



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

TENDER NOTICE

Tender # ES/02/17-18

Photography & Video Services for Convocation-2017

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from reputable Media Service Provider / photography agencies / studios registered with Sindh Sales Tax (SBR) and Income Tax departments (where applicable) for the photography & video services for Convocation-2017. The Tender Document is based on "Single Stage One Envelope" procedure.

Tender Forms which includes full details of requirements and other terms & conditions are available at the **Office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi** from September 15, 2017 to October 6, 2017 between 9:00 AM to 3:00 PM in any working days during Monday to Friday. The cost of the Tender Forms i.e. Rs. 100/- (Rupees One 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 Office between 9:00 AM to 3:00 PM up to October 6, 2017 and will be opened on the 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" on top left corner of the envelope. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Please contact Purchase Executive on 38104700 ext: 2152 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

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

Jami 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: Thursday, September 07, 2017 6:02 PM

To: Muhammad Ather Rana / Senior Executive (General Administration) @ Main Campus; Muhammad Sohail Khan / Senior Manager (Purchase and Stores) @ IBA

Cc: Procurement-Committee; Aamer Shabbir Khan / General Manager Administration @ IBA; Shabana Amirali Hamirani / Manager Administration @ Main Campus; Syed Muhammad Rizwan / Senior Manager Administration @ City Campus; Syed Fahad Jawed / Senior Manager Finance (Pre-audit and Budget) @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item 8. Approval for tender ad & documents of Photography & Video Services for Convocation-2017

Item # 8: Approval for tender ad & documents of Photography & Video Services for Convocation-2017:

Discussion: The committee reviewed the case. Senior Executive (General Administration) requested below changes in the tender document.

- 1.SMD screen size should be changed to 12'x12'

Decision: The committee approved the tender ad & document of Photography & Video Services for Convocation-2017 to be floaed on SPPRA and IBA Website.

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. Haris Quershi (External Member)
4. Ahmed Ali Khan (External Member)
5. Mustaque Ahmed (Member)
6. Syed M. Rizwan Rizvi (Member)

Secretary Procurement Committee


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

Syed Jehanzeb
Manager Finance
IBA Karachi


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
PPRA Advisor
HEJ Karachi



Leadership and Ideas for Tomorrow

Tender Fee: Rs.100/-
(Non-Refundable)

TENDER FORM

Tender # ES/02/17-18

PHOTOGRAPHY & VIDEO SERVICES FOR CONVOCATION 2017

Date of Issue : September 15, 2017

Last Date of Submission : October 6, 2017 (3:00 PM)

Date of Opening of Tender : October 6, 2017 (3:30 PM)

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

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

CONTENTS

1. Introduction	Page 3
2. Instructions	Page 4
3. Tender Form	Page 5
4. Terms & Conditions	Page 6
5. Integrity Pact	Page 8

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 September 15, 2017 for "Photography & Video Services for Convocation 2017".

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: 2152 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Media Service Provider / photography agencies / studios 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, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from September 15, 2017 to October 6, 2017 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in October 6, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, 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, Karachi.
- (f) Successful bidder should provide 5% Performance Security of total amount before award of Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Kindly mentioned "Tender Number" at top left corner of the envelope.

Stamp & Signature

3. **TENDER FORM**
Photography & Video Services for Convocation 2017

S. #	Description	Qty	Rate (Rs.)	Amount (Rs.)
1.	Still Photography (Digital) With 5 DSLR Camera Soft Copies: 1000 pictures (approx), Number of CDs: 6	1 Job for One Day		
2.	Video Recording (Digital) With 3 HD Camera, Full Mixing Unit, HD Mixture unit system, Online Editor Number of DVDs: 2, Number of VCDs: 2 System DVD with live web streaming on IBA website	(a) 1 Job for Two Days (b) Live Streaming on Convocation Day		
3.	Photo HD Album Album Size: 12"x 9" For 50 pictures approx. 13 hard leaves, With Title & Back Covers Leatherette molded Album (Crimson Colour) As per sample	2 Albums		
4.	Placement of P4 SMD Screen Size: 12' (Width) x 12' (Height) Including Trussing, complete operation and Operator for Outdoor Visible at afternoon session Note: Demo of the SMD must be given a day before event	2 Screen For One Day		
		Total		
		14% SST		
		Total Amount		

Total Amount Rupees (in words) _____

Stamp & Signature

Terms & Conditions

The following terms of the services are agreed by the Media Service Provider / photography agencies / studios:

- (i) **Receiving/Acceptance of Work Order:** The Media Service Provider / photography agencies / studios 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 execution, quantity, quality, specs, service provider 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 Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the manufacturer/supplier/distributor failed to deliver within the delivery/execution period.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the primary specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the IBA unless otherwise informed accordingly and sign receipt with stamp on delivery note should be obtained.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with the primary specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **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.
- (xii) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Bid Security:** 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
- (xv) **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 before award of work order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xvi) **Validity of Bid:** Validity is for ninety (90) days.

