Tender Fee: Rs. 2,000/-
(Non-Refundable)

TENDER FORM

Tender # CW/17/26-27

Provide, Supply & Fixing of Carpets at G&T Auditorium

Date of Issue	**:**	**November 03, 2026**
Last Date of Submission	**:**	**November 18, 2026 (2:30 pm)**
Date of Opening	**:**	**November 18, 2026 (3:00 pm)**

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, Drawn on Bank_____

Amount of Rs. _____, Dated: _____

_____
Stamp & Signature

Notice Inviting Tender (NIT)

Tender Notice

The Institute of Business Administration, Karachi (IBA) invites electronic bids on EPADS from active taxpayers of manufacture / firm / companies / supplier registered with SPPRA EPADS and relevant tax authorities for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provide, Supply & Fixing of Carpets at G&T Auditorium ***(CW/17/26-27)***	Single Stage One Envelope	Rs.43,470/-
• Fee: Rs.2,000/- each • Issuance start date: November 03, 2026 at 9 AM • Issuance end date & time: November 18, 2026 at 2:30 PM • Submission date & time: November 03, 2026 to November 18, 2026 from 9 AM to 2:30 PM • Opening date & time: November 18, 2026 at 3:00 PM • **Mandatory Site Visit:** November 13, 2026 at 3 PM at IBA Main Campus		

Tender Document containing detailed terms and conditions are available at Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). The tender document can also be downloaded from IBA and SPPRA EPADS system. The Tender 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. Bidders are required to submit their bids (duly signed and stamped) on the uploaded Tender Document (along with a copy of Earnest Money and all supporting documents) through SPPRA EPADS system (www.eprocure.gov.pk). The original bid security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening and will be opened on same date & venue in the presence of the bidders' representatives who may wish to attend. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of "**IBA Karachi**".

N.B.

(1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

(2) Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

REGISTRAR
IBA, Main Campus, Univeristy Enclave, Karachi 75270
111-422-422 Fax (92-21) 99261508
Contact Person Assistant Manager Procurement on 38104700 ext: 2150
Email tenders@iba.edu.pk
Website https://www.iba.edu.pk/tenders/
SPPRA EPADS: https://portalsindh.eprocure.gov.pk/#/

Stamp & Signature

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Stamp & Signature

1. **Introduction**

Dear Tenderer:

Thank you for the interest you have shown in response to the IBA's advertisement which has floated on IBA & SSPRA websites on November 03, 2026, for the Provide, Supply & Fixing of Carpets at G&T Auditorium.

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 that meet our prime & basic specifications through this transaction.

Please contact Assistant Manger Procurement on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar

Stamp & Signature

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 fulfils 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 fulfil any of these conditions, it shall not be evaluated further.

v) Tender(s) without Bid Security of the 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 the case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from the amount of bill of quantities to arrive at the final bid cost.

(b) In the 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 words, the amount in words will govern.

viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractors 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 the required supporting documentation according to the requirement.

Stamp & Signature

ix) It is of utmost importance to fill 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 the item/column name or number etc that referred to the column/item of the Tender Form.

x) Tender Documents can be collected from the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from November 03, 2026 to November 18, 2026, during working 9 AM to 2:30 PM.

xi) The last date for tender submission is November 18, 2026, up to 2:30 PM, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.

xii) Mandatory Site visit will be held on November 13, 2026 at IBA Main Campus at 3pm with Manager Administration for understanding the exact nature of the job.

xiii) The tender will be opened on November 18, 2026, at 3:00 PM at the office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.

xiv) Successful bidder should provide 5% Performance Security/guarantee of the total value of Work Order in the form of Pay Order or bank guarantee before signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

xv) Please mention "Tender Number" at the top left corner of the envelopes. IBA, Karachi may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of bid or proposal as per Rule-25(i) of said rules.

xvi) Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Enclave, Karachi.

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3. BIDDING DATA

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

(b) Brief Description of Works: Provide, Supply & Fixing of Carpets at G&T Auditorium

(c) Procuring Agency's address:-Main Campus, University Enclave, Karachi

(d) Amount of Bid Security:- Bid Security Rs. 43,470/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.

(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 prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

(g) Deadline for Submission of Bids along with time: The last date of submitting the Tender Document in a sealed envelope is November 18, 2026, by 2:30 PM in the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 3:00 PM in the presence of representatives who may care to attend.

(h) The Venue, Time, and Date of Bid Opening: The Tender will be opened on November 18, 2026, at 3:00 PM at IBA, Main Campus, University Enclave, Karachi.

(i) Time for Completion from written order of commencing: 07 days

(j) Liquidated damages: 0.05% per day liquidated damages of the total amount will be imposed for which the company/firm/agency failed to complete work within the delivery/execution period and maximum up to 10%.

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

 # _____, Amount Rs_____ Drawn on Bank_____ Dated_____

_____

Stamp & Signature

4. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	3 years (at least) relevant experience during last five years.	
2	Last 3 years' average turnover with a minimum of 4 million (per year) in terms of Annual Tax Returns or Financial Statement.	
3	"Sales tax registration certificate both FBR and/or SRB" and NTN certificates.	
4	Undertaking no dissatisfactory performance by any institution / organization during last three years.	

