



MUHAMMAD SHOAIB ARAIN Stamp Vendor

30 NOV 2017

RUPEES TWO THOUSAND ONLY

E/No. 10-4, Flat No. 103 Zubair Nadeem Plaza  
Chaudhri Bhi Road, Nankar Wara Opp: City Courts Karachi  
S. No. 15775 Date  
Issued To With Address  
Through With Address  
Purpose  
Value Rs. Attached  
Stamp Vendor's Signature

MANZOOR SONS

### AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day November 30, 2017.

#### BETWEEN

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

#### AND

M/s Manzoor Sons, having its office at 1<sup>st</sup> Supper Centre, ST-13, Block-9, Khayaban-e-Jami, Clifton, Karachi hereinafter referred to as "THE SERVICE PROVIDER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor Mr. Mohammad Hassan holding CNIC No. 42201-2906208-1 on the SECOND PART.

WHEREAS "IBA" intends to obtain Decoration & Catering Services for Convocation-2017 vide Tender # ES/01/17-18.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

#### WITNESSETH

"IBA" hereby offer to appoint M/s Manzoor Sons as their official Services Provider

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MUHAMMAD SHOAIB ANAIZ Stamp Vendor

1/No. 1-1-4, Flat No. 103 Zuhair Nadeem Plaza  
Chand Bibi Road, Nazim Wala Opp: City Courts Karachi

30 NOV 2017

RUPEES ONE THOUSAND ONLY

S. No. 15776 Date

Issued To With Address

Through With Address

Purpose 10002

Value Rs. Attached

Stamp Vendor's Signature

MANIZOOR SONS

#### Article I:

#### DUTIES & SCOPE OF WORK AND AGREEMENT

- 1.1 "THE SERVICE PROVIDER" agrees to provide any/all kind of decoration & catering services to "IBA" whenever and wherever required as per the terms & conditions of this Agreement.
- 1.2 "THE SERVICE PROVIDER" will coordinate their work with Sr. Manager Purchase & Stores, of the "IBA" who will assist "THE SERVICE PROVIDER" in supervision of proposed service(s)/work(s).
- 1.3 "THE SERVICE PROVIDER" is bound to provide items according to the terms & conditions vide Tender # ES/01/17-18.
- 1.4 "THE SERVICE PROVIDER" will contact / coordinate with Special Branch Police, Govt of Sindh to obtain clearance for its staff / manpower and vehicle as and when required.
- 1.5 "THE SERVICE PROVIDER" will ensure to obtain clearance & certificate form the concerned quarters of the government for quality of food & edible items to be served in Convocation-2017.
- 1.6 The scope of work and services may varies and service provider, will provide the same in accordance to the Variation Order.
- 1.7 Transportation/Cartage/Deliveries will be the responsibility of the services provider.
- 1.8 All terms & conditions vide re-tender # ES/01/17-18 will be the integral part of this agreement.

#### Article II

#### SCOPE OF PROFESSIONAL SERVICES:

- 2.1 "THE SERVICE PROVIDER" hereby agree and acknowledge for the periodic supervision of the services and to check the execution of services in accordance with the Description & Specification vide Tender # ES/01/17-18.

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MUHAMMAD SHOAIB AKAIN Stamp Vendor

U.No. 1, 1-4, Flat No. 103 Zuhair Nadeem Plaza  
Chand Bibi Road, Nankar Wala Opp: City Courts Karachi

S. No. 15777 Date

Issued To With Address

Through With Address

Purpose 1000

Value Rs. Attached

Stamp Vendor's Signature

30 NOV 2017

RUPEES ONE THOUSAND ONLY

2.1 "THE SERVICE PROVIDER" hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager Purchase & Stores "IBA" as & when required.

### Article III MANPOWER REQUIREMENT

- 3.1 THE SERVICE PROVIDER shall wherever and whenever or permits/applicable/suitable will deploy/detail/depute manpower for convocation subject to the clearance from the Special Branch Police, Govt of Sindh.
- 3.2 Adequate manpower will be provided by Service Provider for smooth running of functions and its upkeep. Number of manpower will be adjusted/deployed with consultation of Sr. Manager Purchase & Stores.
- 3.3 All staff must have CNIC and clearly mentioned to discourage work through child labor.

### Article IV REMUNERATION

- 4.1 The cost offered by the Service Provider is Rs. 2,648,245.00 (inclusive of all taxes) for Decoration & Catering Services for Convocation-2017 but limited to in tender vide # ES/01/17-18 variation may occurred.
- 4.2 Liquidity damages 10% of the total amount will be imposed for which the M/s Manzoor Sons failed to deliver as per standard or in accordance to the entitlement / authorization.
- 4.3 Payment will be made after submission of invoice. Advance Payment subject to Bank Guarantee.
- 4.4 Performance Security 5% of total amount should be submitted in shape Pay Order before signing of Contract Agreement.
- 4.5 All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination.
- 4.6 Stamp duty 0.35% for Services against total amount.

