

**Tender Fee: Rs. 1,000/-
(Non-Refundable)**

TENDER FORM

Tender # ME/14/20-21

Provision of Electrical Items

Date of Issue : February 15, 2021

Last Date of Submission : March 03, 2021 (3:00 PM)

Date of Opening of Tender : March 03, 2021 (3:30 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

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

Amount of Rs. _____, Dated: _____

Notice Invitation Tender (NIT)

Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayer manufacturers / firms / companies / distributors / suppliers registered with SRB / FBR (where applicable) for the following tender under Single Stage One Envelope procedure.

Tender Title / Description	Tender Fee	Tender Issuance Date	Last Date of Tender Issuance Date & Time	Tender Submission Date & Time	Opening Date & Time
Provision of Electrical Items ME/14/20-21	Rs.1,000/-	February 15, 2021	March 03, 2021 before 3:00pm	February 15, 2021 to March 03, 2021 before 3:00pm	March 03, 2021 at 3:30pm

Tender Documents may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue at 3:30 pm in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security of 2% of total cost in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents must be submitted.

Kindly mention "Tender Number" at top left corner of the envelope. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270
111-422-422 Fax (92-21) 99261508
Contact Person Sr. Executive Purchase on 38104700 ext: 2150
Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders/>

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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 February 15, 2021 to "Provision of Electrical Items".

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.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant manufacturers / firms / companies / distributors / suppliers 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 Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from February 15, 2021 to March 03, 2021 during working 9:00 AM to 3 pm.
- (d) The last date of submit the Tender Document in sealed envelope in March 03, 2021 by 3pm in the Office of the Head of Procurement , Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, 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 2% of total charges 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 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.
- (g) Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (h) All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (i) Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to IBA, Karachi.

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3. BILL OF QUANTITY

Sr. #	Description	Quoted Brand	Qty	Rate	Amount
1	COPPER PIPE (22-gauge) SIZE: 3/8, Length: 50 feet packet		38		
2	COPPER PIPE (22-gauge) SIZE: 5/8, Length: 50 feet packet		48		
3	COPPER PIPE (22-gauge) SIZE: 1/2, Length: 50 feet packet		50		
4	COPPER PIPE (22-gauge) SIZE: 1/4, Length: 50 feet packet		60		
5	COPPER PIPE 3/4 (22 gauge) qty in 50 feet packet		10		
6	FLARE NUT 1/4,		118		
7	FLARE NUT 1/2,		118		
8	FLARE NUT 5/8,		118		
9	FLARE NUT 3/8,		118		
10	FLARE NUT 3/4		100		
11	AEROFLEX 7/8, -Packet of 6-ft length		30		
12	AEROFLEX 3/4, - Packet of 6-ft length		30		
13	AEROFLEX 3/4 - Packet of 6ft length		200		
14	SAFETY BREAKER 16 Amp, Double Pole Brand: Mitsubishi or Equivalent		150		
15	OPEN PVC BOX, Size: 3" x 3"		500		
16	OPEN PVC BOX, Size: 3" x 6"		300		

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17	WELDING RODS (PACKET) Flux Coated Blue Welding Rods For HVAC Repairing		1		
18	MOBIL OIL. for STP BLOWER S2G-220 qty in liters Brand: SHELL OMALA or equivalent		30		
19	GREASE. FOR STP BLOWER . Box of 1-kg. ZL-3 LITHIUM		10		
20	BRASS GATE VALVE 2 INCHES FOR STP Brand: KITZ or equivalent		6		
21	BRASS GATE VALVE 3 INCHES FOR STP Brand: KITZ or equivalent		6		
22	BRASS GATE VALVE 1-1/2 INCHES FOR STP Brand: KITZ or equivalent		6		
23	CUTTER HEXA BLADE (unit- each)		50		
24	KWH STATIC SINGLE PHASE TWO WIRE ENERGY METER 240V 10(40)A 50 Hz Brand: VERTEX ELECTRONICS or equivalent Make & Model: VTX-12B		24		
25	BREAKER BOX Distribution Box for Leakage of electricity and current circuit Breaker Make & Model: L-2		24		
26	BREAKER 32AMP SINGLE POLE Brand: Schneider or equivalent		48		
27	LED OUTDOOR LIGHT 10 WATTS AC85-265V 50/60Hz Brand: FIAM or equivalent		50		
28	WIRE 6MM, 2 CORE Brand: Pakistan Cable / equivalent		2		
29	PVC CHANNEL PATTI 16/25 Brand: ADAMJEE or equivalent		350		

