



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

TENDER NOTICE
Tender # ME/04/17-18
Provide & Supply of Electric Fans

The Institute of Business Administration, Karachi (IBA) invites sealed tenders from manufacturers / firms / companies / distributors / dealers / suppliers registered with Sales Tax and Income Tax departments to provide & supply of Electric Fans. 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 Senior Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi** from September 22, 2017 to October 13, 2017 between 9:00 AM to 3:00 PM in any working days during Monday to Friday. Cost of the Tender Forms i.e. Rs. 200/- (Rupees Two Hundred Only) shall be deposited in United Bank Ltd, Karachi University Campus Branch in Account # 003-0002-5.

Tender Document should be dropped in Tender Box placed at Purchase Office between 9:00 AM to 3:00 PM up to October 13, 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 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



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
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Karachi

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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 Methio, 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 14, 2017 2:30 PM

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

Cc: Procurement-Committee; Moeid Sultan / Director Finance @ Main Campus; Aamer Shabbir Khan / General Manager Administration @ IBA; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item 4. Approval for tender ad & documents of Electric Fans

Item # 4: Approval for tender ad & documents of Electric Fans

Discussion: Sr. Manager Purchase & Stores briefed the committee on the tender ad. The False Ceiling fan will be used for office areas and other fans in Gym, Hostel and Masjid.

Decision: The committee approved the tender ad & document for Procurement of Electric Fans to be floated on SPPRA & IBA website subject to availability of Budget.

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
AM 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

TENDER FORM

Tender # ME/04/2017-18

Provide & Supply of Electric Fans

Date of Issue : September 22, 2017

Last Date of Submission : October 13, 2017 (3:00 pm)

Date of Opening of Tender : October 13, 2017 (3:30 pm)

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

Amount of Rs. _____ Dated _____

C O N T E N T S

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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 September 22, 2017 to "Provide & Supply of Electric Fans".

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 manufacturers / firms / supplier / companies / distributors / dealers 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 22, 2017 to October 13, 2017 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in October 13, 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.
- (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 last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (h) Copy of Sales Tax & Income Tax Certificate should be attached.
- (i) Cliental list is required.
- (j) 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.

BILL OF QUANTITY
Provide & Supply of Electric Fans

S#	Items	Quoted Brand	Quoted Model & Specs	Qty	Rate	Amount
1.	High Speed Ceiling Fan (For False Ceiling) Size: 2' x 2' 100% Pure Copper Winding Motor Operated by Remote Control Rated Voltage (v): 220-240 V Blade Size: 18" Model: SCF-450 Brand: Voldam or equivalent			10 units		
2.	Heavy Duty Bracket Fan Size: 18" Rated Voltage: 230 V Watts: 65, RPM: 1475 Model: Myga Brand: GFC or equivalent			10 units		
3.	Ceiling Fan Size: 56" Rated Voltage: 230 V Watts: 80, RPM: 330 Model: Karachi Brand: GFC or equivalent			10 units		
				Total		
				17% GST		
				Grand Total		

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 Electrical Fans
- (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 October 13, 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.
- (i). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on October 13, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (j). **Time for Completion from written order of commence:-** 60 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 execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods 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:** 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:** 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:** 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 Invoices:** Invoice / Bill 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:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xvii) **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 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.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **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 / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiii) **Tender Document:** Available at the Office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xxiv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxv) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvi) **Submission of Tender:** Last date for submission is October 13, 2017 up to 3:00 PM.
- (xxvii) **Opening of Tender:** Tender will be opened on October 13, 2017 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xxviii) **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 Order.
- (xxix) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxx) **Experience:** At least 5 plus years experience required for this tender.
- (xxxi) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxii) **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.
- (xxxiii) **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.

 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 _____


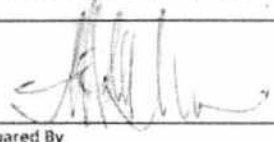
Tel # _____ Fax _____

Mobile _____ Email _____

SIGNATURE & STAMP

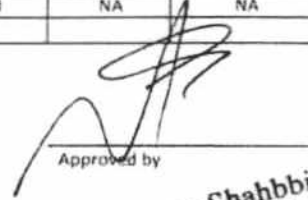
S. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timing of Procurement 2016-17				Timings of Procurement 2017-18			
								Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
36	Landscaping Works	NA	NA	1.50	NA	NA	Single Stage One Envelop					V			
37	Paint Works for Aman Tower	NA	NA	0.50	NA	NA	Single Stage One Envelop		V				V		
38	Upholstery of Sofa Sets	NA	NA	0.10	NA	NA	Single Stage One Envelop			V				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			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					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	Hiring of Transport Services	NA	NA	3.00	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	Geyser	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	Cordless 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		

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