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**MUHAMMAD SHOAIB AKRIN Stamp Vendor**  
 L/No. 1-1-4, Flat No. 103 Zuhair Nadeem Plaza  
 Chand Bibi Road, Nankar Wara Opp: City Courts Karachi

**30 NOV 2017**

**RUPEES ONE THOUSAND ONLY**

S. No. 15778 Date 30 NOV 2017  
 Issued To With Address MANZOR SONS  
 Through With Address   
 Purpose 10000  
 Value Rs. 10000 Attached   
 Stamp Vendor's Signature

4.7 This Agreement includes, the "Decoration & Catering Services for Convocation-2017", discussions with "IBA" before the determination of scope of work with any/all other relevant details for presentation to "IBA". The description/BoQ is appended below:

S. #	Description	Qty	Days	Rate (Rs.)	Amount (Rs.)
(A) Complete Venue Setup Including:					
1	(a) Frill Marquee with wall panels to cover entire Convocation Pandal (Cricket Ground)  Size: 48600 sq.ft (approx.)	1	3	125,000.00	375,000.00
	(b) Air Condition System Complete in all respect to provide cooling for temperature control in the Marquee of Convocation 48600 sq.ft covered area (Cricket Ground): i. 160 tons i.e. (4 ton x 40 Floor Standing Units) and	1 Job	1	6,500.00	260,000.00
	ii. Vehicle mounted High Blow Units 50 tons i.e. (25 ton x 2 high blow units)			60,000.00	120,000.00
2	Presidential Chair	1	1	1,500.00	1,500.00
3	VVIP Chairs	8	1	2,250.00	18,000.00
4	Head Table to seat 6 persons on stage with Stairs (Two Sides) Stairs should be in Wooden & in good quality (with flower array / decoration and with table cover and skirting)	1	1	24,000.00	24,000.00

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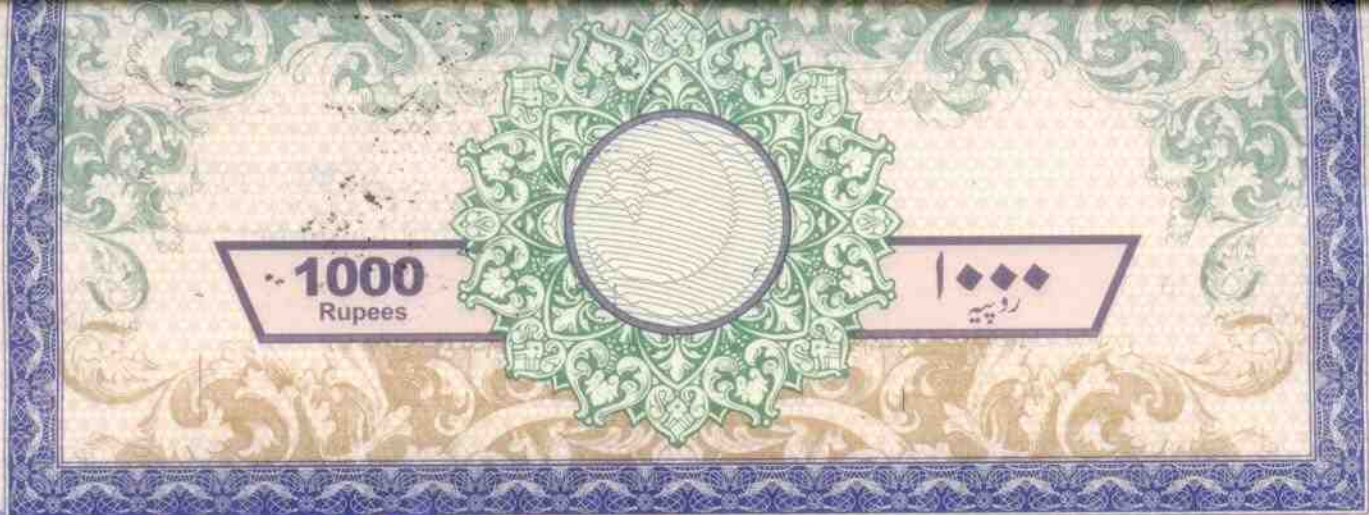
**MUHAMMAD SHOAIB ARAH Stamp Vendor**  
 E.No. 1-B-4, Flat No. 103 Zubair Nadeem Plaza  
 Chand Ribi Road, Nankai Ward Opp: City Courts Karachi

**30 NOV 2017**

**RUPEES ONE THOUSAND ONLY**

S. No. 15779 Date 30 NOV 2017  
 Issued To With Address MANZOOK SONS  
 Through With Address MANZOOK SONS  
 Purpose 10000  
 Value Rs 10000 Attached 10000  
 Stamp Vendor's Signature MANZOOK SONS

