

*Tender Fee: Rs. 1000/-
(Non-Refundable)*

TENDER FORM

Tender # CW/03/17-18

REPAIR & MAINTENANCE CIVIL WORKS AT STAFF TOWN HOUSING UNIT

Date of Issue : **September 28, 2017**
Last Date of Submission : **October 18, 2017 (3:00 PM)**
Date of Opening : **October 18, 2017 (3:30 PM)**

Pay Order / Demand Draft # _____, **Amount: Rs** _____

Drawn on Bank _____, **Dated:** _____

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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 28, 2017 to repair & maintenance works at staff town housing unit.

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 Senior Manager Purchase & Stores on 38104700 ext: 2151 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- i) All works shall be measured by standard instruments according to the rules.
- ii) Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
- iii) Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
- iv) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
- v) Tender(s) without Bid Security of required amount and prescribed form shall be rejected.
- vi) Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
 - (a) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
 - (b) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- vii) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractor 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.
- ix) 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.

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- x) Tender Document can be collected from the Office of Senior Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from October 18, 2017 to October 18, 2017 during working 9:00 AM to 3:00 PM.
- xi) Last date for tender submission is October 18, 2017 up to 3:00 PM, at the Office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- xii) Tender will be opened on October 18, 2017 on 3:30 PM at the office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- xiii) Successful bidder should provide 5% Performance Security / guarantee of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- xiv) Limit of Retention Money: Limit of retention money shall be 5% of the contract price stated in the Letter of Award.
- xv) Payment of Retention Money:
 - a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
 - b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.
- xvi) Please attached at least 5 plus years' experience for this tender.
- xvii) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- xviii) Copy of Income Tax & SST Certificate should be attached.
- xix) Cliental list is required.
- xx) 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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- xxi) Company Profile be attached with this document.
- xxii) Tender Document available at the Office of Sr. Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.

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3. **BIDDING DATA**

(a) **Name of Procuring Agency:** Institute of Business Administration, Karachi

(b) **Brief Description of Works** Repair & Maintenance Civil Works at Staff Town Housing Unit

(c) **Procuring Agency's address:-**Main Campus, University Road, Karachi_

(d) **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

(e) **Period of Bid Validity (days):** Ninety Days

(f) **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 after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(g) **Limit of Retention Money:** Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

(h) **Payment of Retention Money:**

- i. Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
- ii. Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.

(i) **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in October 18, 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.

(j) **Venue, Time, and Date of Bid Opening:** Tender will be opened on October 18, 2017 on 3:30 PM at IBA, Main Campus, University Road, Karachi.

(k) **Time for Completion from written order of commence:** 90 days

(l) **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.

(m) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**

_____, Amount Rs _____ Drawn on Bank _____ Dated _____.

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4. **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	Any overwriting tender dropped received
9	Cliental list provided
10	Affidavit regarding any litigation or blacklisting

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5. Conditions of Contract

Clause - 1: Commencement & Completion Dates of work. The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Sr. Manager Purchase & Stores. However BoQ and execution of work shall be performed with due approval & supervision of Manager General Maintenance & Project Department or of in subordinate-in-charge of the work. Failing such authorities the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorate basis.

Clause - 2: Liquidated Damages. 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to deliver within the execution period.

Clause-3: Termination of the Contract.

“IBA” may terminate this contract if the job is not executed according to the requirement at any time after issuing a 15 days’ notice. IBA reserve the right to accept or reject any or all contract(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified by SPPRA.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause –5: Extension of Intended Completion Date. The IBA, Karachi either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

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When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause–6: Specifications. The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Manager General Maintenance & Project Department and initialed by the parties, the said specification being a part of the contract.

Clause–7: Payments. Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance from Manager General Maintenance & Project Department is required before process of bill/invoice.

Clause–8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Manager General Maintenance and & Project Department may make payment on account of such items at such reduced rates as may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause–9: Issuance of Variation and Repeat Orders. Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

(a) Identifying Defects: If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data the IBA authorities may instruct the contractor to uncover and test any part of the works which he consider may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(b) Correction of Defects: The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

Clause–11: Inspection of Operations. Manager General Maintenance & Project Department and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

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Clause-12: Risks. The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises which arise during and in consequence of its performance of the contract. If any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense.