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30	BRASS VALVE 1/4 INCHES FOR A/C OUTDOOR UNIT		12		
31	BRASS VALVE 1/2 INCHES FOR A/C OUTDOOR UNIT		12		
32	BRASS VALVE 3/8 INCHES FOR A/C OUTDOOR UNIT		12		
33	BRASS VALVE 5/8 INCHES FOR A/C OUTDOOR UNIT		12		
34	BRASS VALVE 3/4 INCHES FOR A/C OUTDOOR UNIT		12		
35	CHARGING LINE PIN VALVE FOR SPLIT A/C REPAIRING		24		
36	WELDING RODS 2MM (PACKET)		6		
37	A/C STAINER FOR SPLIT A/C REPAIRING		24		
38	FILTER DRYER FOR WATER COOLER		24		
39	REFRIGRANT FILTER DRYER FOR HVAC REPAIRING		24		
40	LT HOLE SAW SET 2-1/2 INCHES		12		
41	LT HOLE SAW SET 3 INCHES		12		
42	DRILL BIT LT 3/8 INCHES X 1 FEET		12		
43	DRILL BIT LT 5/8 INCHES X 1 FEET		12		
44	DRILL BIT LT 1/4 INCHES X 4 INCHES		12		
45	PVC CHANNEL DUCT 4X4 Brand: ADAMJEE or equivalent		20		
46	ALUMINIUM CHANNEL DUCT 4 INCHES		50		
47	GREASE General Purpose (in KG)		10		
48	REFRIGERANT RECOVERING MACHINE with connecting leads, gauges, cylinder. Model RG-6 or equivalent Make Robinair or equivalent		1		
49	DIGITAL WEIGHT MACHINE Platform Type with capacity upto 200kg		1		

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50	DRILL MACHINE Power Input: 900 W In Concrete: 6-32 mm In Steel: 13 mm In Wood : 12 mm No-Load Speed: 0-760 RPM Impact Rate: 0-3600 bpm Weight: 4.7 kg, VOLT: 220 DFR-32 new model Make-Bosch or equivalent		1		
51	ROWEL BOLT 10 MM SS local		300		
52	LT Drill Bit 6 inches (Black) 10 mm thickness		12		
53	WRAPPING TAPE - Packet of 30ft		100		
54	INSULATION TAPE 2-inch width – standard roll		100		
55	TEFLON TAPE		100		
56	PVC TAPE (Green color only)		50		
57	A/C OUTER BRACKET (set)		100		
58	STEEL NAIL 1 inches 3mm - packet of 0.5kg		12		
59	STEEL NAIL 1.5 inches 3mm - packet of 0.5kg		6		
A. Total					
B. 17% GST					
Grand Total Amount (A+B)					

Grand Total Amount (in words) _____

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4. BIDDING DATA

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Provision of Electrical Items
- (c) **Procuring Agency's address:-**Main Campus, University Enclave, 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 March 03, 2021 by 3 pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, 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 March 03, 2021 on 3:30 PM at IBA Main Campus, University Enclave, 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) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
- #, Amount :Rs.....Drawn on Bank..... Dated.....

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5. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years (at least) of experience in relevant field.	
2	Last 3 years' financial statements minimum 14 million (per year) in terms of bank statement or financial statement.	
3	"Sales tax registration certificate both FBR and / or SRB" and NTN certificates.	

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6. TERMS & CONDITIONS

The following terms of the supply are agreed by the manufacturers / firms / companies / distributors / suppliers:

- (i) **Receiving / Acceptance of Purchase/Work Order:** The manufacturers / supplier / distributor will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery execution, quantity, quality, specs, manufacturer name clearly mentioned. Non-compliance with this condition renders the goods liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period and maximum upto 10%.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (viii) **Delivery of Goods:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.
- (x) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xi) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xii) **Submission of Invoices:** Invoice / Bill should be submitted to Procurement & Stores Department.
- (xiii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xv) **Company Profile:** Company Profile be attached with this document.
- (xvi) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xvii) **Price / Rate:** must be quoted on Tender Form only and submitted in sealed envelope.
- (xviii) **General Sales Tax:** will be paid on applicable items only by the company/firm/agency.

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- (xix) **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 Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xx) **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.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Rights:** IBA 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. IBA, also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiii) **Tender Document:** Tender Document available at the Office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi.
- (xxiv) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxv) **Environmental Friendly Procedure:** Supplier / Manufacturer / Distributor must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxvi) **Submission of Tender:** Last date for submission is March 03, 2021 up to 3 pm.
- (xxvii) **Opening of Tender:** Tender will be opened on March 03, 2021 on 3:30 PM at IBA Main Campus, University Road, Karachi.
- (xxviii) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase Order.
- (xxix) **Stamp Duty:** 0.35% against total value of Work Order will be levied accordingly.
- (xxx) **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- (xxxii) **Active Taxpayer:** Manufacturers / Firms / Supplier / Companies / Distributors shall maintain its status as an active/filer taxpayer with taxation authorities while rendering services to IBA, Karachi.
- (xxxiii) **Delivery Time:** The items should be delivered within four weeks from the date of acceptance of Purchase Order.
- (xxxiii) **Warranty:** OEM warranty.

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7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the manufacturers / firms / companies / distributors / suppliers;

M/s. _____, the manufacturer / supplier / distributor 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 IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the manufacturer/supplier/distributor 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 IBA 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 IBA, except that which has been expressly declared pursuant hereto.
- (c) The manufacturer/supplier/distributor 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 IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA 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 IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

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 _____

SIGNATURE & STAMP