Stamp & Signature

- (xvii) **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 Media Service Provider / photography agencies / studios for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xviii) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xix) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xx) **Company Profile:** Company Profile be attached with this document.
- (xxi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **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 Work Order for all the items / package to overall lowest responsive bidder on lump sum basis.
- (xxiv) **Tender Document:** Tender Document available at the Office of Senior Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxv) **Submission of Documents:** Last date for tender submission is October 6, 2017 upto 3:00 PM.
- (xxvi) **Opening of Tender:** Tender will be opened on October 6, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xxvii) **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.
- (xxviii) **Stamp Duty:** Stamp duty 0.35% for against total value of Work Order will be levied accordingly.
- (xxix) **Experience:** At least 5 years' experience required for this tender.
- (xxx) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxi) **Sales Tax Registration Certificate:** Service Provider must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.

Note:

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

Stamp & Signature

4. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the Service Provider;

M/s. _____, the Media Service Provider / photography agencies / studios 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 Media Service Provider / photography agencies / studios 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 Media Service Provider / photography agencies / studios 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, Media Service Provider / photography agencies / studios 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

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 Envelop	V				V			
2	Social Events	NA	NA	0.94	NA	NA	Single Stage One Envelop	V				V			
3	Orientation Program	NA	NA	0.54	NA	NA	Single Stage One Envelop			V				V	
4	Open House	NA	NA	0.74	NA	NA	Single Stage One Envelop			V				V	
5	Alumni Events	NA	NA	0.43	NA	NA	Single Stage One Envelop				V			V	
6	Printing of Program Announcement	NA	NA	0.55	NA	NA	Single Stage Two Envelop	V						V	
7	Printing of Alumni Cards	NA	NA	0.50	NA	NA	Single Stage Two Envelop							V	
8	Printing of Annual Report	NA	NA	0.25	NA	NA	Single Stage Two Envelop							V	
9	Printing of Graduate Directory	NA	NA	3.75	NA	NA	Single Stage Two Envelop	V						V	
10	Printing of Newsletter	NA	NA	0.20	NA	NA	Single Stage One Envelop							V	
11	Printing of Brown Folder & Student handbook	NA	NA	0.40	NA	NA	Single Stage One Envelop	V				V			
12	Provide, Supply & Applying Paints at Various Walls	NA	NA	1.37	NA	NA	Single Stage One Envelop	V				V			
13	Printing of Degree Folder	NA	NA	0.70	NA	NA	Single Stage One Envelop							V	
14	Printing of Answer Copy F, File Cover & Ribbon Card	NA	NA	0.20	NA	NA	Single Stage One Envelop	V				V			
15	Provide & Supply of Uniform & Liveries	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
16	Procurement of LED Lights	NA	NA	4.00	NA	NA	Single Stage One Envelop	V				V			
17	Solar Energy System for Building and Car Parking	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
18	Air Conditioning Units (Floor Standing & Split Type AC)	NA	NA	3.00	NA	NA	Single Stage One Envelop	V				V			
19	New Sound System and Speakers For Different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
20	Electric Water Coolers	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
21	Building Electric Meters	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
22	Fire Protection System in Electrical Rooms	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
23	Generator Shed for City Campus Generator Yard	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
24	Replacement of Old Over head cables of Staff Town	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
25	Water Boring in Four different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
26	Pedestal Fans For Different Locations	NA	NA	1.00	NA	NA	Single Stage One Envelop	V				V			
27	Supply of Furniture & Fixture	NA	NA	1.50	NA	NA	Single Stage One Envelop			V				V	
28	Staff Town Repair & Maintenance Works	NA	NA	5.50	NA	NA	Single Stage One Envelop			V				V	
29	Provide, Supply & Fixing of Steel Cabinets/Racks	NA	NA	0.72	NA	NA	Single Stage One Envelop			V				V	
30	Applying Paints on Walls	NA	NA	0.72	NA	NA	Single Stage One Envelop			V				V	
31	Sports Supplies	NA	NA	0.42	NA	NA	Single Stage One Envelop	V			V			V	
32	Gold Medals & Shields for Convocation	NA	NA	0.25	NA	NA	Single Stage One Envelop	V					V		
33	Photography & Video Services for Convocation	NA	NA	0.10	NA	NA	Single Stage One Envelop	V					V		
34	Fire Extinguisher & Equipments	NA	NA	0.70	NA	NA	Single Stage One Envelop					V			
35	Printing of Stationery Items	NA	NA	0.20	NA	NA	Single Stage One Envelop					V			