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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 Head of Procurement. However, BoQ and execution of work shall be performed with due approval & supervision of Manager Administration 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 be 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, the contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

Clause - 2: Liquidated Damages. 0.05% per day liquidated damages of the total amount will be imposed for which the company/firm/agency failed to complete work within the delivery/execution period and maximum up to 10%.

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 with the rules & regulations in the relevant SBD notified by SPPRA.

Clause 4: Possession of the site and claims for compensation for the 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 according to sanction to estimates. In such a case, either date of commencement will be changed or the 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 the desire of the contractor may extend the intended completion date if an event (which hinders the execution of the 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. When the 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.

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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 Administration 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 Administration is required before the process of bill/invoice.

Clause–8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Manager Administration 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 15% of the initial contract amount, shall be subject to 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 the 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 considers 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 the notice.

Clause–11: Inspection of Operations. Manager Administration 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.

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.

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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 the 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 labour. IBA is a no-smoking zone. Life Insurance / Security of workers will be the responsibility of the 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 Administration. 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 hereof 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 the responsibility of the Contractor to remove debris/sludge/garbage/waste material/leftover material, machinery, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Manager Administration.

Clause –17: Financial Assistance /Advance Payment.

(a) Mobilization advance is not allowed.

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 prior to the signing of the Contract. 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 a copy of the Work Order as acknowledgement.

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

Clause–21: Quantity Delivered: Competent Authority reserves the right to remove any item or work as per rules.

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 reserves the right to cancel any or all the items if works are 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 the opening of tenders, unless or otherwise if the change in specs occurred.

Clause-26: Bid Security: (a) Bid Security Rs. 43,470/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.

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

Clause-28: Rights: IBA, Karachi may reject any bid subject to the 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. IBA, also reserve the right to issue Work Order for any part of a 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 the 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 the total value of Work Order will be levied accordingly.

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Clause-32: Measurement Book: Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Manager Administration on each occurrence / daily basis.

Clause-33: Blacklisted: Contractor is required to provide an affidavit that the firm is not Blacklisted from any of the government/semi government / private organization/firm/agencies/department etc.

Clause-34: Defect Liability Period: All such intermediate payments shall be regarded as payments by way of advance against the final payment only and not as payments for work 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.

Clause-35: 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 may be necessary for preparing the bid and entering into a contract for the Works.

Clause-36: Bid Price: The bidders shall fill in rates and prices for all items of the Works described 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-37: Verbal Instruction(s): No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be considered if provided in writing by Manager Administration.

Clause-38: Limit of Retention Money: The limit of retention money shall be 5% of the contract price stated in the Letter of Award.

Clause-39: Payment of Retention Money:

a) Upon the issue of the Taking-Over Certificate for 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.

Clause-40: Completion Time: 7 days from the issuance of Work Order.

Clause-41: Conditional /Optional / Alternate Bids: Such bids will not be accepted.

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6. **Bill of Quantity**

Provide, Supply & Fixing of Carpets at G&T Auditorium

S #	Description	UOM	Qty	Material		Service Charges	
				Unit Price	Amount	Unit Price	Amount
1	**Carpet Tile 2x2**						
	Providing and laying approved carpet flooring complete with adhesive/ underlay as applicable, cutting, jointing, edge finishing, transition strips and all accessories, complete as per approved sample. - Brand: Milliken or Anker - TILE ANKER or OFC – STRATUM/ SUNSHI/ URBAN RYTHM Series - Product: Anker-OFC - Manufacturer: OFC Commercial Carpet Co., Ltd. (Anker GmbH - Fibre: 100% Resilya® Nylon 6 / Polyamide 6 - Fibre type: Solution Dyed - Construction: High-Low Loop & Tip Shear - Gauge: 1/12 - Module: 25 × 100 cm - Backing: PVC with fiberglass - Colour: Grey, exact shade/sample as approved by Architect - Fire performance: Critical Heat Flux ≥4.5 kW/m² in accordance with GB 8624-2012 - Anti-static: Walking test ≤2.0 kV in accordance with GB/T 18044-2008 - Dimensional stability: As manufacturer's tested specification - Colour fastness to rubbing: ≥4 - Colour fastness to light: ≥5 - Tuft withdrawal force: ≥24 N - Indoor air quality: GB/T 18587-2001, A Grade	Sft	2613.10				

Stamp & Signature

2	**Removal of existing carpet and Floor Preparation**						
	Carefully removing existing carpet flooring, including removal of adhesive residues, cleaning, scraping, and surface preparation of the existing floor to receive new carpet, complete in all respects as directed by the Engineer. Note: For payment net surface area will be measured	Sft	2557.00				
Total							
18% GST						15% SRB	
Total Amount Including GST & SST							
Grand total with Taxes							

