

TENDER FORM

Tender # ME/13/20-21

Provision of Sports Wear (Uniform) - Framework Contract

Date of Issue : February 15, 2021

Last Date of Submission : March 10, 2021 (3:00 PM)

Date of Opening of Tender : March 10, 2021 (03:30 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

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

Notice Invitation Tender (NIT)

Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayer firms / companies / manufacturers / general order suppliers registered with SRB / FBR (where applicable) for the following tender under Single Stage One Envelope procedure.

Tender Title / Description	Tender Reference no	Tender Fee	Tender Issuance Date	Last Date of Tender Issuance Date & Time	Tender Submission Date & Time	Opening Date & Time
Provision of Sports Wear (Uniform) – Framework Contract	ME/13/20-21	Rs.1,000/-	February 15, 2021	March 10, 2021 before 3:00pm	February 15, 2021 to March 10, 2021 before 3:00pm	March 10, 2021 at 3:30pm

Tender Documents may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. 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. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue at 3:30 pm in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security of 2% of total cost in form of Pay Order or Demand Draft, in favor of “IBA Karachi” along with the Tender Documents must be submitted.

Kindly mention “Tender Number” at top left corner of the envelope. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

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

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

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

CONTENTS

1. Introduction	Page 4
2. Instructions	Page 5
3. Bill of Quantity	Page 6
4. Bidding Data	Page 12
5. Bidder Qualification Criteria	Page 13
6. Terms & Conditions of Services	Page 14
7. Integrity Pact	Page 14

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 February 15, 2021 for Provision of Sports Wear (Uniform) - Framework Contract on Rate Running basis.

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.

Thank you.

-sd-

Registrar



2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant companies / firms / dealers / agencies / individuals 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.
- (b) 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.
- (c) You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from February 15, 2021 to March 10, 2021 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in March 10, 2021 by 3:00 PM in the Office of the Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security 2% along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee with 7 days after signing of agreement. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (g) Please mention "Tender Number" at top left corner of the envelopes. Client may reject any bid subject to relevant Procurement of SPP Rules 2010 may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.




Stamp & Signature

3. Bill of Quantity

Procurement of Sports Wear (Uniform) -Framework Contract

S. #	Description	Estimated Quantity	Rates	Amount (Rupees)
1	<p>T Shirts for Men & Women Fabric : 100% Polyester Plain/ Dry Fit Grammage : 160-180gsm Printing : Sublimation Print on Front & Back Side Round neck / V-neck / Collar Sleeveless / Half sleeves / Full Sleeve Assorted Size as per given Chart</p> 	800		
2	<p>Fabric: PK/PC (Mix Cotton & Polyester) Grammage : 160-180gsm Printing : Printing on Front & Back Side (Logo /Name /Text) Round neck / V-neck / Collar Sleeveless / Half sleeves / Full Sleeve Assorted Size as per given Chart</p> 	400		



Stamp & Signature

3	<p>Fabric : Chawal Dana Grammage : 160-180gsm Printing : Printing on Front & Back Side(Logo /Name /Text) Round neck / V-neck / Collar Sleeveless / Half sleeves / Full Sleeve Assorted Size as per given Chart</p> 	150		
4	<p>Trousers Fabric : 100% Polyester Plain/ Dry Fit Grammage : 220gsm Printing: Sublimation Print on Left Side Two Side Pockets with Elastic band plus tie Strings</p> 	200		
5	<p>Fabric : Tranda Grammage : 220gsm Printing: Printing on Front Side(Logo /Name /Text) Two Side Pockets with Elastic band plus tie Strings</p> 	75		




 Stamp & Signature




6	<p>Fabric : PK/PC (Mix Cotton & Polyester) Grammage : 220gsm Printing: Printing on Front Side(Logo /Name /Text) Two Side Pockets with Elastic band plus tie Strings</p> 	75		
7	<p>Niker / Short Fabric : 100% Polyester Plain Grammage : 200-220gsm Printing : Sublimation Print IBA logo at Left Side with Elastic band plus tie Strings</p> 	150		
8	<p>Fabric : Tranda Grammage : 200-220gsm Printing : Print IBA logo at Left Side with Elastic band plus tie Strings</p> 	25		
9	<p>Fabric : PK/PC (Mixture of Polyester & Cotton) Grammage : 200-220gsm Printing : Print IBA logo at Left Side with Elastic band plus tie Strings</p> 	25		

Stamp & Signature

10	<p>Tracksuits (Upper + Lower) Fabric : 100% Polyester Plain Grammage : 220gsm Printing : Sublimation Print of IBA Logo on Front & Back Side Round neck / Collar Upper: Zipper with High quality YKK Zip or equivalent Lower: side pockets with elastic band plus tie strings</p> 	200		
11	<p>Fabric : Tranda or PK/PC Grammage: 200-220gsm Printing : Printing of IBA Logo on Front & Back Side Round neck /Collar Upper: Zipper with High quality YKK Zip or equivalent Lower: side pockets with elastic band plus tie strings</p> 	100		

Stamp & Signature

12	<p>Fabric : PK/PC (Mixture of Polyester & Cotton) Grammage: 200-220gsm Printing : Printing of IBA Logo on Front & Back Side Round neck /Collar Upper: Zipper with High quality YKK Zip or equivalent Lower: side pockets with elastic band plus tie strings</p> 	100		
13	<p>Sports Socks Pair Fabric : 100% Cotton / Polypropylene or mixture Color : White & Maroon Y-shaped heel for excellent fit Low Ankle / High Ankle</p> 	200		
14	<p>Blazer Material :- Worsted Tweed (Lawrencepur) Anti-Viral Fabric Wash Care :- Dry Clean Only Front : IBA Logo on Upper Left Side</p> 	60		