57 9.11

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				Timings of Procurement					
								2016-17				2017-18					
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
36	Landscaping Works	NA	NA	1.50	NA	NA	Single Stage One Envelop							V			
37	Paint Works for Aman Tower	NA	NA	0.50	NA	NA	Single Stage One Envelop						V				
38	Upholstery of Sofa Sets	NA	NA	0.10	NA	NA	Single Stage One Envelop						V				
39	Provide & Supply of Garden Benches	NA	NA	0.20	NA	NA	Single Stage One Envelop							V			
40	Provide & Supply of Coconut Palm	NA	NA	0.20	NA	NA	Single Stage One Envelop							V			
41	Provide & Supply of Chairs	NA	NA	0.50	NA	NA	Single Stage One Envelop							V			
42	Convocation Brochures	NA	NA	0.10	NA	NA	Single Stage One Envelop								V		
43	Electric Floor Washing Machine	NA	NA	0.15	NA	NA	Single Stage One Envelop									V	
44	Electric Water Cooler	NA	NA	0.10	NA	NA	Single Stage One Envelop										V
45	IP Cameras	NA	NA	0.80	NA	NA	Single Stage One Envelop						V				
46	D Type Road Barrier	NA	NA	1.60	NA	NA	Single Stage One Envelop								V		
47	K-12 Crash Bollards	NA	NA	1.05	NA	NA	Single Stage One Envelop									V	
48	NVR 32 Channel	NA	NA	0.20	NA	NA	Single Stage One Envelop									V	
49	Grass Cutting Machine Auto	NA	NA	0.80	NA	NA	Single Stage One Envelop										V
50	Storage Devices	NA	NA	0.16	NA	NA	Single Stage One Envelop										V
51	Pitch Roller Auto	NA	NA	0.80	NA	NA	Single Stage One Envelop										V
52	Pitch Roller 2 Tonne Local	NA	NA	0.50	NA	NA	Single Stage One Envelop										V
53	AC	NA	NA	8.00	NA	NA	Single Stage One Envelop										V
54	Solar System	NA	NA	5.00	NA	NA	Single Stage One Envelop										V
55	Floor Standing AC Unit	NA	NA	3.00	NA	NA	Single Stage One Envelop										V
56	Split Units	NA	NA	0.80	NA	NA	Single Stage One Envelop										V
57	Electric Meters	NA	NA	0.15	NA	NA	Single Stage One Envelop										V
58	Geysier	NA	NA	0.14	NA	NA	Single Stage One Envelop										V
59	New Sound System	NA	NA	1.00	NA	NA	Single Stage One Envelop										V
60	Revolving Chairs	NA	NA	0.48	NA	NA	Single Stage One Envelop										V
61	Revolving Study Chairs	NA	NA	0.30	NA	NA	Single Stage One Envelop										V
62	Mattress	NA	NA	0.21	NA	NA	Single Stage One Envelop										V
63	Computer Lab Chairs	NA	NA	0.29	NA	NA	Single Stage One Envelop										V
64	Tablet Chairs	NA	NA	0.42	NA	NA	Single Stage One Envelop										V
65	Toyota 1300cc	6	2.00	8.00	NA	NA	Direct Contracting										V
66	Suzuki Swift	NA	NA	2.80	NA	NA	Direct Contracting										V
67	Suzuki Motorcycle 110cc	NA	NA	0.11	NA	NA	Direct Contracting										V
68	Camera	NA	NA	0.14	NA	NA	Single Stage One Envelop										V
69	Cardless Mic	NA	NA	0.24	NA	NA	Single Stage One Envelop										V
70	Collar Mic	NA	NA	0.16	NA	NA	Single Stage One Envelop										V
71	Bowling Machine	NA	NA	0.20	NA	NA	Single Stage One Envelop										V
72	Water Cooler	NA	NA	0.25	NA	NA	Single Stage One Envelop										V
73	New Sound System	NA	NA	0.50	NA	NA	Single Stage One Envelop										V
74	Consumables for house keeping	NA	NA	1.00	NA	NA	Single Stage One Envelop										V

[Handwritten signature]

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					√				
76	Consumables for Sanitary Fittings	NA	NA	0.80	NA	NA	Single Stage One Envelop						√			
77	Consumables for Paintings	NA	NA	0.70	NA	NA	Single Stage One Envelop						√			
78	Repair & Maintenance of Sewerage Lines of Staff Town	NA	NA	0.70	NA	NA	Single Stage One Envelop						√			

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