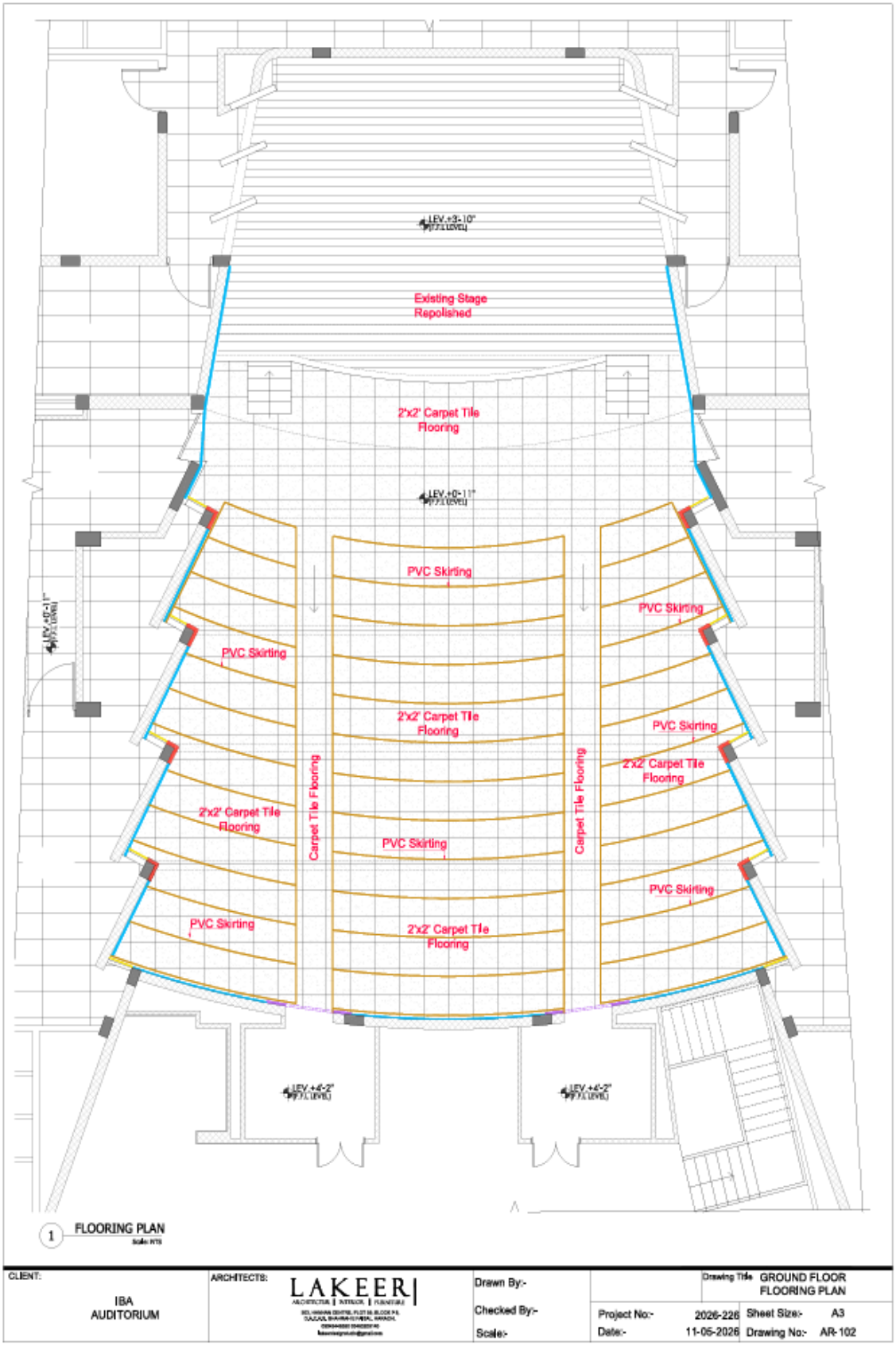
Grand Total Amount Rupees in Words: Rs. _____

_____

_____
Stamp & Signature

DRAWING

Stamp & Signature



Stamp & Signature

Additional Note:

I. Material/ quantities of this order are subject to final inspection at the time of delivery and calculations by IBA Admin Department.

II. The contractor shall submit a sample for approval before the execution of the work.

III. The timeline for completion of work should be 30 days after issuance of the work order.

IV. IBA reserve the right to cancel any or all the above items if work/material is not in accordance with our specifications or if the delivery is delayed.

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

VI. No subletting in any case/items/form will be allowed.

VII. That upon the termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.

VIII. All equipment, ladders/scaffoldings/platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the vendors.

IX. The contractor will be responsible for taking all safety measures during the working of his staff at any height/surface.

X. All surfaces where work was carried out required to be cleaned from stains through related equipment/tools/materials etc.

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 is 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, contact, or other instruments, be stand void at the discretion of the IBA.

(d) Notwithstanding any right and remedies exercised by the IBA in this regard, the 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 to obtain or induce procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is a 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 # _____CNIC # _____

E-mail: _____

Stamp & Signature