

*Tender Fee: Rs. 2000/-.
(Non-Refundable)*

TENDER FORM

Tender # IT/09/25-26

Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract)

Date of Issue : **January 19, 2026**

Last Date of Submission : **February 06, 2026 (03:00 PM)**

Date of Opening of Tender : **February 06, 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 |
|---|---|---------------------|
| Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract) (IT/09/25-26) | Single Stage One Envelope | PKR 24,000/= |
| Tender Fee & Dates | | |
| Fee: | Rs. 2,000/- | |
| Issuance start date: | January 19, 2026 from 09:00 AM | |
| Issuance end date & time: | February 06, 2026 till 03:00 PM | |
| Submission date & time: | January 19, 2026, to February 06, 2026, from 09:00 AM to 03:00 PM | |
| Site Visit: | January 26, 2026, 11:00 AM at IBA City Campus. | |
| Opening date & time: | February 06, 2026 at 03:30 PM | |

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: Executive Procurement on 38104700, Ext: 2155

Email: tenders@iba.edu.pk , IBA Website: <https://tenders.iba.edu.pk>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

CONTENTS

| | |
|-----------------------------------|---------|
| 1. Introduction | Page 4 |
| 2. Instructions | Page 5 |
| 3. Bidding Data | Page 7 |
| 4. Terms & Conditions | Page 8 |
| 5. Integrity Pact | Page 11 |
| 6. Scope of Work | Page 12 |
| 7. Technical Specifications & BOQ | Page 13 |
| 8. Bidder Qualification Criteria | Page 14 |
| 9. General Conditions of Contract | Page 16 |

1. Introduction

Dear Tenderer:

Thank you, the interest you have shown in response, to the IBA's advertisement which has floated in IBA & SPPRA EPADS websites on January 19, 2026, to "Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract)".

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 that meet our prime & basic specifications through this transaction.

Please contact Executive Purchase-ICT on 38104700 ext: 2155 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 & every page. Moreover, attach the required supporting documentation 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 importance to fill 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 the item/column name or number etc that referred to 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 Building, IBA Main Campus, University Enclave, Karachi from January 19, 2026, to February 06, 2026, during working 09:00 AM to 03:00 PM.

(d) Submission of Tender

The last date of submitting the Tender Document in a sealed envelope is February 06, 2026, by 03:00 PM in the Office of the Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi. The Tender will be opened on the same day at 03:30 PM in the presence of representatives who may care to attend.

(e) Tender Number

Please mention "Tender Number" at the top left corner of the envelopes. IBA, Karachi may reject any bid subject to the relevant provision of SPP Rules 2010 and 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): | Executive Procurement II Institute of Business Administration, Main Campus, University Enclave, Karachi |
| Tel #: | 021 38104700; Ext 2155 |
| Email: | tenders@iba.edu.pk |

Stamp & Signature

(g) Submission of Documents and Address

Separate envelopes clearly labeled for 'Original Document', 'Copy' and 'Bid Security' must be submitted on or before last date to submit the tender documents. Tender Document can be dropped by hand or courier in Tender Box placed at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

(h) Submission of Tender

The complete tender document should be submitted by 03:00 PM on February 06, 2026, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.

(i) Date of Opening of Tender

Bid will be opened on February 06, 2026 on 03:30 PM at IBA Main Campus, in presence of representative bidders who may care to attend.

(j) Rights

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

(k) Delivery of Services

All services will be delivered directly to the IBA, Karachi, as per the discretion of IBA. If services delivered is not conforming to the specifications and bill of quantity, the services will not be acknowledged satisfactory.

(l) Clarification / Proof

Please submit copies of certificates of registration with the Sales Tax and Income Tax departments. The manufacturer/firms/companies/distributors/suppliers should also provide copy(ies) of the certificate(s) etc as proof of their claim.

(m) Site Survey

Bidder can survey the site on January 26, 2026, 11:00 AM at IBA City Campus, Karachi.

