

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

TENDER FORM

Re-Tender # MAINT/04/18-19

Pest Management Services at IBA

Date of Issue : September 14, 2018

Last Date of Submission : October 05, 2018 (3:00 PM)

Date of Opening of Tender : October 05, 2018 (3:30 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

Amount of Rs. _____, 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 and leading newspapers on September 14, 2018 for Pest Management Services at IBA 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 Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from September 14, 2018 to October 05, 2018 during working 9:00 AM to 3:00 PM.
- (d) Pre-bid meeting will be held on September 28, 2018 at IBA Main Campus at 3:30pm with Sr. Manager General Maintenance. The session of pre-bid meeting will surely helpful to elucidate illusion, related to technical specs, bill of quantity, site visit etc.
- (e) The last date of submit the Tender Document in sealed envelope in October 05, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & 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.
- (f) Bid Security of 2% will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (g) Successful bidder should provide 5% Performance Security of total value of Purchase Order / 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.
- (h) Please mention "Tender Number" at top left corner of the envelopes. Client may reject any bid subject to relevant provision 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.

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3. Bill of Quantity
Pest Management Services
(Running Rate for one year)

S#	Description	Expected frequency per year	Covered Area	Running Rates per Service		
				Flying Insect Fumigation Spray	Termite Proofing Services Building / Infrastructure	Rodent Control Fumigation Services
1	Fauji Foundation Building	12	44,360 Sft. (1.01 Acre)			
2	AMAN Centre For Entrepreneurship Development	12	52,012 Sq ft (1.19 Acre)			
3	ABDUL RAZZAK TABBA Academic Block	12	57328 Sq Ft (1.31 Acre)			
4	ADAMJEE Academic Centre	12	29552 sq-ft (0.68 Acre)			
5	GANI & TAYAB Auditorium	12	15,400 Sq Ft (.35 Acre)			
6	NBP Technology Center	12	6738.00			
7	MIAN ABDULLAH Library	12	27011 sq ft (.62 acre)			
8	ALUMNI Student Center	12	39476.00 Sq- ft (.90 Acre)			
9	UBL Sports Complex	12	202000 Sq.ft (4.637 Acre)			
10	PARVEZ ABBASI Prayer Hall	12	3,300 sq ft (.075 Acre)			
11	HABIBULLAH Visiting Faculty Residences	12	21,500 Sq-ft (0.48 Acre)			
12	SIR ANWER PERVEZ Boys Hostel	12	69,753 sq. ft (1.60 Acre)			

13	CAPT. HALEEM SIDDIQUI Boys Hostel	12	47956 sq. ft (1.10 Acre)			
14	Girls Hostels	12	30000			
15	Martin Dow IBA Clinic	12	2500 sq. ft.			
16	Ladies Mosque	12	750 sft			
17	New Girls Hostels	12	30000			
18	TOWFIQ H. CHINYOY Administrative Building	12	25,908 sq. ft (0.59 Acre)			
19	FAYSAL BANK Academic Centre	12	34,875 sq-ft (0.80 Acre)			
20	HBL Academic Centre	12	37,156 Sq ft (0.85 Acre)			
21	Aman Tower	12	125,592 Sq-ft (2.88 Acre)			
22	J S AUDITORIUM	12	14,620 Sq ft (0.33 Acre)			
23	Cafeteria & Student Lounge	12	3,250 Sq ft (0.07 Acre)			
24	Tier III Data Center	12	5860 sft			
Grand Total Amount (inclusive of SST)						

Grand Total Amount in Words:

Rupees: _____

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Recommended Chemicals to be used for Fumigation:

S#	Type of Fumigations	Recommended Chemicals
1	Termite Proofing (Soil – Building Structures)	AGENDA EC-25 (M/s BYER) or equivalent
2	Termite Proofing (Wood – Laminates etc.)	TENEKAL Pus (M/s STEDEC) or equivalent
3	Kothrine ants, cockroaches-american, cockroaches-german, cockroaches-oriental, earwigs, fleas, flies, millipedes, moths-of-clothes, moths-of-food, silverfish, spiders, vinegar-flies, wasps,	Insecticide K-othrine SC25, (M/s BAYER) or equivalent K - OTHRINE EC 15 (M/s Jaffer Brothers) or equivalent
4	Plants etc.	Polytrin-C 440EC (M/s Syngenta) or equivalent