Clause-13: Measures for prevention of fire and safety measures. The contractor shall not set fire to any standing jungle, trees, bush-wood or grass. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him. All staff must have CNIC and clearly mentioned to discourage work through child labor. IBA is no smoking zone. Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap

Clause-14: Sub-contracting. The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Manager General Maintenance & Project Department. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause-15: Disputes. 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 "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to 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.

Clause-16: Site Clearance. On completion of the work, it will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Manager General Maintenance and & Project Department.

Clause -17: Financial Assistance /Advance Payment.

- (a) **Mobilization advance** is not allowed.
- (b) **Advance Payment:** Advance Payment subject to Bank Guarantee.

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Clause-18: Performance Security. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

Clause-19: Receiving/Acceptance of Work Order: The contractor will sign the copy of the Work Order as acknowledgement.

Clause-20: Place of Execution: As specified in the Work Order.

Clause-21: Quantity Delivered: Competent Authority reserves the right to change/alter/remove any item or work or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.

Clause-22: Condition of Works: All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.

Clause-23: Delivery of Works: All the works must be executed to the specified site of the IBA.

Clause-24: Rejection of Works: IBA, Karachi reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.

Clause-25: Price / Rate/Charges/Cost: Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope. The quoted rate/charges/cost will be final and no change will be accepted after opening of tenders, unless or otherwise if change in specs occurred.

Clause-26: Bid Security: 5% Bid Security should be on Total Amount submitted/attached along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

Clause-27: Rules, Regulations & Policies: All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

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Clause-28: Rights: 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. IBA, also reserve the right to issue Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

Clause-29: IBA, Priorities: IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.

Clause-30: 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 SRO and as per applicable rates / denomination of Purchase / Work Order.

Clause-31: Stamp Duty: Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.

Clause-32: Experience: Please provide at least 5 plus years' experience for this tender

Clause-33: Turn Over: Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.

Clause-34: Income Tax: Copy of Income Tax Certificate should be attached.

Clause-35: Measurement Book: Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Manager General Maintenance and Project Department on each occurrence / daily basis.

Clause-36: Blacklisted: Contractor 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.

Clause-37: Envelops: The contractor must submit Original + One copy of the complete bid document in separate envelops along with BoQ. These two envelops further enclosed in one envelop.

Clause-38: Defect Liability Period: All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period. Defect Liability Period at least 3 months after completion of the work.

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Clause-39: Site Visit: The bidders are advised to visit and examine the Site of the works and its surroundings and obtain for themselves all information that maybe necessary for preparing the bid and entering into a contract for the Works. All cost in this respect shall be at bidders 'own expenses'.

Clause-40: Bid Price: The bidders shall fill in rates and prices for all items of the Works describe in the Bill of Quantities (BoQ). The cost of items against which the contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the bill of Quantities.

Clause-41: Verbal Instruction(s): No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be consider if provided in writing by Manager General Maintenance & Project Department.

Clause-42: Limit of Retention Money: Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

Clause-43: Payment of Retention Money:

- a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
- b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.

Additional Terms:

- i. IBA Maintenance & Project Department reserve the right to cancel/amend; increase or decrease quantities under scope of work for different headings.
- ii. Material of this order is subject to final inspection at the time of delivery.
- iii. IBA, Karachi reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
- iv. Cost of All equipment / machines / including ladders, plungers, brushers, rollers etc for working at any height / surface above or beneath will be borne by the contractor.

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6. Bill of Quantity**SCOPE OF WORK - REPAIR & RENOVATIONS**
A T C - 1 0 I B A S T A F F T O W N

MASONRY / PLASTER WORK				
S#	Place	Approx. Qty (s/ ft)	Rate	Amount
1	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, beams etc., making edges and corners including preparation of surface before plastering finishing curing etc complete in all respect (including cost of all usable instruments / equipment) (Actual Quantities as per site requirement)	800		
2	Dismantling / demolition / removal of masonry works Dismantling / cutting / removal of existing masonry walls, floors / mosaics including wall chipping, partitions, false ceilings, including removal of debris from site and handing over IBA properties to IBA rep etc complete in all respect as per site requirements (Actual Quantities as per site requirement)	1000		
Approximate Total				

REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing and fixing in position cabinets of the following types consisting of ¾ inch thick MDF laminated board boxing, tuff Formica finished shutters, Partal wood frames / lipping / beading, lacquer polish to wood surfaces including all hardware and accessories complete in all respect as per approved shade / color; drawing or as indicated by Maintenance Manager as per site requirements <ol style="list-style-type: none"> 1. Fixing of Doors with frame to structure 2. Hanging Cabinets 16 inch deep 24 inch high 	16 S / ft 31 sq ft		

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2	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	300 sq ft		
3	Providing and fixing SS kitchen sink into marble slab (34x14) inch or in similar length x breadth) Stainless Steel, Matt Surface, double bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	One		
4	Providing and fixing in position Marble slabs / counter tops as per size and exiting drawing with cuttings for hob and kitchen sink of given size (Tippy or equivalent) with 2 inch skirting pasted with chemical jelly / bond	16x2 sq ft (approx.) as per site req		
5	Providing and fixing in Kitchen 1x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) including all joints to service / plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	one		
Approx Total				

REPAIR RENOVATION OF BATHROOMS				
S #	Detail of Work	Qty	Rate	Amount
1	Providing / Fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	600 sq ft		

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2	Providing and fixing Western / English WC one piece type (of approved local high quality and color; basic price Rs 4000/00 per single piece) with commode seat, flush tank, including fittings, flushing pipe, thimble, making all joints to services and drains; plugging and screwing as necessary to the structure complete in all respect as per site requirement	1		
2	Providing and fixing Western / English WC one piece type (of approved local high quality and color; basic price Rs 4000/00 per single piece) with commode seat, flush tank, including fittings, flushing pipe, thimble, making all joints to services and drains; plugging and screwing as necessary to the structure complete in all respect as per site requirement	2		
3	Providing and fixing Wash basin with pedestal (of approved local high quality and color; basic price Rs 2500/00 per single piece) all accessories such as basin mixture, tee stop cock with check nuts, CP, Flexible pipe, uPVC waste pipe, waste coupling bracket set, CP bottle trap and silicon sealant, all joints to services and drain, plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement	3		
4	Providing and fixing in Bathrooms: Providing and fixing bathroom sanitary sets with accessories including fixing with rowel plug of approved quality complete in all respect <ul style="list-style-type: none"> • 3xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement • 3xbathroom accessories set (Plastic or SS) 7 pieces each as per approved quality / color (basic price Rs 1,900/00 per set) 	3		

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5	Providing & fixing, jointing , testing of PPR pipe including specials fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 1. ¾ inch dia 2. 1 inch dia	150 r / ft 150r / ft		
Approx Total				

CARPENTRY JOBS (PROVIDING AND FIXING INCLUDING REPAIR JOBS)				
S#	Detail of Work	Qtty	Rate	Amount
1	Repair and maintenance of all existing doors / windows and cabinets doors including replacement of broken wood, parts, scrubbing / painting (ICI-white) and providing and fixing of hinges / tower bolts etc as per site requirement or as directed by maintenance department or site requirement			
	Doors	12		
	Windows	10		
	Ventilators	4		
2.	Providing and fixing 5 mm thick glasses in existing windows, ventilator etc (Ghani or equivalent) as per sizes complete in all respect as per site requirement	Rates will be as per sq ft provided		
Approx Total				

REPAIR MAINTENANCE OF SEWERAGE LINES / MANHOLES				
S#	Detail of Work	Approx. Qtty	Rate	Amount
1	Providing and fixing uPVC class "B" pipe for sewer system including excavation preparation of smooth bed and back filling complete in all respect 1. 6 inch dia	50 r / ft		
2	Making / arrangement sewer / water supply connection with existing main water / sewer line complete in all respect as necessary for making the connection to building / toilets / kitchen 1. 4 inch dia	60 r /ft		
Approx Total				

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REPAIR MAINTENANCE OF NATURAL GAS LINE				
S#	Detail of Work	Approx. Qty	Rate	Amount
1	Providing and fixing jointing GI pipe lines for Gas supply medium quality IIL. Including special sockets, tee, elbow, bend, reducer plug and union etc.) Supported on walls or suspended from roof slab, including protective coating or black tapping complete in all respect as per available drawing or as directed. 1. ½ inch dia pipe fittings	20 r /ft		
2	Providing and fixing gas cocks of approved quality of gas company including all accessories complete in all respect 2. ½ inch dia	02 in nos		
Approx Total				