15	P-CAP Fabric : Cotton Printing : Logo / Text / Numbers 	500		
16	Fabric: Polyester Printing : Sublimation Printing 	300		
17	Vest Sleeveless High visibility Sports Vest Open from both side with round neck 	50		
Total				
GST				
Total Amount				

Total Amount Rupees (in words) _____

Stamp & Signature

4. BIDDING DATA

- a. **Name of Procuring Agency:** Institute of Business Administration, Karachi
- b. **Brief Description of Works:** Procurement of Sports Wear (Uniform) - Framework Contract
- c. **Procuring Agency's address:** Main Campus, University Enclave, Karachi
- d. **Amount of Bid Security:** Bid Security 2% 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 on total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. 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 submit the Tender Document in sealed envelope in March 10, 2021 by 3:00 PM in the Office of the Security Gate # 4, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- h. **Venue, Time, and Date of Bid Opening:** Tender will be opened on March 10, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- i. **Time for Completion from written order of commence:** 60 days
- j. **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- k. **Pay Order / Demand Draft # _____, Amount (Rs): _____**
Drawn on Bank: _____, Dated: _____

Stamp & Signature

5. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years (at least) of experience in relevant field.	
2	Last 3 years' financial statements minimum 3.5 million (per year) in terms of bank statement or financial statement.	
3	"Sales tax registration certificate with last month return copy both FBR and / or SRB" and NTN	

 Stamp & Signature

6. Terms & Conditions of Services

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Items Deliverable:** All item(s) must be provided on which the delivery execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- (iii) **Required Specification :** No downward deviation from the required specifications of sports goods is accepted.
- (iv) **Liquidity Damage:** Liquidity damage will be imposed due to delayed in timing & if deemed necessary termination of the contract may be awarded in the interest of commuter prejudice.
- (v) **Warranty:** Warranty will be implemented on very next day.
- (vi) **Requirement:** The supply would be on Rate Running Basis for each & every sports items in the specified quantity as per Purchase Order(s).
- (vii) **Prices :** Prices quoted should be inclusive of GST and remain valid for one year from the signing of the contract/agreement.
- (viii) **Supply of Items :** The successful firms will have to supply items within 05 days (five) after the issue of order/email from competent authority or “vendor will supply the sports goods as and when required basis by IBA Karachi”. Further, any other sports goods may also be required on market price.
- (ix) **Payment:** Payment will be made on monthly basis at the end of each month on submission of GST invoice against the GD/BoE delivered items with satisfactory note.
- (x) **Rejection of Items:** Client reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- (xi) **Termination:** At any stage if the Contractor found to bypass any condition(s) of the agreement, the contract will be terminated immediately and the payment(s) will be confiscated in favor of the Client. The decision of the Client will be final and should be abided by the Contractor and the client. That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- (xii) **Submission of Bills/Invoices:** Invoice / bill should be submitted to Procurement Department.
- (xiii) **Arbitration:** 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 IBA and CEO of the company/agency/individual owner for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.

Stamp & Signature

- (xiv) **Bid Security:** 2% Bid Security (of bid amount per unit basis) must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xv) **Performance Security:** Successful bidder should provide 5% Performance Security total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xviii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xix) **Validity of Bid:** Validity is for ninety (90) days.
- (xx) **Rights:** IBA, Karachi reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxi) **Tender Document:** Tender Document available at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- (xxii) **Submission of Documents:** Last date for tender submission is March 10, 2021 up to 3:00 PM.
- (xxiii) **Billing:** The billing will be made as per Purchase Order.
- (xxiv) **Opening of Tender:** Tender will be opened on March 10, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (xxv) **Taxes:** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxvi) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxvii) **Rights :** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxviii) **Rate Running Contract:** This is Rate Running Contract for ONE year (Twelve Months). Quantity may be fluctuated and varies with requirement.
- (xxix) **Contract Duration:** The contract may be valid for one year, based on satisfactory performance, and may be renewed for further years with mutual consent.
- (xxx) **Order Quantity:** Minimum order quantity of sports wearables will be 08-10 units in each category, however, IBA may request the vendor to accommodate preparing less quantities This is Rate Running Contract for One year, the estimated quantity of sports goods mentioned in SBD, however, since it is an estimated quantity therefore IBA is not bound to procure or order these quantities.

Stamp & Signature

- (xxxix) **IBA requirement:** The Supplier will have to supply items within 05 days (five) after the issue of order/email or as and when required basis by IBA”.
- (xxxix) **Rate Revision:** Agreed rate as per agreement will not be revised during the agreement period.
- (xxxix) **Quantity:** IBA has a right to increase & decrease in quantity, supplier is bound to provide without any change in unit prices.
- (xxxix) **Instructions:** No downward deviation from the required specifications of sports good(s) shall be accepted.
- (xxxix) **Payment Terms:** Payment will be made on monthly basis against the Purchase Orders issued during a month.
- (xxxix) **Invoice:** Submission of GST invoice alongside the GD/BoE of the delivered items with satisfactory note shall be submitted.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Stamp & Signature

7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the firms / companies / manufacturers / general order suppliers for the Provision of Sports Wear (Uniform) - Framework Contract on Rate Running basis;

M/s _____, for the Procurement of Sports Wear (Uniform) -Framework Contract (Rate Running Basis) 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 Client or any administrative or financial offices thereof or any other department under the control of the Client through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency 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 Client 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 Client, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ 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 Client under any law, contact, or other instrument, be stand void at the discretion of the Client.
- (d) Notwithstanding any right and remedies exercised by the Client in this regard, company/firm/agency agrees to indemnify the Client for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the Client in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/Contractor as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the Client.

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: _____, Email: _____

Stamp & Signature