Budget) @ Main Campus; Aamer Shabbir Khan / General Manager Administration @ IBA; Syed Guhar Raza Zaidi \ Manager (Student Center & Sports Facilities) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item 3. Approval for tender ad & documents for Provide & Supply of Sports Goods

Item 3: Approval for tender ad & documents for Provide & Supply of Sports Goods

Discussion: The committee discussed the tender and recommended the Tender be advertised on newspapers

Decision: The committee approved the Tender ad & document for Supply of Sports Goods to be advertised on IBA & SPPRA website in addition to newspapers.

Action: Sr. Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

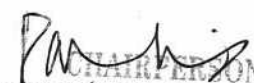
Committee:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Asjad Asad (Member)
4. Haris Quershi (External Member)
5. Ahmed Ali Khan (External Member)
6. Mustaque Ahmed (Member)
7. Syed M. Rizwan Rizvi (Member)
8. Muhammad Hanif (Secretary)

Secretary Procurement Committee


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Syed Jehanzeb
IBA Finance
Asst. Manager


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Dr. Rameez Khalid
Asst. Professor
IBA Karachi


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Mr. Haris Quershi
SPPRA Advisor
HET Karachi



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Tender # MISC/01/17-18

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

TENDER FORM

Tender # MISC/01/17-18

Provide & Supply of Sports Goods

Date of Issue : September 5, 017

Last Date of Submission : September 27, 2017 (3:00 pm)

Date of Opening of Tender : September 27, 2017 (3:30 pm)

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

Amount of Rs..... Dated.....

Page 1 of 20

CONTENTS

1. Introduction	Page 3
2. Instructions	Page 4
3. Bill of Quantity	Page 5
4. Bidding Data Sheet	Page 15
5. Bidder Qualification Criteria	Page 16
6. Terms & Conditions	Page 17
7. Integrity Pact	Page 19

1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SPPRA websites on September 5, 2017 to "Provide & Supply of Sports Goods".

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

Thank you.

-sd-
Registrar

2. Instructions





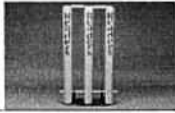


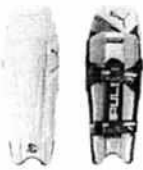

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturer/supplier/firm should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every 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 Sr. Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from September 5, 2017 to September 27, 2017 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in September 27, 2017 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 / Warranty, whichever is longest.
- (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) Manufacturers / Firms / Supplier / Companies / Distributors must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
- (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 and 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





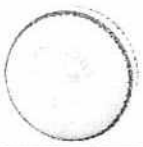


3.

BILL OF QUANTITY




Provide & Supply of Sports Goods

Cricket Goods					
S/No.	Items Name	Quantity	Quoted Brand	Rate	Amount
1	Cones (Small/Long) Specs: 8 to 10 inches Plastic Good Quality 	50			
2	Disc Cones Specs: 2 inches Plastic Good Quality 	50			
3	Shot Coaching Bat Specs: Ahsan / CA or equivalent 	2			
4	Throwing Nets Specs: CA / MD or equivalent 	2			
5	Spring Wickets Specs: Steel Springs 	6			
6	Cricket Bats Specs: CA 12000 / IHSAN X100 or equivalent 	4			
7	Batting Gloves Specs: CA 12000 / IHSAN X100 and SS Ton or equivalent 	6 pair			
8	Batting Pads Specs: CA 12000 / IHSAN X100 or equivalent and SS TON 	4 pair			
9	Batting Helmets Specs: CA 12000 / IHSAN X100 or equivalent 	4			