PATHWAY PAVERS OR GARDEN TILES (CLAY TYPE)				
S#	Detail of Work	Approx. Qty	Rate / rft	Amount
1	The sides alongside boundary walls and main pathway to be provided with Garden Tiles 1x1 ft. of approved design joined with cement etc complete in all respect.	100 r / ft		
Approx Total				

REPAIR AND MAINTENANCE OF MOSAIC FLOORS				
S#	Detail of Work	Approx. Qty	Rate / sq ft	Amount
1	All House Mosaic Floor, repair / maintenance including grouting and Polishing Works complete in all respect	1600 sq ft		
Approx Total				

Total Amount (inclusive of all Taxes) C-10

Rs. _____

Stamp & Signature

SCOPE OF WORK - REPAIR & RENOVATIONS
AT D - 21 & D - 23 IBA STAFF TOWN

MASONRY / PLASTER WORK				
S#	Place	Approx. Qty (s/ ft)	Rate	Amount
1	Plaster Repair Works Providing and applying at any height cement and sand plaster (1:6) to walls, roof, beams etc., making edges and corners including preparation of surface before plastering finishing curing etc complete in all respect (including cost of all usable instruments / equipment) (Actual Quantities as per site requirement)	900		
2	Dismantling / demolition / removal of masonry works Dismantling / cutting / removal of existing masonry walls, floors / mosaics including wall chipping, partitions, false ceilings, including removal of debris from site and handing over IBA properties to IBA rep etc complete in all respect as per site requirements (Actual Quantities as per site requirement)	1100		
Approximate Total				

REPAIR RENOVATION OF KITCHEN				
S#	Detail of Work	Approx. Qty	Rates	Amount
1	Providing and fixing in position cabinets of the following types consisting of ¾ inch thick MDF laminated board boxing, tuff Formica finished shutters, Partal wood frames / lipping / beading, lacquer polish to wood surfaces including all hardware and accessories complete in all respect as per approved shade / color; drawing or as indicated by Maintenance Manager as per site requirements 3. Fixing of Doors with frame to structure 4. Hanging Cabinets 16 inch deep 24 inch high	30 S / ft 35 sq ft		

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2	Providing / fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	600 sq ft		
3	Providing and fixing SS kitchen sink into marble slab (34x14) inch or in similar length x breadth) Stainless Steel, Matt Surface, double bowl including all accessories such uPVC waste pipe, coupling bracket set, and all joints to service and drains plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	1x2		
4	Providing and fixing in position Marble slabs / counter tops as per size and exiting drawing with cuttings for hob and kitchen sink of given size (Tippy or equivalent) with 2 inch skirting pasted with chemical jelly / bond	30x2 sq ft (approx.) as per site req		
5	Providing and fixing in Kitchen 1x kitchen hot / cold water mixtures local made high neck with brass spindles stainless steel chrome finish etc (basic price Rs 2,500/00 per set) including all joints to service / plugging and screwing as necessary to the structure complete in all respect as per site requirement or instructions of Maintenance Department.	2		
Approx Total				

REPAIR RENOVATION OF BATHROOMS				
S #	Detail of Work	Qty	Rate	Amount
1	Providing / Fixing Tiles (Imported China made Tiles basic price Rs 750/00 per sq meters) or equivalent Standard / Quality of size 10 x 13 in size above slabs and floors / walls including all costs of material / bonds grouting etc. complete in all respect as instructed by Maintenance Dept.	350x2 sq ft		

 Stamp & Signature

2	Providing and fixing Western / English WC one piece type (of approved local high quality and color; basic price Rs 4000/00 per single piece) with commode seat, flush tank, including fittings, flushing pipe, thimble, making all joints to services and drains; plugging and screwing as necessary to the structure complete in all respect as per site requirement	1x2		
2	Providing and fixing Asian WC one piece type (of approved local high quality and color; basic price Rs 4000/00 per single piece) with commode seat, flush tank, including fittings, flushing pipe, thimble, making all joints to services and drains; plugging and screwing as necessary to the structure complete in all respect as per site requirement	1x2		
3	Providing and fixing Wash basin with pedestal (of approved local high quality and color; basic price Rs 2500/00 per single piece) all accessories such as basin mixture, tee stop cock with check nuts, CP, Flexible pipe, uPVC waste pipe, waste coupling bracket set, CP bottle trap and silicon sealant, all joints to services and drain, plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement	1x2		
4	Providing and fixing in Bathrooms: Providing and fixing bathroom sanitary sets with accessories including fixing with rowel plug of approved quality complete in all respect <ul style="list-style-type: none"> • 2xBathroom Shower sets local made brass spindles (7 pieces) as per approved quality / color (basic price Rs 4,500/00 per set) complete in all respect plugging and screwing as necessary to the structure etc, complete in all respect as per site requirement • 2xbathroom accessories set (Plastic or SS) 7 pieces each as per approved quality / color (basic price Rs 1,900/00 per set) 	2x2		