Instructions to the Bidders:

- Spray should be performed by experienced / professional service provider.
- All precautionary measures should be adopted & practiced while performing fumigation
- Occupants of the marked area should be informed well before the starting of fumigation
- Directions of usage & recommended quantity as mentioned on chemical bottles must be ensured and properly supervised

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4. BIDDING DATA

- a. **Name of Procuring Agency:** Institute of Business Administration, Karachi
- b. **Brief Description of Works:** Pest Management Services at IBA
- c. **Procuring Agency's address:** Main Campus, University Road, Karachi
- d. **Amount of Bid Security:** Bid Security of 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 of 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 October 05, 2018 by 3:00 PM in the Office of the Sr. Manager Procurement & 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.
- h. **Venue, Time, and Date of Bid Opening:** Tender will be opened on October 05, 2018 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- i. **Time for Completion from written order of commence:** 60 days
- j. **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.
- k. **Pay Order / Demand Draft # _____, Amount (Rs): _____**
Drawn on Bank: _____, Dated: _____

5. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 5 years of experience for supplies of similar goods to institutions / organizations	
2	Manufacturers / Firms / Supplier / Companies / Distributors must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” and NTN at the time of submission of bidding document.	
3	Last 3 years’ turnover of minimum 3 million (per year) in terms of bank statement or financial statement	

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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) **Duration:** The period of Execution will identify on Contract Agreement for One year / 12 months extendable with mutual consent.
- (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) **Payment:** Payment will be paid after deduction of withholding Tax as per government regulations.
- (vi) **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.
- (vii) **Termination:** At any stage if the Service Provider 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 Service Provider 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.
- (viii) **Submission of Bills/Invoices:** Invoice / bill should be submitted to Finance Department with Satisfactory Note of the Client.
- (ix) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (x) **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 Client and CEO of the company/agency 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.

- (xi) **Bid Security:** 2% Bid Security on higher quoted vehicles 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.
- (xii) **Inspection:** Inspection of premises will be carried on specified dates & communicated to the Service Provider accordingly.
- (xiii) **Performance Security:** Successful bidder should provide 5% Performance Security of 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.
- (xiv) **Sub-letting:** No Sub-letting is allowed during contract period.
- (xv) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xvii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xviii) **Validity of Bid:** Validity is for ninety (90) days.
- (xix) **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.
- (xx) **Company Profile:** Company Profile be attached with this document.
- (xxi) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xxii) **Submission of Documents:** Last date for tender submission is October 05, 2018 up to 3:00 PM.
- (xxiii) **Opening of Tender:** Tender will be opened on October 05, 2018 on 3:30 PM at IBA Main Campus, University Road, Karachi.

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- (xxiv) **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.
- (xxv) **Stamp Duty:** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxvi) **Rate Revision:** Agreed rate as per agreement will not revise during the agreement period.
- (xxvii) **Billing:** The billing will be made on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to IBA, Karachi Purchase Office with Satisfactory.
- (xxviii) **Authority:** The IBA, Karachi is not bound to accept any quotation, nor award a contract / Work Order, nor be responsible for any costs associated with a Supplier preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
- (xxix) **Blacklisted:** Supplier 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.
- (xxx) **Rate Running Contract:** This is Rate Running Contract for ONE year / 12 months. Quantity may be fluctuated and varies with requirement. Expected quantity/services would be one each month / 12 per year.
- (xxxi) **Sales Tax Registration Certificate:** Firms / Companies must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” at the time of submission of bidding document.
- (xxxii) **Contract Period:** The contract may be valid for one year and extendable with mutual consent. However, reviewed shall be made on every 12 months.
- (xxxiii) **Physical Testing:** 2% Physical random testing of the fumigation services should be carried out by IBA authority.
- (xxxiv) **Effectiveness of Filling:** On every completion of fumigation lot filled, the successful supplier will submit the letter on letterhead of the effectiveness of filling for one year.

