

**From:** Secretary Procurement Committee @ IBA

**Sent:** Friday, December 23, 2016 6:14 PM

**To:** Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

**Cc:** Procurement-Committee; Baber Majeed / Executive - General Repair & Maintenance @ City Campus; Jami Moiz / Assistant Professor Dept of Marketing & Center for Entrepreneurial Development-CED @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

**Subject:** Item 9: Approval for tender ad & documents for Trollies

**Item # 9:** Approval for tender ad & documents for Trollies

Discussion: Purchase Executive briefed the committee for “Provide & Supply of Trollies” requirement for City Campus. The committee reviewed the tender document, discussed about the specs and estimated cost. The committee suggested the user to arrange sample and show at the time of pre-bid meeting. The custodian of the whole procurement proceeding (specially pre-bid meeting and, preparation & submission of minutes) will be the relevant Purchase Unit.

Decision: The committee approved the tender ad & document for “Provide & Supply of Trollies” to be floated on IBA & SPPRA websites.

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

Attendance:

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Haris Quershi (External Member)
4. Ahmed Ali Khan (External Member)
5. Mushtaque Ahmed (Member)
6. Muhammad Hanif (Secretary)

Muhammad Hanif,  
Secretary Procurement Committee