Stamp & Signature

10	Keeping Gloves Specs: CA 12000 / IHSAN and SS or equivalent 	2 pair			
11	Keeping pads Specs: CA / Nb and SS or equivalent 	6 pair			
12	Cricket Stumps and Bails Specs: CA / IHSAN or equivalent 	4 pair			
13	Cricket Balls Red Specs: CA / SS Ton or equivalent and Grays or Gray Nicolls or equivalent 	50			
14	Cricket Balls Whites Specs: CA or SS Ton and Grays or Gray Nicolls or equivalent 	20			
15	Cricket Kit Bags with wheel Specs: CA or SS and Puma or Addidas or equivalent 	4			
Basket Ball					
16	Basket Ball Specs: Molten Thailand or equivalent  <ul style="list-style-type: none"> • Official Basketball of FIBA • Signature 12 panel design • Top grain leather cover • Flat-pebble surface • Nylon Wound • Butyl bladder • Indoor use • 2 year warranty • Size/Category-7 	12			



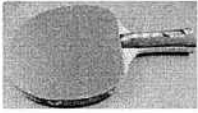


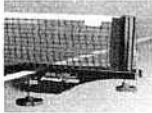



 Stamp & Signature

17	Mini Basket Ball Specs: Molten Thailand or equivalent  <ul style="list-style-type: none"> • Official Basketball of FIBA • Signature 12 panel design • Top grain leather cover • Flat-pebble surface • Nylon Wound • Butyl bladder • Indoor use • 2 year warranty • Size/Category-3 	7			
18	Basket Ball Net Specs: Fine Quality (Molten) or equivalent 	8 Nets			
19	Basket Ball Carry Net Specs: Fine Quality (Molten) or equivalent 	8 Nets			


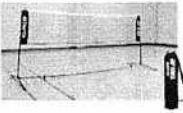

Football Goods

20	Football Specs: Nike 1, 2 x, 3 x or equivalent 	40 Pieces			
21	Cones Specs: 8 to 10 Inches Plastic 	50 Pieces			
22	Flat Cones Specs: 1 to 2 Inches Plastic 	50 Pieces			
23	Jersey Specs: Chawal Daana Large (2 color) 	24 Pieces			
24	Bips Specs: Chawal Daana Large (4 different color) 	48 Pieces			
25	Small Goal Posts Specs: Iron Portable 	4 Pieces			






 Stamp & Signature

Table Tennis Goods					
26	Balls Specs: Double Circle and Stag		25 Dozen		
27	Balls Specs: Double Circle (White) and Stag		25 Dozen		
28	Rackets Specs: Butterfly International Standard series timo ball 2000 or equivalent		16		
29	Basket Specs: Plastic		4		
30	Stand Specs: Plastic		2		
31	Net Specs: Double Fish		4		
32	Table Stand Specs: Double Fish or equivalent		4		
Badminton Goods					
33	Badminton Rackets Specs: Yonex Series Nano 10,000 or equivalent		16 Pieces		
34	Shuttle Cocks Specs: Chester and wecon Golden or equivalent		40 Dozen (pioneer, hi-quality)		







 Stamp & Signature



35	<p>Stop-Watch Specs: Casio or equivalent</p>  <ul style="list-style-type: none"> • 1/100-second stopwatch Measuring capacity: 9:59'59.999" Measuring modes: Elapsed time, lap time, split time, 1st-2nd place times • Accuracy (stopwatch): 99.997685% • 3 years on CR2025 (includes an average of 20 presses of button per day.) • Size of case: 62 × 64 × 17 mm • Total weight: 40 g 	10			
36	<p>Badminton Net Specs: Yonex or equivalent</p>  <p>with 76 mm white net band and rope at the top mesh 19x19 mm tightening rope at the bottom black length 610 cm height 76 cm</p> <p>Highlights Sturdy quality Sturdy tightening ropes Net can be slid across tightening rope Finished edges all round in accordance with regulations</p>	2			
37	<p>Plastic Shuttle Cocks Specs: Yonex or equivalent</p> 	20 Dozen			

