

Muhammad Amir Zain / Purchase Executive @ Main Campus

To: Secretary Procurement Committee @ IBA
Subject: SPPRA - PC Minutes of Meeting

From: Syed Jehanzeb / Manager Finance (Revenue) @ Main Campus

Sent: Thursday, September 21, 2017 4:14 PM

To: Muhammad Amir Zain / Purchase Executive @ Main Campus; Muhammad Sohail Khan / Senior Manager (Purchase and Stores) @ IBA

Cc: Procurement-Committee; TEC-PURCHASE; Syed Fahad Jawed / Senior Manager Finance (Pre-audit and Budget) @ Main Campus; Moeid Sultan / Director Finance @ Main Campus; Muhammad Ather Rana / Senior Executive (General Administration) @ Main Campus; Shabana Amirali Hamirani / Manager Administration @ Main Campus; Aamer Shabbir Khan / General Manager Administration @ IBA; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item # 4: Approval for tender ad & documents of Decoration & Catering Services for Convocation-2017

Item # 4: Approval for tender ad & documents of Decoration & Catering Services for Convocation-2017

Discussion: Purchase Committee recommended the following after discussion and review of TEC-Purchase Minutes


1. The 6th evaluation criterion should be read as follows.
 - a. Dissatisfactory performance at IBA during last 5 years.
2. on page 7, point 6(b) should be read
 - a. IBA will penalize upto 9% of the item value on substandard delivery of following items/services
3. On page 7, point 6(b)(5) add
 - a. Not Repaired or Broken
4. On page 7, point 6(b)(6) add
 - a. Good condition
 - b. Functional
 - c. Noiseless
 - d. Properly wired (adequately hidden under carpet etc.)
 - e. Clean
5. On page 7, point 6(b)(7) to be added as follows
 - a. Adequate lighting in all specified areas
6. On page 7, point 6(b)(8) to be added as follows
 - a. All facilities should be up and running by 10am on the convocation day (including Air Conditioning).
7. On page 5 of financial tender, requirement of ACs should be modified as per recommended by Sr. Manager Maintenance
8. On page 6 of financial tender, in requirement of Lighting (B) following should added as the 4th sub point
 - a. Spot lighting for Tabba, Student Center, Library, Auditorium, Adamjee and Fauji Foundation Buildings


Decision: The committee approved the tender ad & document subject to the incorporation of changes suggested under discussion above. Tender is to be advertised on SPPRA & IBA Website along with Newspapers subject to the availability of Budget.

Action: Sr. Manager Purchase & Stores will implement the decision in accordance with the prescribed rules & regulations framed by IBA PP&P and SPPRA.

Committee:


MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI


CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI


MEMBER (EXTERNAL)
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI

1. Dr. Rameez Khalid (Chairman)
2. Syed Jehanzeb (Member)
3. Haris Quershi (External Member)
4. Ahmed Ali Khan (External Member)
5. Mustaque Ahmed (Member)
6. Syed M. Rizwan Rizvi (Member)
7. Muhammad Hanif (Secretary)
8. Amir Zain (Special Invitation)

Secretary Procurement Committee



MEMBER
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI



CHAIRPERSON
CENTRAL PURCHASE COMMITTEE
INSTITUTE OF BUSINESS ADMINISTRATION
KARACHI



MEMBER (EXTERNAL)
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KARACHI