Tender Fee: Rs. 3,000/-.
(Non-Refundable)

TENDER FORM

Tender # ME/06/26-27

Provide & Supply Audio Equipment and Microphones

Date of Issue	**:**	**November 12, 2026**
Last Date of Submission	**:**	**December 04, 2026 (03:00 PM)**
Date of Opening of Tender	**:**	**December 04, 2026 (03:30 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 taxpayers of manufacturers / firms / companies / distributors / suppliers registered with relevant tax authorities (whichever is applicable) for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Provide & Supply Audio Equipment and Microphones (ME/06/26-27)	Singe Stage One Envelope	Rs. 99,305/-
Tender Fee & Dates		
Fee: Rs. 3,000/- Issuance start date: November 12, 2026 at 09:00 AM Issuance end date & time: December 04, 2026 at 03:00 PM Submission date & time: November 12, 2026 to December 04, 2026 from 09:00 AM to 03:00 PM Opening date & time: December 04, 2026 at 03:30PM		

Tender documents can be downloaded from the IBA and SPPRA EPADS websites. The tender fee challan to be generated from the IBA website at https://tenders.iba.edu.pk and deposited at any branch of Meezan Bank Ltd.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS https://portalsindh.eprocure.gov.pk/. The original Bid Security along with the Original Bid (duly signed and stamped) must be delivered to IBA, Karachi on below mentioned address before bid opening schedule. Bids will be opened on the same date and venue in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'IBA Karachi' along with the tender.

N.B. (1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

(2) Only uploaded bid along with supporting documents will be accepted. In case there is a contradiction between bidder's EPADS submitted bid and manually submitted bid, bid submitted on EPADS will be considered valid for evaluation purpose.

REGISTRAR

IBA, Main Campus, Karachi University Enclave, Karachi-75270
UAN: 111-422-422, Fax: (92-21) 99261508
Contact Person: Assistant Manager Procurement on 38104700, Ext: 2150
Email: tenders@iba.edu.pk , IBA Website: https://tenders.iba.edu.pk
SPPRA EPADS Website: https://portalsindh.eprocure.gov.pk/

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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 & SPPRA websites and leading newspapers on November 12, 2026, to "Provide & Supply Audio Equipment and Microphones".

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 Assistant Manager Procurement on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

Registrar

2. Instructions:

a) Sign & Stamp

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. The tender document will be accepted ONLY on the IBA's prescribed Tender Document available on IBA's Website.

b) Filling of Tender Form

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) Collection of Tender

You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from November 12, 2026, to December 04, 2026, during working 09:00 AM to 03:00 or directly download from IBA website www.tenders.iba.edu.pk or EPADS SPPRA poral https://portalsindh.eprocure.gov.pk/

d) Submission of Tender

The last date to submit the Tender Document on EPADS SPPRA portal https://portalsindh.eprocure.gov.pk/ is December 04, 2026, by 03:00 PM and also in the Tender Box placed at gate no. 4, IBA Main Campus, University Enclave, University Road, Karachi. The Tender will be opened on same day at 03:30 PM in the presence of representatives who may care to attend.

e) Tender Number

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.

f) Communication

Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA):	Assistant Manager Procurement Institute of Business Administration, Main Campus, University Enclave, Karachi
Tel #:	021 38104700; Ext 2150
Email:	tenders@iba.edu.pk

Stamp & Signature

g) Submission of Documents and Address

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted / uploaded on SPPRA EPADS https://portalsindh.eprocure.gov.pk/. The original Bid Security along with the Original Bid (duly signed and stamped) must be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, University Road, Karachi till 03:00 PM on December 04, 2026. **Tender Documents received by fax or email will not be accepted.**

h) Date of Opening of Tender

Bid will be opened on December 04, 2026, on 03:30 PM at IBA Main Campus, in presence of representative bidders who may care to attend.

i) Rights

Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.

j) Location of Deliveries

Supply will be delivered at IBA Store, Main Campus, University Enclave, University Road, Karachi. IBA not liable to pay any Custom duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.

