



Institute of  
Business Administration  
Karachi

Leadership and Ideas for Tomorrow

Ref # IBA-MC/PD/214/0082/2021-22

January 5, 2022

Attn: Mr Sohaib Jamshaid  
M/s. Mukhtar Enterprise Studio for Architecture  
Office # 302, 3<sup>rd</sup> Floor, Building 52-C  
Al-Murtaza Commercial, Lane 1  
Phase VIII, DHA  
Karachi  
Phone: 0321-7851777

**Subject: LETTER OF AWARD (LoA) FOR CONSULTANCY SERVICE ON PLANNING,  
DESIGNING OF RESIDENTIAL APARTMENTS AT STAFF TOWN**

Dear Mr Sohaib

This is with reference to your bid submitted and opened on November 18, 2021, by the Consultant Selection Committee-IBA. We are pleased to inform you that upon Financial & Technical Scrutiny, your bid is acceptable at a cost of PKR 2,300,000/- (Rupees Two Million Three Hundred Thousand only) inclusive of all taxes.

**Terms & Conditions are as under:**

- 1. Scope of Work:** The scope of work is as per RFP.
- 2. Time for Completion:** 3 (Three) Calendar Months from the date of approval of the Idea Conceiving Plan by IBA.
- 3. Payment:** As mentioned in RFP
- 4. Delay Penalty:** Delay Penalty shall be imposed @ 1% of the total Contract price per week but maximum 10% of the contract amount.
- 5. Performance Guarantee:** The Consultant is required to submit the Performance Guarantee as per RFP equivalent to 5% (Five per cent) of the Contract amount, as mentioned in LoA in form of a Bank Guarantee from a Scheduled Bank of Pakistan or Pay Order in the name of IBA, Karachi.

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6. **Program of Work:** The Consultant shall submit the program and methodology to be adopted within seven days of receipt of this LoA.
7. **General and Special Conditions of the Contract:** The General and special condition of the contract shall be as defined in the RFP.
8. **Facilities to be provided by IBA:** IBA shall provide the Site access to the Consultant.


The Consultant shall arrange all the transport, food, water residence. required for their staff.

You are advised to return acceptance of this letter of award as an acknowledge of its receipt as well as your unconditional acceptance of the letter, along with the FORM OF CONTRACT specimen given on RFP issued, (Copy attached) duly typed on Non judicial Stamp Paper valued not less than as per law, signed and stamped.

Thanking you

For and on behalf of Institute of Business Administration Karachi.

  
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Head of Procurement,  
Institute of Business  
Administration (IBA) Karachi

  
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Sr. Manager Contracts  
(Projects) IBA



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Received & accepted on behalf of  
M/s. Mukhtar Enterprise Studio for  
Architecture