Stamp & Signature







Volley Ball Goods					
38	<p>Volley Ball Specs: Mikasa No.18 or equivalent The ball shall be spherical, made of a flexible leather or synthetic leather case with a bladder inside made of rubber or a similar material Its colour may be a uniform light colour, or a combination of colours. Synthetic leather material and colour combinations of balls used in International Official competitions should comply with FIVB standards. Circumference is 65-67cm (25.59-26.38 inches) Weight is 260-280g (8.36-9.00 ounces) Its inside pressure shall be 0.30 to 0.325 kg/cm² (4.26 to 4.61 psi) (294.3 to 318.82 mbar or hPa).</p>		6 Pieces		
39	<p>Volley Ball Carry Net Specs: Fine Quality (Molten)</p>		8 Nets		
40	<p>Volley Ball Net Specs: Yonex or equivalent</p>		2		
Tennis Goods					
41	<p>Tennis Rackets Specs: Yonex Series 10,000 or equivalent</p>		4 Pair		
42	<p>Tennis Ball Specs: Dunlop Pro or equivalent Φ 6.54-6.86cm 56.0~59.4gm</p>		8 Dozen		

Stamp & Signature





43	Tennis Net Specs: Yonex or equivalent 	4			
Throw Ball Goods					
44	Throw Ball Specs: Mikasa No.18 or equivalent 	6 Pieces			
45	Throw Ball Carry Net Specs: Fine Quality (Molton) or equivalent 	8 Nets			
46	Throw Ball Net Specs: Yonex or equivalent 	2			
General Requirements					
47	Air Compressor Specs: ME-1 HP 0.25 RPM 720 BORE STROKE MM 50.8X37.35 BAR 4.08 Piston Displacement L.P.M 56 Pressure Psi 60 Kg/cm 4 Tank Size M.M 200x500 Tank Capacity Litre 18 Approx weight W/O Motor Kgs 25 	1 Piece			
48	Table Tennis Table (Sultana) or equivalent  Standard Size and Specification of Table Tennis Table: According to the International Table Tennis Federation the dimension of table must as following: 1. Width: 1.5 m~5' 2. Length: 2.7 m~9' 3. Height: 75 cm~2'6"	2			

	<p>The table must be made of Masonite; it is a kind of hardboard or using timber. It is layered with a smooth, low friction coating to yield a uniform bounce of 23cm when a ball dropped from 30cm height. The table surface must be in green or blue color with a white side line which is 2cm along with its width and length. The table or playing surface is divided in to two halves using 15.25cm high net.</p>				
49	<p>Bips Specs: Chawal Daana Large (4 different color)</p> 	48 Pieces			
50	<p>Carome Board with all accessories International Standard Carrom Men Specifications</p> <ul style="list-style-type: none"> • Must be of good quality wood & circular in shape • Diameter should be 3.02 cm – 3.18 cm • Thickness should be .70 cm – .90 cm • Edges should be round and plain • Weight should be 5.00g – 5.50g • 9 white pieces, 9 black pieces, 1 red piece • Uniform in size <p>Carrom Striker Specifications</p> <ul style="list-style-type: none"> • Should be smooth and round • Diameter should not be more than 4.13 cm • Should not weigh more than 15g • May be made of any material other than metal • Engraved designs are permissible 	2 Set			

 Stamp & Signature

51	<p>Foosball with all accessories Standard Specs 5' x 2 ½' x 3' – Abacus Scoring Internal ball return system ¾" Hollow Rods with chrome finished with grips equipped with colored playing foosmen. Solid 3.75" Square logo ¼" black/green filled laminated playing field with logos 4x foosballs white/red</p> 	2 Set			
52	<p>Chess Game Standard Specs Board Dimension: 20" x 20" Square Size: 2" Board Thickness ½" Recommended King Base: 1 ½" – 1 ¾" Material: Real Wood Veneer</p> 	2 Set			
53	<p>Ludo Game: Conventional Standard Size</p> 	2 Set			
54	<p>Draft Game Standard Size</p> 	2 Set			
55	<p>Futsal Ball Specs: Addidas or Fifi or equivalent Size: # 5</p> 	12			
56	<p>Handball Specs: Addidas or Fifi or equivalent Size: 3 Age group 18> Circumference: 58~60cm Φ 18.5 ~ 19.1 cm Weight: 425gm ~ 475gm</p> 	12			