Stamp & Signature

3. Bidding Data

a) Name of Procuring Agency: Institute of Business Administration, Karachi.

b) Brief Description of procurement: Provide & Supply Audio Equipment and Microphones.

c) Procuring Agency's address: -Main Campus, University Enclave, Karachi.

d) Amount of Bid Security: - Bid Security of Rs. 99,305/- must be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the Institute of Business Administration, Karachi.

e) Period of Bid Validity (days): - Ninety Days.

f) Deadline for Submission of Bids along with time: - The last date of submitting the Tender Document is December 04, 2026, by 03:00 PM on SPPRA EPADS portal https://portalsindh.eprocure.gov.pk/. The original Bid Security along with the Original Bid (duly signed and stamped) must be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus, University Enclave, University Road, Karachi till 03:00 PM on December 04, 2026. The Tender will be opened on the same day at 03:30 PM in the presence of representatives who may care to attend.

g) Venue, Time, and Date of Bid Opening: - Tender will be opened on December 04, 2026, on 03:30 PM at IBA Main Campus, University Enclave, Karachi.

h) Time for Completion from written order of commence: - 30 days.

i) Liquidity damages: In the event of delay in delivery at supplier fault, the supplier shall inform the purchaser before the expiry of such period giving reasons or justification for delay. However, the purchaser reserves the right to take the following actions:

1) Evaluate the request for extension in the delivery period as per its merit and may consider extension in delivery period or otherwise.
2) May cancel the contract.
3) Liquidated damages (if imposed) will be recovered at the rate of up to 2% per month and shall not exceed 10% of the total value of the contract.

j) Contract Agreement: Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of the total value of Bid offered in response to the tender. Stamp duty will be paid by the bidder.

k) Deposit Receipt No: _____ Dated: _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, Amount: Rs. _____
Drawn on Bank: _____, Dated: _____
 # ……., Amount :Rs……Drawn on Bank…… Dated…….

_____
Stamp & Signature

4. Terms & Conditions:

a) Bid Security

Bid Security of Rs. 99,305/- in the shape of a bank draft / pay order in the name of "**Institute of Business Administration**" Karachi, must be submitted along with the tender documents.

b) Performance Security

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 contract.

c) Validity of the Tender

All proposal and prices shall remain valid for a period of 45 days from the closing date of the submission of the proposal. However, the Manufacturer / firms / companies / distributors / suppliers is encouraged to state a longer period of validity for the proposal.

d) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

e) Ownership

The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of IBA.

f) Arbitration and Governing Law

This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all Manufacturer / firms / companies / distributors / suppliers responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani Courts. The arbitration proceeding will be governed by the Arbitration Act, 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

g) Acceptance of Tender

The IBA reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. IBA Karachi may ask to provide demo unit which supplier quoted in the tender. After the final inspection of the unit the decision will be made.

h) Support Capabilities

The Manufacturer / Firms / Companies / Distributors / Suppliers should indicate the support capabilities for all the hardware provided during the course of the warranty.

Stamp & Signature

i) Compliance to Specifications

The manufacturer/firms/companies/distributors/suppliers shall provide information as per requirements given in BoQ. However, manufacturer / firms / companies / distributors / suppliers can submit multiple solutions. Manufacturer/firms/companies/distributors/suppliers may not propose / supply any kind of refurbished hardware equipment's / components in their proposals.

j) Cancellation

IBA reserves the right to cancel any or all of the above items if material is not in accordance with its specifications or if the delivery is delayed.

k) Increase in Price

No increase in the value of items and services mentioned in the Bill of Quantity will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, scope of supply and services and or any other head of account shall be allowed.

l) Quantity

Competent Authority reserves the right to remove any item or article or reduce / enhance quantity and services mentioned in the Bill of Quantity.

m) Invoice

Invoice / bill should be submitted to Purchase Department.

n) Stamp Duty

Stamp duty 0.35% against total value of Purchase / Work Order will be levied accordingly.

o) Delivery Time

The supplies should be delivered at IBA Store, Main Campus, University Enclave, University Road, Karachi within 30 days after receiving the Letter of Acceptance or Letter of Intent.

p) Payment Terms

Within 30 working days, 100% after complete supply of required items as per Bill of Quantity and submission of commercial invoice at IBA Main Campus, University Enclave, University Road, Karachi.

