



**Institute of
Business Administration
Karachi**

Leadership and Ideas for Tomorrow

Date: May 20, 2015

NOTIFICATION (Revised)

The competent authority is pleased to constitute following committee for upcoming all Purchase Office tenders during the period 2015-16.

1. Mr. Syed Jehanzeb (Project Account, IBA)
2. Dr. Nasir Tauheed (Professor, IBA)
3. Mr. Haris Qureshi External Member (HEJ, Karachi University)
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TORs of committee are;

- Facilitating and recommending approval or rejection for Purchasing Authority,
- Ensure compliance with IBA Procurement Policy and Procedures (PP&P), SPPRA rules, etc,
- Recommend procurement method in case of emergency and direct contracting, etc.
- Declaring award of contracts to the lowest evaluated responsive bidders,
- Approval / preparation of bidding documents.
- Approval / preparation of evaluation report
- Responsible for technical and financial evaluation of the bids,
- Provide views and suggestion on how procurement should be taken forward and may set general rules in advance for certain types of procurements, and,
- Acts as a source of advice on contract guidance and for specific cases raised by staff.

Regards

Dr. Nasir Touheed
Chairman (Procurement Committee)
IBA, Karachi