Stamp & Signature

5	Providing & fixing, jointing , testing of PPR pipe including specials fittings such as hanging system, socket, tees, elbow, bends, reducers, plugs and unions etc supported or buried in walls / floor or suspended from roof slab as per specification complete in all respect. 3. ¾ inch dia 4. 1 inch dia	120 r / ft 150 r / ft		
Approx Total				

CARPENTRY JOBS (PROVIDING AND FIXING INCLUDING REPAIR JOBS)				
S#	Detail of Work	Qty	Rate	Amount
1	Repair and maintenance of all existing doors / windows and cabinets doors including replacement of broken wood, parts, scrubbing / painting (ICI-white) and providing and fixing of hinges / tower bolts etc as per site requirement or as directed by maintenance department or site requirement			
	Doors	12x2		
	Windows	9x2		
	Ventilators	2x2		
2.	Providing and fixing 5 mm thick glasses in existing windows, ventilator etc (Ghani or equivalent) as per sizes complete in all respect as per site requirement	Rates will be as per sq ft provided		
Approx Total				

REPAIR MAINTENANCE OF SEWERAGE LINES / MANHOLES				
S#	Detail of Work	Approx. Qty	Rate	Amount
1	Providing and fixing uPVC class "B" pipe for sewer system including excavation preparation of smooth bed and back filling complete in all respect 2. 6 inch dia	50x2 r / ft		
2	Making / arrangement sewer / water supply connection with existing main water / sewer line complete in all respect as necessary for making the connection to building / toilets / kitchen 2. 4 inch dia	30x2 r / ft		
Approx Total				

 Stamp & Signature

REPAIR MAINTENANCE OF NATURAL GAS LINE				
S#	Detail of Work	Approx. Qty	Rate	Amount
1	Providing and fixing jointing GI pipe lines for Gas supply medium quality IIL. Including special sockets, tee, elbow, bend, reducer plug and union etc.) Supported on walls or suspended from roof slab, including protective coating or black tapping complete in all respect as per available drawing or as directed. 3. ½ inch dia pipe fittings	20x2 r /ft		
2	Providing and fixing gas cocks of approved quality of gas company including all accessories complete in all respect 4. ½ inch dia	2x2 in nos		
Approx Total				

REPAIR AND MAINTENANCE OF MOSAIC FLOORS				
S#	Detail of Work	Approx. Qty	Rate / sq ft	Amount
1	All House Mosaic Floor, repair / maintenance including grouting and Polishing Works complete in all respect	1300x2sq ft		
Approx Total				

Total Amount (inclusive of all Taxes) D-21 and D-23

Rs. _____

Grand Total Amount of C-10 + D-21 & D-23

Rs. _____

Grand Total Amount in Words:

Rupees: _____

Stamp & Signature

7. **Integrity Pact**

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

M/s _____, the contract 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 contractor 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 contractor 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, contractor 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 contractor 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 # _____ e-mail: _____

Stamp & Signature

AGREEMENT

THIS AGREEMENT is executed at KARACHI, on this day _____ of 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 _____, having its office at _____, hereinafter referred to as “THE CONTRACTOR” (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS “IBA” intends to obtain Repair & Maintenance Works at IBA Staff Town Areas related jobs/works as assigned in accordance to the tender vide # CW/03/17-18 at IBA Staff Town at the cost of **Rs.**_____ **Inclusive all taxes.** The basis with the works/jobs of items as per tender vide # CW/03/17-18 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Manager General Maintenance & & Project Department and “THE CONTRACTOR” have offered to render all kind of works/jobs (including but not limited to the “works/jobs mentioned in Work Order”) of the proposed works up to the satisfaction & handing over the project to the “IBA” having accepted the offer in finished form complete in all respect.

