

Document Fee:
Rs.2000/-
(Non-Refundable)

DOCUMENT FORM

Disposal of Scrap Items
on 'as is where is' Basis

DISP/02/25-26

Date of Issue : September 24, 2025
Last Date of Submission : September 30, 2025 (3:00 pm)
Date of Opening : September 30, 2025 (3:30 pm)
Document Issuance Start Date : September 24, 2025 (09:00 am till 3:00 pm)
Document Issuance End Date : September 29, 2025 (09:00 am till 3:00 pm)

Company Name: _____

NTN: _____

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

Amount of Rs. _____, **Dated:** _____

Notice Invitation Document

Disposal of Items

The Institute of Business Administration, Karachi (IBA) invites sealed bids from scrap dealers/used items dealers/individuals in the following relevant categories on 'as is where is' basis.

Document Title (Ref. No.)	Visit of Lots	Bid Security
Disposal of scrap on 'as is where is' Basis (DISP/02/25-26)	From the date of issuance of documents till document issuance end date i.e. September 29,2025 10:00am to 3:00pm	5%
Document Fee & Dates		
Fee: Rs.2000/- Issuance start date: September 24, 2025 at 9:30 AM Issuance end date & time: September 29, 2025 at 4:00 PM Submission date & time: September 30, 2025 from 10:00 AM to 3:00 PM Opening date & time: September 30, 2025 at 3:30 PM		

*Note: Scrap Lots may be visited from **September 24, 2025 to September 29, 2025 between 10:00 AM to 3:00 PM** (except Namaz & Lunch break from 1:00 PM to 2:00 PM)*

Documents may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the document can be downloaded from the website. The document fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in box placed at the security reception office, located at **Gate # 4**, IBA Main Campus University Enclave Karachi and will be opened on same date & venue at 3:30 pm in the presence of the bidders representatives who may wish to attend. In the case of holiday, the document shall be opened / received on the next working day at same place and time. Bid Security of 5% of total cost in form of Pay Order or demand draft, in favor of "IBA Karachi" along with the documents must be submitted.

The IBA reserves the right to accept or reject any or all bid(s) or terminate proceedings at any stage in accordance with the rules & regulations framed by IBA.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person: Sr. Executive Procurement on 38104700 ext: 2153

Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders.php>

Dear Participants:

Thank you for the interest shown in response to the document advertisement published in leading newspapers on September 24, 2025, vide # DISP/02/25-26 for "Disposal of Scrap items" on '**as is where is**' Basis.

Items may be inspected between 10:00 am to 3:00 pm on any working day from September 24, 2025, to September 29, 2025 at IBA, Main Campus. Please quote the offered value on the form attached.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount as the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact Sr. Executive Procurement on 021-38104700 Ext. 2153

Thank you,

-sd-
Registrar

Stamp & Signature

Disposal of scrap items on 'as is where is' Basis.

Disposal of Scrap Items -Phase II					
S#	LOT #	LOT MARK	ITEMS	QTY	Amount
1	1	A	Furniture Item (Tables, Chairs, Cabinets)	1 Lot	
2	2	B	Iron Scrap	1 Lot	
3	3	C	Air Conditioners (Split, Floor Standing & FCU)	1 Lot	
4	4	D	Washing Machine	12	
5			Geyser	11	
6			Deep Freezer	2	
7	5	E	Misc Electric Items (Fans, Empty gas cylinders, Light fixtures, HVAC fittings etc.)	1 Lot	
8	6	F	Water Cooler	14	
9			Water Dispenser	4	
10	7	G	Street Light Poles	1 Lot	
11	8	H	Electrical Panel (DB)	2	
12	9	I	Used Engine Oil (With Cans)	1 Lot	
Grand Total Amount of all Lots					

Grand Total Amount Lot: A + B + C + D + E + F + G + H + I

Rs= _____

Grand Total Amount Rupees in Words: _____

Stamp & Signature

1. PICTURES LOT WISE



Stamp & Signature



Stamp & Signature



Stamp & Signature





Stamp & Signature

TERMS & CONDITIONS

1. All applicable government taxes and levies shall be borne by the buyer and must be included in the total quoted amount.
2. The successful bidder/company shall make full payment within seven (07) working days and lift the item(s) at their own responsibility. Failure to comply will result in forfeiture of the Pay Order/Demand Draft of the Bid Security, and no claim will be entertained.
3. Disposal items shall be disposed of separately to the highest bidder.
4. The successful bidder(s) shall collect, remove, and transfer/lift the awarded lot(s) within seven (07) days of depositing the total bid amount.
5. All items/lots are offered strictly on an **“As is Where is”** basis. IBA assumes no responsibility for their condition, quality, or functionality.
6. Items may be inspected/previewed from **September 24, 2025, to September 29, 2025** between **10:00 am to 3:00 pm** (Monday to Friday) at the IBA Main Campus.
7. Bids will be opened on **September 30, 2025, at 3:30 pm** at IBA Main Campus, University Road.
8. IBA reserves the right to withdraw any lot(s) at its sole discretion without assigning any reason.
9. A **5% Bid Security** will be refunded to unsuccessful bidders **after at least fifteen (15) days** from the finalization of successful bidders, upon submission of a written request for the return of bid security.
10. The quantity of items/lot(s) is tentative and may be increased, reduced, changed, or removed at the discretion of the competent authority without assigning any reason.
11. Bids submitted without Bid Security shall be rejected summarily. No deficiency note shall be issued.
12. For any column not applicable, kindly write **“Does Not Apply”**.
13. IBA reserves the right to award individual lots to different highest responsive bidders or award all lots to an overall highest responsive bidder.
14. The IBA Karachi, reserves the right to adjust arithmetical errors, if any, in the tenders. In case of discrepancy between the unit price & the total price, the unit price (which shall be written in figures as well as in words) shall prevail & the total price will be corrected accordingly. If the IBA Karachi discovers major errors & /or omission in any tender, he may require the supplier to adjust the same, but in such cases the supplier will not be permitted to change any item price. Any tender found substantially not responsive shall be rejected & shall not be evaluated further.
15. The bidder shall furnish their complete address and contact in a space provided in the Tender Documents at which notices may be served on them.
16. Tender received after due date & time shall not be entertained.
17. Offer should be valid for at-least 60 days from the date of Tender opening.
18. Bid information should be provided on the same pattern/sequence as of the tender document.
19. IBA Karachi reserves the right to waive off any condition which it feels in the interest of organization.

 Stamp & Signature

M/s _____

Contact Person: _____

Address: _____

Tel # _____ Fax # _____

Mobile # _____ email: _____

CNIC # _____

Stamp & Signature