Stamp & Signature

57	Net Ball Specs: Addidas or Fifi or equivalent Size: 5 Weight: 400gm ~ 450gm		10			
Athletics Goods						
58	Discuss Throw Men and Women Under IAAF (international) rules, Youth boys unique 1.75 kilograms (3.9 lb) discus, and the girls/women 1 kilogram (2.2 lb) discus		1 + 1 Man+Woman			
59	Javelin Throw Men and Women 2.6 and 2.7 m (8 ft 6 in and 8 ft 10 in) in length and 800 g (28 oz) in weight and Women 2.2 and 2.3 m (7 ft 3 in and 7 ft 7 in) in length and 600 g (21 oz) in weight.		1 + 1 Man+Woman			
60	Shotput Men and Women men's shot weighs 7.260 kilograms (16.01 lb). women's shot weighs 4 kilograms (8.8 lb).		1 + 1 Man+Woman			
Total						
17% GST						
Total Amount						

Total Amount Rupees (in words) _____

Stamp & Signature

4. **BIDDING DATA**

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works:** Provide & Supply of Sports Goods
- (c). **Procuring Agency's address:-** Main Campus, University Road, Karachi
- (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 September 27, 2017 by 3:00pm in the Office of the Sr. 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 September 27, 2017 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. BIDDER QUALIFICATION CRITERIA

S. No	Eligibility Criteria
1	Is envelop sealed
2	Required Bid Security in enclosed
3	Form of Tender Signed or not
4	Registration in GST / SBR & I. Tax
5	Turnover in terms of Financial Statement of last three years
6	Tender Fee Received
7	5 plus years' experience
8	Cliental list provided
9	Affidavit regarding any litigation or blacklisting

Stamp & Signature

6. TERMS & CONDITIONS

The following terms of the supply are agreed by the manufacturer / supplier / distributor / firms or companies:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / distributor 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, manufacturer 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) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **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 and maximum upto 10% .
- (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 / 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.
- (viii) **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.
- (ix) **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.
- (x) **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.
- (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.
- (xiii) **Validity of Bid:** Validity is for ninety (90) days.
- (xiv) **Company Profile:** Company Profile be attached with this document.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.

Stamp & Signature

- (xviii) **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.
- (xix) **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.
- (xx) **Performance Security:** 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.
- (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. IBA, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (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 September 27, 2017 upto 3:00pm.
- (xxiv) **Opening of Tender:** Tender will be opened on September 27, 2017 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxv) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order & as per SRO.
- (xxvi) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.
- (xxvii) **Works Assign:** IBA, also reserve the right to issue Purchase Order for any single item to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
- (xxviii) **Experience:** At least 5 plus years experience required for this tender.
- (xxix) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxx) **Blacklisted:** Vendor/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.
- (xxxi) **Sales Tax Registration Certificate:** Manufacturers / Firms / Supplier / Companies / Distributors must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
- (xxxii) **Brochures:** Company profile of the company / manufacturer along with brochure's specification of all items mentioned in BoQ must be attached with Tender Document.

 Stamp & Signature

7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturer/supplier/distributor works;

M/s _____, the manufacturer / supplier / distributor 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 manufacturer/supplier/distributor 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 manufacturer/supplier/distributor 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, manufacturer/supplier/distributor 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 _____

