

*Document Fee: Rs.5000/-
(Non-Refundable)*

DOCUMENT FORM

Disposal of IT Scrap Items
on 'as is where is' Basis

DISP/03/25-26

Date of Issue : May 25, 2026
Last Date of Submission : June 10, 2026 (3:00 pm)
Date of Opening : June 10, 2026 (3:30 pm)
Document Issuance Start Date : May 25, 2026 (10:00 am till 1:00 pm)
Document Issuance End Date : June 09, 2026 (09:00 am till 1:00 pm)

Company Name: _____

NTN: _____

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

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

Notice Invitation Document

Disposal of IT Scrap Items

The Institute of Business Administration, Karachi (IBA) invites sealed bids from scrap dealers/used items dealers/individuals in the following relevant categories on 'as is where is' basis.

Document Title (Ref. No.)	Visit of Lots	Bid Security
Disposal of scrap on 'as is where is' Basis (DISP/02/25-26)	From the date of issuance of documents till document issuance end date i.e. June 09,2026 10:00am to 1:00pm	5%
Document Fee & Dates		
Fee: Rs.5000/- Issuance start date: May 25, 2026 at 9:30 AM Issuance end date & time: June 09, 2026 at 01:00 PM Submission date & time: June 10, 2026 from 10:00 AM to 3:00 PM Opening date & time: June 10, 2026 at 3:30 PM Opening location: IBA Main Campus		

*Note: Scrap Lots may be visited from **May 25, 2026 to June 09, 2026 between 10:00 AM to 1:00 PM** (except Namaz & Lunch break from 1:00 PM to 2:00 PM)*

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 document can be downloaded from the website. The document 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 box placed at the security reception office, located at **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 the case of holiday, the document shall be opened / received on the next working day at same place and time. Bid Security of 5% of total cost in form of Pay Order or demand draft, in favor of "IBA Karachi" along with the documents must be submitted.

The IBA reserves the right to accept or reject any or all bid(s) or terminate proceedings at any stage in accordance with the rules & regulations framed by IBA.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270
 111-422-422 Fax (92-21) 99261508
 Contact Person: Sr. Executive Procurement on 38104700 ext: 2153
 Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders.php>

Dear Participants:

Thank you for the interest shown in response to the document advertisement published in leading newspapers on May 25, 2026, vide # DISP/03/25-26 for “Disposal of IT Scrap items” on ‘**as is where is**’ Basis.

Items may be inspected between 10:00 am to 3:00 pm on any working day from **May 25, 2026 to June 09, 2026 between 10:00 AM to 1:00 PM** at IBA, Main Campus. POC for site visit is Stores department having IP number 2003. Please quote the offered value on the form attached.

Kindly submit a Pay Order/Demand Draft equivalent to 5% of the quoted bid amount as Bid Security, in favor of the Institute of Business Administration, Karachi. The Bid Security of both successful and unsuccessful bidders shall be released after 90 days from the tender opening date, i.e., June 10, 2026.

For more information, please contact Executive Procurement on 021-38104700 Ext. 2153

Thank you,

-sd-
Registrar

Stamp & Signature

Disposal of IT Scrap Items on 'as is where is' Basis.

Disposal Items List Lot wise- 2026					
S#	LOT #	LOT MARK	ITEMS	QTY	Amount
1	1	A	Desktop Computer	101	
2	2		Laptop	10	
3	3	B	LED Monitor	92	
4			Monitor	8	
5	4	C	Multimedia Projector	33	
6			Scanner	16	
7			Television	1	
8			Fax Machine	3	
9			DVD Player	1	
10			Projector Screen	4	
11			Smart Board	2	
12			Typewriter	1	
13			Pocket Drive	2	
14			Video Conference Camera	6	
15	5	D	Printer	27	
16	6	E	IP Phone	161	
17	7	F	Photocopier Machine	4	
18	8	G	IMAC	20	
19	9	H	LED TV	3	
20			CCTV Camera	83	
21			NVR	7	
22	10	I	Network Switch	24	
23			Access Points	94	
24	11	J	Misc Accessories (IT)	1 Lot	
25	12	K	Empty Toners	1 Lot	
Grant Total					

Grand Total Amount Lot: A + B + C + D + E + F + G + H + I + J + K

Rs= _____

Grand Total Amount Rupees in Words: _____

Stamp & Signature



Stamp & Signature



Stamp & Signature



Stamp & Signature



Stamp & Signature



Stamp & Signature

4. All items/lots are offered strictly on an “**As is, Where is**” and “**Non-Recourse**” basis. IBA Karachi assumes no responsibility regarding the condition, quality, functionality, or weight of the items.
5. Bidders are encouraged to inspect/preview the items from **May 25, 2026, to June 09, 2026** (10:00 am to 1:00 pm) at the IBA Main Campus. Submission of a bid constitutes an admission that the bidder has inspected the items and is satisfied with their state.
6. Bids will be opened on **June 10, 2026, at 3:30 pm** at the IBA Main Campus, University Road, Karachi.
7. IBA reserves the right to withdraw any lot(s) from the tender process at its sole discretion at any time prior to the award without assigning any reason.
8. A **5% Bid Security** is required. Securities of unsuccessful bidders will be refunded after at least Ninety (90) days from the finalization of the tender, upon written request. The security of the successful bidder shall be retained until the completion of all contractual obligations (lifting of all awarded lots) at least for Ninety (90) days.
9. The tender does not recognize partial acceptance. The successful bidder is legally bound to perform obligations for **all** awarded lots. Withdrawal from a specific lot while requesting the release of security for others is not permissible and shall lead to the forfeiture of the entire Bid Security.
10. Bids submitted without the requisite Bid Security or failing to meet the mandatory documentation requirements shall be rejected summarily. No deficiency note shall be issued.
11. For any column or section not applicable to the bidder, the phrase “**Does Not Apply**” must be clearly written.
12. IBA reserves the right to award individual lots to different highest responsive bidders or award all lots to an overall highest responsive bidder, whichever is in the best interest of the organization.
13. IBA Karachi reserves the right to adjust arithmetical errors. In case of discrepancy between the unit price and the total price, the unit price (written in words and figures) shall prevail and the total shall be corrected. Bidders will not be permitted to change any item price during this correction.
14. Bidders must furnish a complete and functional address and contact details in the space provided. Any notice served to this address shall be deemed validly delivered.
15. Tenders received after the specified due date and time shall not be entertained and will be returned unopened.

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16. Offers shall remain valid and irrevocable for a period of at least **Sixty (60) days** from the date of the tender opening.
17. Bid information must be provided in the exact pattern/sequence as prescribed in the Tender Document to ensure uniform evaluation.
18. IBA Karachi reserves the right to waive any minor informality or condition if it is deemed to be in the best interest of the organization, provided it does not affect the competitive position of other bidders.
19. The buyer shall ensure all safety protocols are followed during removal. IBA Karachi shall be held harmless and indemnified against any claims, injuries, or damages to persons or property arising out of the lifting/transportation process.

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: _____

CNIC # _____

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