6	Stage Carpet Color = Beige Color	36'x24'	2	8,640.00	17,280.00
7	Two Seater Sofas (125 for Guest & VVIP in Main Pandal & 25 for Refreshment area)	150	1	500.00	75,000.00
Chairs (foamy back & seat)					
8	(a) Off -White Covers	1300	1	65.00	84,500.00
	(b) Green Ribbon and Off White Covers	200	2	65.00	26,000.00
	(c) Yellow Ribbon and Off White Covers	50	2	65.00	6,500.00
	(d) Blue Ribbon and Off White Covers	550	2	65.00	71,500.00
9	Pedestal Metallic Circulation Fans (Good Quality & Soundless)	150	1	250.00	37,500.00
10	Center Tables with cover / Glass Top	45	1	400.00	18,000.00
11	Spotless (Beige Color) Carpeting in main venue - Cricket Ground. (Opposite to Stage till First line of Guest) – Picture attached. Red runners in walk ways where required.	1 Job	1	60,000.00	60,000.00
Sub Total (A)				1,223,580.00	
(B) Lighting & Luminaries:					
15	Lightning in Convocation marquee (Cricket Ground) & Refreshment area (canopy style)	1 Job	1	75,000.00	75,000.00
16	Lightning behind Tabba Block for Group Photo session.	1 Job	1	15,000.00	15,000.00
	Lightning in Parking Area, Opposite IBA Main Gate, Gate 2, 3, and Gate 1, on way of Gate 3A to Convocation	1 Job	1	75,000.00	75,000.00



MUHAMMAD SYED AHMED Stamp Vendor

LT No. 3, E-4, Flat No. 103 Zubair Nadreem Plaza

Grand Biter Road, Nanak Waza Opp: City Courts Karachi

S. No. 15780

Date

30 NOV 2017

RUPEES ONE THOUSAND ONLY

Issued To With Address

Through With Address

Purpose

Value Rs

Stamp Vendor's Signature

MANIZOOR SONS

17	Spot lighting for Tabba Academic Block, Student's Center, Main Abdullah Library, G&T Auditorium, Adamjee Academic Block and Fauji Foundation Buildings	1 Job	1	75,000.00	75,000.00
Sub Total (B)				240,000.00	
(C) Refreshment setup: (including crockery & cutlery)					
18	a) VVIP-guests enclosure (round table set-up)	100	1	180.00	18,000.00
19	b) Guests/ Faculty enclosure (buffet set-up)	400	1	150.00	60,000.00
20	c) Students / Parents enclosure (buffet set-up)	1500	1	150.00	225,000.00
21	Tea / Coffee Dispenser	10	1	100.00	1,000.00
Sub Total (C)				304,000.00	
(D) Refreshment Menu:					
1	Fruit Cake Large Loaf (renowned and famous operating bakery of Karachi)	400	2000 persons	50.00	100,000.00
2	Chicken Samosa (D Shape)	4000	2000 persons	60.00	120,000.00
3	Chinese Roll 6"	4000	2000 persons	60.00	120,000.00
4	Hot Gulab Jamun	200kg	2000 persons	68.00	136,000.00
5	Tea	1500	2000 persons	25.00	50,000.00
6	Coffee	1000	2000 persons	25.00	50,000.00
Sub Total (D)				576,000.00	

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MUHAMMAD SHARIF AHMAD STAMP VENDOR  
 F/No. 1, 1st Flr, 103 Zubair Nadeem Plaza  
 Chaudhri Road, Narak Wala Gup: City Courts Karachi

S. No. 15781 Date 30 NOV 2017  
 Issued To With Address  
 Through With Address  
 Purpose 1000  
 Value Rs. Attached  
 Stamp Vendor's Signature

MANZOOR SONS

RUPEES ONE THOUSAND ONLY

Total (A) + (B) + (C) + (D)	2,343,580.00
SST	304,665.40
Grand Total Amount	2,648,245.40

Important Note:

1. For Rehearsal on dated November 30, 2017 venue should be readied by 12:00 noon (marquee Setup, Stage, Student Chairs required)
2. For Convocation, venue should be readied and handed over to Admin Department on Night of December 1, 2017. (11:00 pm)
3. Complete decoration arrangement including Luminary, Cutlery, Crockery, Bearer & allied support services.
4. Round table setup for 08 persons each table.
5. Wall Panels will be pegged/erected according to the need and requirement.
6. Generator with Backup support will be provided by M/s Manzoor Sons.
7. AC should be started/operational at 10am till the end of Convocation on December 02, 2017.
8. Frill Marquee / Wall Panels / Pole Cover should be beige color.
  - a. Please provide sample of Marquee (Net not acceptable)
  - b. IBA will penalize up to 9% of the item value on substandard delivery of following items/services:

S. No	Description
1.	Marquee <ol style="list-style-type: none"> <li>i. No Patches</li> <li>ii. No Holes</li> <li>iii. Should be same as sample provided by the bidder</li> <li>iv. Not DE colored</li> </ol>
2.	Food <ol style="list-style-type: none"> <li>i. Quality</li> <li>ii. Quantity</li> </ol>

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MUHAMMAD SHARAF KHAN Stamp Vendor  
F/No. 1, T-4, Flat No. 103 Zubair Nadeem Plaza  
Chand Tola Road, Nazim Wala Opp: City Courts Karachi

30 NOV 2017

RUPEES ONE THOUSAND ONLY

S. No. 15782 Date  
Issued To With Address  
Through With Address  
Purpose 1002  
Value Rs. Attached  
Stamp Vendor's Signature

MANZOOR SOHAI

3.	Crockery & Cutlery (Ceramic & Stainless Steel) i. Neat & Clean ii. Free from cracks
4.	Staff i. Should be proper uniform ii. Minimum Fifteen supporting staff
5.	Furniture Quality plus Carpet i. Neat & Clean ii. Not Repaired or Broken
6.	Air Condition & Pedestal Fans i. All Floor standing ACs & pedestal fans should be on optimum performance ii. Good Condition iii. Functional iv. Noiseless v. Properly wired (adequately hidden under carpet etc) vi. Clean
7.	Adequate lighting in all specified areas
8.	All facilities should be up and running by 10am on the convocation day (including Air Conditioning)

4.8 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

4.9 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

4.10 Charges / rentals will be same as per offered vide Tender # ES/01/17-18.

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**MUHAMMAD SHOAIB ARAIN Stamp Vendor**  
 1/No. 1-1-4, Unit No. 103 Zuhair Nadeem Plaza  
 Chund Bibi Road, Near Al Wara Opp. City Courts Karachi

**30 NOV 2017**

S. No. 15783 Date \_\_\_\_\_  
 Issued To With \_\_\_\_\_  
 Through With Address \_\_\_\_\_  
 Purpose \_\_\_\_\_  
 Value Rs. \_\_\_\_\_ Attached \_\_\_\_\_  
 Stamp Vendor's Signature \_\_\_\_\_

**200 Rupees**

**PAKISTAN**  
**100Rs**  
**SPECIAL ADHESIVE**

**OFFICE SUPERINTENDENT**  
**Stamp Office, City Courts**  
**06 OCT 2017**

**Article V:  
ARBITRATION**

- 5.1 In case of any dispute, difference or question which may at time arise between the parties hereto or any person claiming under them, touching or arising out in respect of this agreement or this subject matter thereof shall be referred to the arbitration and an Arbitrator will be appointed by mutual consent, whose decision and findings will be final and binding on both the parties. The

Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Article VI:  
TERMINATION**

- 6.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime.

**Article VII:  
INDEMNITY**

- 7.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

**Article VII:  
NOTICE**

*M. Shoaib*

Article IX:  
INTEGRITY PACT

- 9.1 The 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).
- 9.2 Without limiting the generality of the forgoing the Service Provider 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.
- 9.3 The Service Provider 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.
- 9.4 Notwithstanding any right and remedies exercised by the IBA in this regard, the Service Provider 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 Service Provider as aforesaid for the purpose of obtaining or inducing work/service or other obligation or benefit in whatsoever from the IBA.

Article X:  
MISCELLANEOUS

- 10.1 Any addition & alteration(s) made in the Work Order / Contract Agreement as required which entail extra time & labor and material on part of the services, shall be charged separately/extra on 'Quantum Merit' basis before & on final services handed over to the "IBA". After FINAL WORKS if any alteration(s), arise charges will be paid on mutually agreed upon as per Variation Order.


M Hassan

10.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.

10.3 This agreement will be enforced and effective with immediate effect as per Work Order.

10.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

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

NAME: Aamer Shahbbir Khan

CNIC # \_\_\_\_\_

Address:

Registrar, Institute of Business

Administration Main Campus  
University Road, Karachi

WITNESS:

1. 

SYED SABIR ALI

CNIC # 42301-0752946-3.

Address: 966, Street No. 15-A,

Mehmoodabad No. 4,  
Karachi.



M/s Manzoor Sons

NAME: Mr. Mohammad Hassan

CNIC # 42201-2906208-1

Address:

1<sup>st</sup> Supper Center, ST-13

Block-9, Khayaban-e-Jami, Clifton,  
Karachi.

2. 

M. SOHAIL KHAN

Manager Purchase & Stores

Institute of Business Administration

CNIC # Karachi-Pakistan

Address: \_\_\_\_\_