

From: Secretary Procurement Committee @ IBA

Sent: Friday, October 21, 2016 3:41 PM

To: Muhammad Sohail Khan / Manager Purchase and Stores @ IBA

Cc: Procurement-Committee; Jami Moiz / Assistant Professor Dept of Marketing & Center for Entrepreneurial Development-CED @ Main Campus; Imran Batada - Director ICT @ IBA; Moeid Sultan / Director Finance @ Main Campus; Syed Fahad Jawed / Manager (Finance) @ Main Campus; Dr. Farrukh Iqbal / Dean and Director @ IBA

Subject: Item 2. Approval for tender ad & documents for Fabrication, Supply & Fixing of Furniture Items (ICT)

Item # 2: Approval for tender ad & documents for Fabrication, Supply & Fixing of Furniture Items

Discussion: Manager Procurement-ICT briefed the committee for Fabrication, Supply & Fixing of Furniture Items for Director ICT office Main Campus. The committee reviewed the tender document, discussed about the specs and estimated cost. Purchase Executive further briefed the committee that specs of item # 5 for “Small Sofa 4 Seater with Small Table” are not clear i.e. is information about Upholstery, inner material, foam width, frame structure, color, table size, table top glass thickness etc. The committee suggested Mr. Asjad Asad to revisit the spec with Mr. Rizwan Rizvi and forward meticulous specs to Purchase Dept to be incorporated in tender document. Additionally, it was discussed that specs of office furniture at IBA maybe standardized for future purchases.

Decision: The committee approved the tender ad & documents subject to revisit specs for Item # 5 for “Fabrication, Supply & Fixing of Furniture Items” to be floated on IBA & SPPRA websites. (Subject to availability of budget)

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

Attendance:

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

Muhammad Hanif,
Secretary Procurement Committee