

*Tender Fee: Rs. 500/-
(Non-Refundable)*

TENDER FORM

Tender # OS/02/19-20

Tender for Garbage Disposal (Rate Running Contract)

Date of Issue : **October 14, 2019**

Last Date of Submission : **October 31, 2019 (3:00 PM)**

Date of Opening of Tender : **October 31, 2019 (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 October 14, 2019 for Garbage Disposal 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 manufacturers / firms / supplier / companies / distributors / dealers 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 IBA Main Campus, University Road, Karachi from October 14, 2019 to October 31, 2019 during working 9:00 AM to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in October 31, 2019 by 3:00 pm in the Office of the Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation 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.
- (e) Bid Security of Rs.1000/- will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide Rs.30000/- Performance Security 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) The contract period for Garbage Disposal is ONE (01) year effective from date of signing of agreement / LoI. The contract period may be extended with mutual consent.
- (h) Lifting of Garbage from Various Locations (Main Campus, City Campus, Boys Hostel, Staff Town and Girls Hostel).

Stamp & Signature

3. Bill of Quantity
Garbage Disposal
(Running Rate Contract)

Sr. #	Description	Reserved Rate	Expected Quantity in the year	Proposed Rate
1	Plastic Waste	Rs.30/- kg	200 kgs	
2	Shredded Paper	Rs.15/- kg	500 Kgs	
3	Newspaper English	Rs.26/- kg	200 Kgs	
4	Newspaper Urdu	Rs. 17/- kg	200 Kgs	
5	Iron	Rs. 55/- kg	200 Kgs	
6	Aluminum	Rs. 110/- kg	100 Kgs	
7	Glass	Rs. 3/- kg	50 Kgs	
8	Empty Bottles	Rs. 32/- kg	500 Kgs	

Note:

For any confusion / query / clarification kindly contact:

General Maintenance Department, IBA Main Campus

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4. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 years of experience in relevant field.	
2	Last 3 years' financial statements minimum 0.2 million (per year) in terms of bank statement or financial statement.	
3	Service Providers must provide NTN certificates at the time of submission of bid.	

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5. Terms & Conditions of Services

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Duration:** The period of Execution will identify on Contract Agreement for One year extendable with mutual consent.
- (iii) **Liquidated Damage:** Liquidated 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.
- (iv) **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.
- (v) **Mode of Payment:** Pay Order should be submitted to Finance Department with Satisfactory Note of the Sr. Manager General Maintenance within three working days.
- (vi) **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 IBA 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.
- (vii) **Bid Security:** Rs.1000/- Bid Security 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.
- (viii) **Inspection:** Inspection of premises will be carried on specified dates & communicated to the Service Provider accordingly.
- (ix) **Performance Security:** Successful bidder should provide Rs.30000/- Performance Security 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.

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- (x) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xi) **Rights:** IBA, Karachi reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage at sole discretion.
- (xii) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi.
- (xiii) **Submission of Documents:** Last date for tender submission is October 31, 2019 up to 3:00 PM.
- (xiv) **Opening of Tender:** Tender will be opened on October 31, 2019 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xv) **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.
- (xvi) **Rate Revision:** Agreed rate as per agreement will not revise during the agreement period.
- (xvii) **Payment:** The voucher / challan will be made on the basis of removal of garbage as & when required.
- (xviii) **Advance 10% Income Tax:** Advance 10% Income Tax should be paid / deposited in form of Pay Order / Demand Draft in the name of IBA, Karachi before removing / taking over the possession of the items.
- (xix) **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.
- (xx) **Rate Running Contract:** This is Rate Running Contract for ONE year / 12 months and extendable with mutual consent. Quantity may be fluctuated and varies with requirement.
- (xxi) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.

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- (xxii) **Vehicle:** Vehicle should be provided by the contractor.
- (xxiii) **Cleaning of Site:** Cleaning of site would be the responsibility of contractor.
- (xxiv) **Lifting of Garbage:** Lifting of garbage would be based on 'As & When Required'.
- (xxv) **Weighing of Garbage:** Weighing of garbage would be in presence & authorization of General Maintenance Department.
- (xxvi) **Cheque Corresponding:** Cheque corresponding to the weighted Garbage challan would be deposited to the Finance Department Garbage would be removed on the basis of clearance of cheque from Finance Department.

Note:

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

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: _____

Stamp & Signature