Stamp & Signature

5. Integrity Pact:

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the Bidder;

M/s. _____, the Bidder hereby declares that:

(a) Its intention not to obtain the Provide & Supply 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 Bidder 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 Provide & Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

(c) The Bidder 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, contact, 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, Bidder 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/Bidder/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide & Supply/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

6. Bidder Qualification Criteria

S. No.	Mandatory Eligibility Criteria	Remarks Yes / No	Required Supporting Documents
1.	Relevant experience of at least last three (03) years		One Relevant Purchase Order/Contract of each year.
2.	Last 3 years' turnover with a minimum of 10 million (per year) on average		Complete annual Income Tax Return of last three years.
3.	Active Income Taxpayer at the time of submission of the bid		NTN and STRN registration certificates.
4.	Active Sales Taxpayer		Copy of Last month's Sales Tax & Services Tax return.
5.	Original Equipment Manufacturer (OEM) or authorized agent/partner/sole distributor		Authorized Certificate by OEM
6.	No litigation and non-blacklisted		Affidavits for both required
7.	Integration & Compatibility		It is the bidder responsibility to ensure the functionality of the quoted equipment with the existing equipment
8.	Offered Product Features		Technical Compliance Sheet Required

Stamp & Signature

7. Bill of Quantity

S.No.	Items with Description	UoM	Qty	Unit Price	Total Price
1	TOA or equivalent; 120 watt Digital Mixer Amplifier, 5-speaker Zone, 4-MIC 2-AUX input, MIC 1: Mutes other input signals by 0-30 dB attenuation, MP3: LED Display, Support USB, SD/MMC card (up to 32GB), Bluetooth, Radio FM, Record; Model# A-3212DMZ or equivalent With one year warranty	Each	6		
2	TOA or equivalent; Desk Pagging Gooseneck Microphone Polar Pattern Cardioid Power 3V DC (2x "AA" batteries) or Phantom power (9-52V); Model# EM-380 or equivalent With one year warranty	Each	10		
3	TOA or equivalent; Collar Wireless Microphone; Model# WS-5325 or equivalent With one year warranty	Each	3		
4	TOA or equivalent; Handheld Wireless Microphone; Model# WS-5225 or equivalent With one year warranty	Each	6		
5	TOA or equivalent; Headgear Wireless Microphone; Model# WS-5325 + WH-4000 or equivalent With one year warranty	Each	6		
Total Amount of Supplies without Tax in PKR					
18% GST					
Grand Total Amount with All Taxes in PKR					

Note:

1. ***In case of any other equivalent (Make) being offered, it will be tested for one week on bidder's cost with the existing sound system of TOA installed at IBA classrooms and seminars before award of contact.***

Total Amount Rupees (in words) _____

_____

_____
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

8. General Conditions of Contract

Provide & Supply Audio Equipment and Microphones

THIS AGREMENT is executed at KARACHI, on this day _____, 2026.

BETWEEN

M/s Institute of Business Administration, through its Registrar, located at **Main Campus, University Enclave, University Road, Karachi,** hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns)

AND

M/s _____, having its office at **_____,** hereinafter referred to as "**SUPPLIER**" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "IBA" intends to obtain Provide & Supply Audio Equipment and Microphones vide tender # ME/06/26-27 for (IBA requirement) discussions in respect of the same before the determination of scope of supplies will be held with "IBA" as "Provide & Supply Audio Equipment and Microphones" and "THE SUPPLIER" have offered to render all kind of Provide & Supply Audio Equipment and Microphones with Accessories (including but not limited to the "Provide & Supply Audio Equipment and Microphones" of the proposed work up to the satisfaction & handing over the material(s) to the "IBA" having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"IBA" hereby offer to appoint "THE SUPPLIER" as their official for the specific purpose of "Provide & Supply Audio Equipment and Microphones" discussions in respect of the same with "IBA" before the determination of Scope of Provision of Provide & Supply Audio Equipment and Microphones. "THE SUPPLIER" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.