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

WITNESSETH

“IBA” hereby offer to appoint “THE CONTRACTOR” as their official work executor for the specific purpose of “Works & Services” in respect of the same with “IBA” as per the determination of scope of works/jobs on suitable scale with any/all other relevant details for repair & maintenance works of IBA Staff Town. “THE CONTRACTOR” hereby agree to the offer the “IBA” in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # CW/03/17-18 would be integral part of this agreement.

Article I

DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the “services & works”, discussions with “IBA” as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to “IBA”.
- 1.2 “THE CONTRACTOR” agrees to provide any/all kind of services related to execution of work/job to “IBA” whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 “THE CONTRACTOR” will coordinate for required/assigned works/jobs/project with Manager General Maintenance and & Project Department, of the “IBA” who will advise “THE CONTRACTOR” in supervision of proposed works/jobs related.
- 1.4 “THE CONTRACTOR” is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance Note / Certificate will be required from Manager General Maintenance and & Project Department.
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 1.7 Repair & Maintenance Works at Staff Town, as assigned in accordance to the tender vide # CW/03/17-18 at IBA Staff Town.
- 1.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.
- 1.9 The Contract will require to obtain Entry Pass of their employee/labour/manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be consider if provided in writing by Manager General Maintenance& Project Department. No verbal instruction(s) / order(s) will consider valid.

Article II
SCOPE OF PROFESSIONAL SERVICES & WORKS

- 2.1 “THE CONTRACTOR” hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/03/17-18.
- 2.2 “THE CONTRACTOR” hereby agree and acknowledge the acceptance of attending the meetings with the Manager General Maintenance and & Project Department “IBA” as & when required.

- 2.3 Date of Completion of work/job/project is, 2017.
- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

Article III
REMUNERATION

- 3.1 The cost offered by the Contractor is Rs. _____ (inclusive of all taxes) vide tender # CW/03/17-18.
- 3.2 This Agreement includes, the “Repair & Maintenance Works at IBA Staff Town”, as per “IBA” requirement mentioned in Tender BoQ.
- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Manager General Maintenance & Project Department is required before process of bill/invoice.
- 3.4 Advance Payment subject to Bank Guarantee.
- 3.5 Performance Security 5% of total amount of Work Order must be deposited to the IBA after acceptance of Work Order, Karachi. Security Deposit will be released after clearance of invoice which will be submit after completion of satisfactory work.
- 3.6 Limit of Retention Money: Limit of retention money shall be 5% of the contract price stated in the Letter of Award.
- 3.7 Payment of Retention Money:
 - a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
 - b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.
- 3.8 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.9 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.10 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.11 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by Contractor as per SRO/Notification.

3.12 A liquidity damages @ 2% per month, of the total agreed payment, of the total cost will be imposed in case of delayed delivery. Penalty will be imposed after 07 days subject to services by IBA before the starting date mentioned on the Work Order.

3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.

Article IV
ARBITRATION

4.1 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 “THE CONTRACTOR” for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to 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 V
TERMINATION

5.1 “IBA” may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day’s notice.

5.2 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 in the relevant SBD notified framed by SPPRA.

Article VI
INDEMNITY

6.1 “THE CONTRACTOR” 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 CONTRACTOR”, as a result of any defect in the title of IBA or any fault, neglect or omission by the “THE CONTRACTOR” which disturbs or damage the reputation, quality or the standard of services & works provided by “IBA” and any person claiming through the IBA.

Article VII
NOTICE

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII
INTEGRITY PACT

- 8.1 Its intention not to obtain the 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).
- 8.2 Without limiting the generality of the forgoing the contractor/ 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.
- 8.3 The contractor/ 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.
- 8.4 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 contractor / 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.

Article IX
MISCELLANEOUS

- 8.1 Works/job/project will be handed over by the “IBA” or vet the cost with authentic stamp and signature.
- 8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 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.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # CW/03/17-18 will be the integral part of this agreement and can't be revoked.

8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.

8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.

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"
NAME:
CNIC # _____

M/s
NAME:
CNIC # _____

Address: G.M.Admin, Institute of Business
Administration Main Campus
University Road, Karachi

1. _____

2. _____

CNIC # _____
Address: _____

CNIC# _____
Address: _____