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- (xxxv) **Environmental Safety:** 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.
- (xxxvi) **Measures for Health, Safety & Environment.** The contractor is responsible for the safety of all its activities including protection of the environment on and off the site in accordance to the best international practices.
- (xxxvii) **Child Labor.** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxxviii) **Life Insurance.** Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap.
- (xxxix) **No Smoking.** IBA is no smoking zone. Cigarette smoking, Pan/Beatle Leaf & Gutka chewing is not allowed. Alcohol drinking & use of any intoxicant is prohibited in IBA, Karachi premises.
- (xl) **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 Sr. Manager General Maintenance.
- (xli) **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 is mandatory. All cost in this respect shall be at bidders 'own expenses'.
- (xlii) **Treatment:** Controlling of cockroaches, all kinds of Crawling, Flying Insects, Rats and Mosquitoes using only the approved insecticides of the WHO (UN), FAO (UN), EPA (USA), FDA (USA) and of NPCMA (USA).
- (xlili) **Environment Friendly Chemicals:** Service Provider takes full responsibility of using only the safest chemicals, environmental friendly and approved from EPA (USA), FDA (USA) and from NPMA (USA).
- (xliv) **General fumigation:**
Procedure:
- Wet liquid pesticide surface spray will be carried out for cockroaches, crawling & general pest insects.
 - Electric Fogging will carry out close premises.(Exposure time Three Hours)

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Guarantee: 02 Months for Cockroaches

- (xlv) **Rats Control Treatment:** Procedure: Placement of Rat's Medicines, rat's Baits Stations, Traps and Cages (As & when required)
- (xlvi) **Recommended Services:** Rats control requires multiple treatments spread over the periods of time. Technical Expert recommends continue periodic services scattered over different phases during a pre-defined and contracted period.

Guarantee: Instant Killing

- (xlvii) **Mosquito/Dengue Treatment:**
Procedure:
 - Wet liquid pesticides surface spray will be carried out for mosquito, crawling & general pest insects.
 - Electric Fogging will carry out close premises. (Exposure time Three Hours)
 - Thermal Fogging (CDGK Styled) to open area.

Treatment Procedure: Technically the mosquito is controlled in three stages mentioned below:

- To kill existing mosquito from the premises.
- To locate their breeding and hiding places and control them.
- To stop the migration of mosquito from adjacent areas.

Guarantee: Instant Killing.

- (xlvi) **SAFETY / HSE STANDARDS:**

Safety of people, safety of property, safety of machinery, safety of environment, etc. Do not compromise on safety and try harder in controlling pest, applying safe methods and using all safety gears.

1. Pest Technicians are will trained and certified to undertake the jobs.
2. PEST Technicians would be fully equipped with PPE.
3. Customer's Safety Standards are strictly followed, when briefed.

- (xli) **Certification of Pest Management:**

Services will issue the Certificate of the Guarantee after service completion (This certificate can be use for any type of Audits & HSE inspection).

Due to the following authorized certification is providing services 24/7 basis with our professional and guaranteed services without compromising safety.

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- **EPA (Environment Protection Agency-Sindh)**
- **PLANT PROTECTION** – Ministry of National Food Security & Research
(Government of Pakistan)
- **NPMA (USA)**
- **PEC (Pakistan)**
- **ISO (14001) & OHSAS (18001)**

Note: In light of Sindh Environment Protection Act 2014, Handling and transportation of hazardous chemical without EPA approval is Unauthorized.

Note:

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

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7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Transport Services;

M/s _____, the Transport Services 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, contract, 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/service provider 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.

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8. Drawings



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Fauji Foundation Building

Covered Area: 44,360 Sft. (1.01 Acre)



AMAN

Centre For Entrepreneurship Development

Covered Area: 52,012 Sq ft (1.19 Acre)



ABDUL RAZZAK TABBA Academic Block

Covered Area: 57328 Sq Ft (1.31 Acre)



ADAMJEE

Academic Centre

Covered Area: 29552 sq-ft (0.68 Acre)

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GANI & TAYAB
Auditorium

Covered Area: 15,400 Sq Ft (.35 Acre)



NBP
Technology Center

Covered Area: 6738.00



MIAN ABDULLAH
Library

Covered Area: 27011 sq ft (.62 acre)



ALUMNI
Student Center

Covered Area: 39476.00 Sq- ft (.90 Acre)

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UBL
Sports Complex
Covered Area: 202000 Sq.ft (4.637 Acre)