Article I

DUTIES & SCOPE OF SUPPLY AND AGREEMENT

1.1 This Agreement includes, the "Provide & Supply Audio Equipment and Microphones", discussions with "IBA" before the determination of scope of supply with any/all other relevant details to "IBA".

1.2 "THE SUPPLIER" agrees to provide any/all kind of Provide & Supply Audio Equipment and Microphones with Accessories to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.

1.3 "THE SUPPLIER" will coordinate their work with Manager IT of the "IBA" who will assist "THE SUPPLIER" in supervision of proposed Provide & Supply Audio Equipment and Microphones with Accessories.

1.4 "THE SUPPLIER" will visit the Purchase Offices located at Main Campus, University Enclave, University Road, Karachi as & when required with prior appointment.

1.5 Life Insurance / Security of worker will be the responsibility of supplier. IBA will not be responsible for any mishap.

1.6 All staff must have CNIC and clearly mentioned to discourage work through child labor.

1.7 All logistic charges will be borne by "THE SUPPLIER".

Article II
SCOPE OF PROFESSIONAL SUPPLIES

2.1 "THE SUPPLIER" hereby agree and acknowledge to Provide & Supply Audio Equipment and Microphones with Accessories in accordance with the Description & Specification.

2.2 "THE SUPPLIER" hereby agree and acknowledge the acceptance of attending the meetings with the Head of Procurement "IBA" as & when required.

2.3 Delivery on or before _____ 2026.

2.4 All staff must have CNIC and clearly mentioned to discourage work through child labor.

2.5 "THE SUPPLLIER", will provide all required/necessary labor(s) / transportation(s) / cartage(s) whatsoever required to complete the procurement at the cost/charges amount offered in the tender vide # ME/06/26-27.

Article III
REMUNERATION

3.1 The cost offered by the Supplier is Rs._____ (inclusive of all taxes) 'Provide & Supply Audio Equipment and Microphones' vide tender # ME/06/26-27 variation may occurred. The cost is inclusive of labor/transportation/supplies/etc.

3.2 A liquidity damages @ 2% per month, of the total agreed payment as per Purchase Order, of the total cost will be imposed in case of delayed delivery. Liquidity damages will be imposed after 30 days subject to final proof sample material handed over by supplier to IBA before the starting date mentioned on the Lette of Acceptance or Letter of Intent. Purchase will be deemed completed in finished form as per specification and "THE SUPPLIER" have to deliver the required number of Provide & Supply Audio Equipment and Microphones with accessories and devices.

3.3 Payment will be made after complete delivery and submission of commercial invoice in 30 working days.

3.4 Performance Security 5% of total amount of Purchase Order will be provided by the party.

3.5 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the SUPPLIER. This paid Stamp papers challan would be submitted along with the Bill / Invoice.

3.6 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by SUPPLIER as per SRO/Notification.

Article IV
ARBITRATION

4.1 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 for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article V
TERMINATION

5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing a 30 day's notice.

Article VI
INDEMNITY

6.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII

WARRANTY

7.1 M/s _____ should provide 01 year comprehensive verifiable warranty of all equipment, accessories and devices mentioned in Bill of Quantity.

Article VIII
NOTICE

8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article IX
INTEGRITY PACT

9.1 The 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).

9.2 Without limiting the generality of the forgoing the M/s _____, 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.

9.3 M/s _____, 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, contact, or other instrument, be stand void at the discretion of the IBA.

9.4 Notwithstanding any right and remedies exercised by the IBA in this regard, M/s _____, 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 M/s _____ as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article X
SEVERABILITY

10.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Article XI
MISCELLANEOUS

11.1 Any addition & alteration(s) made for item(s) as required by IBA on the basis of sample or in course of the work in progress which entail extra time & labor and material on part of the supply, shall not be charged separately/extra on 'Quantum Merit' basis before & on final material handed over to the "IBA". After FINALIZATION OF SAMPLE if any alteration(s), arise charges will be paid on mutually agreed upon.

11.2 Material(s) will be handed over by the "IBA" or vet the cost with authentic stamp and signature.

11.3 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.

11.4 All terms and conditions of tender vide # ME/06/26-27 will be the integral part of this agreement and can't be revoked.