SIGNATURE & STAMP

Stamp & Signature

PROCUREMENT PLAN FOR THE YEAR 2017-18
DEPARTMENT : INSTITUTE OF BUSINESS ADMINISTRATION, KARACHI

S. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement 2016-17				Timings of Procurement 2017-18			
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Decoration & Catering for Convocation	NA	NA	3.30	NA	NA	Single Stage Two Envelops		✓				✓		
2	Social Events	NA	NA	0.94	NA	NA	Single Stage One Envelop	✓				✓			
3	Orientation Program	NA	NA	0.54	NA	NA	Single Stage One Envelop			✓				✓	
4	Open House	NA	NA	0.74	NA	NA	Single Stage One Envelop			✓				✓	
5	Alumni Events	NA	NA	0.43	NA	NA	Single Stage One Envelop				✓				✓
6	Printing of Program Announcement	NA	NA	0.95	NA	NA	Single Stage Two Envelops		✓					✓	
7	Printing of Alumni Cards	NA	NA	0.50	NA	NA	Single Stage Two Envelops		✓					✓	
8	Printing of Annual Report	NA	NA	0.50	NA	NA	Single Stage Two Envelops	✓						✓	
9	Printing of Graduate Directory	NA	NA	1.70	NA	NA	Single Stage Two Envelops		✓				✓		
10	Printing of Newsletter	NA	NA	0.20	NA	NA	Single Stage One Envelop							✓	
11	Printing of Brown Folder & Student Handbook	NA	NA	0.40	NA	NA	Single Stage One Envelop	✓				✓			
12	Provide, Supply & Applying Paints at Various Walls	NA	NA	1.00	NA	NA	Single Stage One Envelop	✓				✓			
13	Printing of Degree Folder	NA	NA	0.70	NA	NA	Single Stage One Envelop				✓				✓
14	Printing of Answer Copy 'F', File Cover & Ribbon Card	NA	NA	0.20	NA	NA	Single Stage One Envelop		✓			✓			
15	Provide & Supply of Uniform & Liveries	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
16	Procurement of LED Lights	NA	NA	4.00	NA	NA	Single Stage One Envelop		✓				✓		
17	Solar Energy System for Building and Car Parking	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
18	Air Conditioning Units (Floor Standing & Split Type AC)	NA	NA	3.00	NA	NA	Single Stage One Envelop		✓				✓		
19	New Sound System and Speakers For Different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
20	Electric Water Coolers	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
21	Consumables for Electrical Items	NA	NA	1.00	NA	NA	Single Stage One Envelop			✓		✓			
22	Fire Protection System in Electrical Rooms	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
23	Generator Shed for City Campus Generator Yard	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
24	Replacement of Old Over head cables of Staff Town	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
25	Water Boring in Four different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
26	Pedestal Fans For Different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop		✓				✓		
27	Supply of Furniture & Fixture	NA	NA	1.50	NA	NA	Single Stage One Envelop			✓				✓	
28	Staff Town Repair & Maintenance Works	NA	NA	5.50	NA	NA	Single Stage One Envelop			✓			✓		
29	Provide, Supply & Fixing of Steel Cabinets/Racks	NA	NA	0.72	NA	NA	Single Stage One Envelop			✓			✓		
30	Applying Paints on Walls	NA	NA	0.72	NA	NA	Single Stage One Envelop			✓			✓		
31	Sports Supplies	NA	NA	0.42	NA	NA	Single Stage One Envelop	✓			✓			✓	
32	Gold Medals & Shields for Convocation	NA	NA	0.25	NA	NA	Single Stage One Envelop		✓				✓		
33	Photography & Video Services for Convocation	NA	NA	0.10	NA	NA	Single Stage One Envelop		✓				✓		
34	Fire Extinguisher & Equipments	NA	NA	0.70	NA	NA	Single Stage One Envelop					✓			
35	Printing of Stationery Items	NA	NA	0.20	NA	NA	Single Stage One Envelop					✓			

S. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement 2016-17				Timings of Procurement 2017-18			
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
36	Landscaping Works	NA	NA	1.50	NA	NA	Single Stage One Envelop					√			
37	Paint Works for Aman Tower	NA	NA	0.50	NA	NA	Single Stage One Envelop			√		√			
38	Upholstery of Sofa Sets	NA	NA	0.10	NA	NA	Single Stage One Envelop				√			√	
39	Provide & Supply of Garden Benches	NA	NA	0.20	NA	NA	Single Stage One Envelop					√			
40	Provide & Supply of Coconut Palm	NA	NA	0.20	NA	NA	Single Stage One Envelop					√			
41	Provide & Supply of Chairs	NA	NA	0.50	NA	NA	Single Stage One Envelop				√		√		
42	Convocation Brochuers	NA	NA	0.10	NA	NA	Single Stage One Envelop					√			
43	Electric Floor Washing Machine	NA	NA	0.15	NA	NA	Single Stage One Envelop							√	
44	Electric Water Cooler	NA	NA	0.10	NA	NA	Single Stage One Envelop							√	
45	IP Cameras	NA	NA	0.80	NA	NA	Single Stage One Envelop		√			√			
46	D Type Road Barrier	NA	NA	1.60	NA	NA	Single Stage One Envelop					√			
47	K-12 Crash Bollards	NA	NA	1.05	NA	NA	Single Stage One Envelop							√	
48	NVR 32 Channel	NA	NA	0.20	NA	NA	Single Stage One Envelop							√	
49	Grass Cutting Machine Auto	NA	NA	0.80	NA	NA	Single Stage One Envelop					√			
50	Storage Devices	NA	NA	0.16	NA	NA	Single Stage One Envelop							√	
51	Pitch Roller Auto	NA	NA	0.80	NA	NA	Single Stage One Envelop					√			
52	Pitch Roller 2 Tonne Local	NA	NA	0.50	NA	NA	Single Stage One Envelop					√			
53	AC	NA	NA	8.00	NA	NA	Single Stage One Envelop							√	
54	Solar System	NA	NA	5.00	NA	NA	Single Stage One Envelop							√	
55	Floor Standing AC Unit	NA	NA	3.00	NA	NA	Single Stage One Envelop								√
56	Split Units	NA	NA	0.80	NA	NA	Single Stage One Envelop						√		
57	Electric Meters	NA	NA	0.15	NA	NA	Single Stage One Envelop						√		
58	Geyser	NA	NA	0.14	NA	NA	Single Stage One Envelop							√	
59	New Sound System	NA	NA	1.00	NA	NA	Single Stage One Envelop							√	
60	Revolving Chairs	NA	NA	0.48	NA	NA	Single Stage One Envelop					√			
61	Revolving Study Chairs	NA	NA	0.30	NA	NA	Single Stage One Envelop					√			
62	Mattress	NA	NA	0.21	NA	NA	Single Stage One Envelop							√	
63	Computer Lab Chairs	NA	NA	0.29	NA	NA	Single Stage One Envelop							√	
64	Tablet Chairs	NA	NA	0.42	NA	NA	Single Stage One Envelop								√
65	Toyota 1300cc	6	2.00	8.00	NA	NA	Direct Contracting						√		
66	Suzuki Swift	NA	NA	2.80	NA	NA	Direct Contracting						√		
67	Suzuki Motorcyle 110cc	NA	NA	0.11	NA	NA	Direct Contracting						√		
68	Camera	NA	NA	0.14	NA	NA	Single Stage One Envelop					√			
69	Cordless Mic	NA	NA	0.24	NA	NA	Single Stage One Envelop					√			
70	Collar Mic	NA	NA	0.16	NA	NA	Single Stage One Envelop					√			
71	Bowling Machine	NA	NA	0.20	NA	NA	Single Stage One Envelop						√		
72	Water Cooler	NA	NA	0.25	NA	NA	Single Stage One Envelop							√	
73	New Sound System	NA	NA	0.50	NA	NA	Single Stage One Envelop								√
74	Consumables for House Keeping	NA	NA	1.00	NA	NA	Single Stage One Envelop					√			

San 902

S. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement 2016-17				Timings of Procurement 2017-18			
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
75	Consumables for Fumigation Services	NA	NA	0.50	NA	NA	Single Stage One Envelop					V			
76	Consumables for Sanitary Fittings	NA	NA	0.80	NA	NA	Single Stage One Envelop						V		
77	Consumables for Paintings	NA	NA	0.70	NA	NA	Single Stage One Envelop						V		
78	Repair & Maintenance of Sewerage Lines of Staff Town	NA	NA	0.70	NA	NA	Single Stage One Envelop						V		

Prepared By

M. SOHAIL KHAN

Manager Purchase & Stores

Institute of Business Administration
Karachi-Pakistan

Approved by

Aamer Shahbbir
Wing Commander (Retd)
General Manager Administration
Institute of Business Administration (IBA),
Karachi, Pakistan