PARVEZ ABBASI
Prayer Hall
Covered Area: 3,300 sq ft (.075 Acre)




HABIBULLAH
Visiting Faculty Residences
Covered Area: 21,500 Sq-ft (0.48 Acre)




SIR ANWER PERVEZ
Boys Hostel
Covered Area: 69,753 sq. ft (1.60 Acre)

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	<p>CAPT. HALEEM SIDDIQUI Boys Hostel Covered Area: 47956 sq. ft (1.10 Acre)</p>
	<p>Boys Hostel B&C Block Covered Area: 31550</p>

Miscellaneous Facilities
Main Campus

<p><u>OBS Courtyard</u> Covered Area: 14950 sq.ft</p>	
<p><u>Monument Garden</u> Covered Area: 800 SFT</p>	

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Martin Dow IBA Clinic

Covered Area: 2500 sq. ft.



Ladies Mosque

Covered Area: 750 sft

Power Centre, Feeder Station

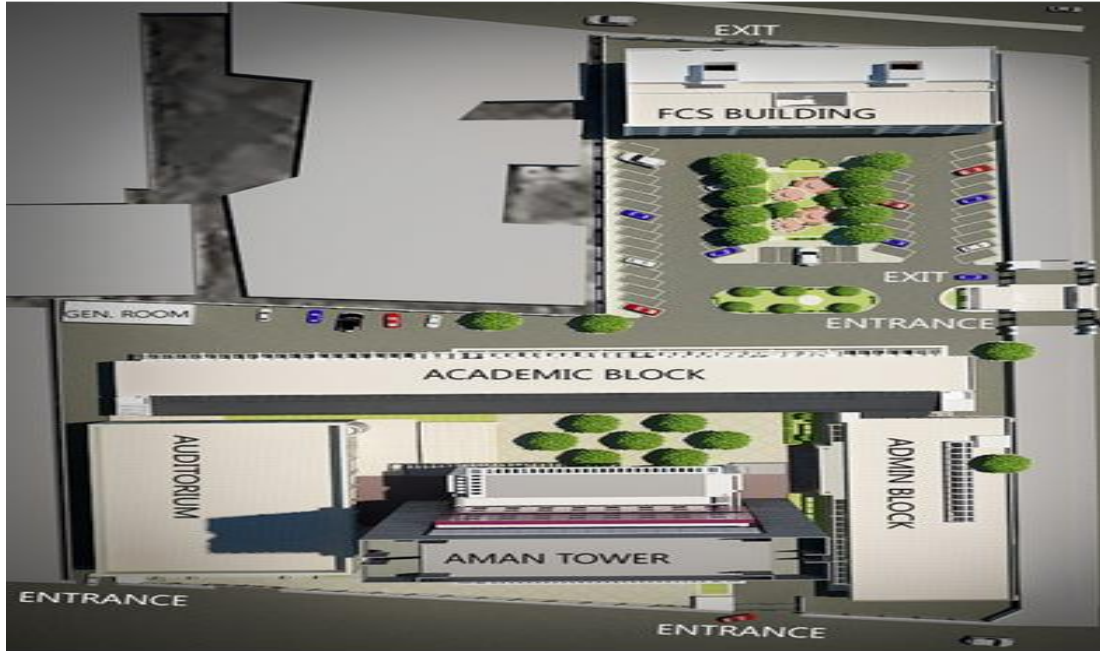
Covered Area: 3,300.00 Sft

Sewerage Treatment Plant

Covered Area: 3000sft

Water Supply, Connections, storage and reservoirs

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TOWFIQ H. CHINOY
Administrative
Building

Covered Area: 25,908 sq. ft (0.59 Acre)

Stamp & Signature



FAYSAL BANK
Academic Centre
Covered Area: 34,875 sq-ft (0.80 Acre)



HBL
Academic Centre
Covered Area: 37,156 Sq ft (0.85 Acre)



Aman Tower
Covered Area: 125,592 Sq-ft (2.88 Acre)

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J S AUDITORIUM
Covered Area: 14,620 Sq ft (0.33 Acre)

Miscellaneous Facilities
City Campus

Cafeteria & Student Lounge
Covered Area: 3,250 Sq ft (0.07 Acre)



Tier III Data Center
Covered Area: 5860 sft

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: _____