Contact Person: Mr. Mansoor Ali

Contact No. +92 333 2352536

Stamp & Signature

3. Bidding Data

- (a) Name of Procuring Agency:** Institute of Business Administration, Karachi.
- (b) Brief Description of the Procurement:** Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract).
- (c) Procuring Agency's address:** Main Campus, University Enclave, Karachi.
- (d) Amount of Bid Security:** Bid Security of 2% of the total amount/cost will 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):** Forty-Five Days.
- (f) Deadline for Submission of Bids along with time:** The last date of submitting the Tender Document is February 06, 2026, by 03:00 PM on SPPRA EPADS portal. 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 February 06, 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) The venue, Time, and Date of Bid Opening:** The Tender will be opened on February 06, 2026, at 03:30 PM at IBA Main Campus, University Enclave, University Road, Karachi in the presence of representatives who may care to attend.
- (h) Time for Completion from written order of commencing:** 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, in the shape of a bank draft/pay order in the name of "**Institute of Business Administration**" Karachi, equivalent to 2% of the total cost of bid, should 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 prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of the contract.

c. Validity of the Tender

All proposals 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 are 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 under 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 a demo unit that the 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/software provided during the course of the warranty/Contract.

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. Manufacturers/firms/companies/distributors/ suppliers may not propose/supply any kind of refurbished hardware equipment's / components in their proposals.

j. Installation and Configuration

Bidder will also be responsible for complete installation, configuration and integration for successful execution of services.

k. Cancellation

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

l. Invoice

Invoice/bill should be submitted to Purchase Department.

m. Stamp Duty

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

n. Delivery / Execution Time

The execution of services should be completed at IBA, Karachi within 30 days after receiving of LoI/LoA.

o. Service Providing Rights

The Bidder/ Service Provider must have right from the source and have NOC from concerned licensing authority in Pakistan.

p. Liquidity Damages

Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work, up to 10% of the total contract value.

q. Increase in Price

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

Stamp & Signature

r. Increase in Taxes

Any increase in taxes, the IBA should not be responsible, but, if any taxes are reduced, the IBA should get its benefit.

s. Emergency Outage Management

Bidder should have disaster recovery site to resume the business in case of primary site failure with minimum service outage.

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/supplier/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. Scope of Work

- a) Service provider must have redundant Infrastructure (Transmission, Power Supply, Network, etc).
- b) Multiple fiber connectivity from cable landing station to nationwide POPs.
- c) The Service provider must have centralized trouble ticketing tool for call logging, monitoring, and troubleshooting purpose.
- d) SIP trunk service provider should provide fiber layout plan, resources deployment, tasks detail with timeline to complete the project.
- e) Service provider will be responsible for laying of fiber and acquire all permissions from authorized regulatory body where required.
- f) All civil work e.g. installation, excavating, digging (soft & hard), curing, tunneling, configuration and testing of the fiber optic cable within the premises of IBA Karachi (if required) will be the responsibility of the service provider.
- g) The equipment/ hardware supplied by the service provider shall be brand new and complete with all respects. The devices/ equipment delivered by the service provider must be compatible to the existing network connectivity.
- h) The service provider shall provide alternative of same capacity equipment in case of any faulty equipment till the repair or replacement. Or if there is any permanent fault in the equipment, that will be replaced definitely by new equipment of the same model/ advance model of the same capacity/higher capacity not less than the capacity of unit supply in any case.
- i) The cabling (any type) must be properly tagged/ numbered and there should not be any hanging or uncovered wire. Furthermore, installation of I/O, Crimping, Racking and related equipment/ devices must also be the responsibility of service provider.
- j) The ISP should be able to provide online usage report through web portal. The ISP must provide a usage report i.e. MRT Graph that can be accessed directly by IBA.
- k) The service provider will also fix the cemented tags or path indicators at the route of fiber optic cable installed within the premises of Karachi University / IBA in order to avoid any damage to the cable.
- l) Design of the network should have the scalability/flexibility to add any additional bandwidth in future.
- m) Operator/service provider should have 24x7x365 helpdesk and TAC support available.

Stamp & Signature

7. Technical Specifications & BOQ

| S.No. | Description | Quantity | UoM | Per Unit/Minute/Channel Price |
|--|--|---------------|-----------------------|-------------------------------|
| One Time Charges | | | | |
| 1 | Link Deployment and Installation CPE | 1 | Job | |
| Monthly Recurring Charges | | | | |
| 2 | Line Rent | 30 Channels | Per Channel Per Month | |
| 3 | Call Charge-Mobile | As per Actual | Per Minute | |
| 4 | Call Charge-Fixed Line | As per Actual | Per Minute | |
| 5 | DID-Direct Inward Dialling | As per Actual | Per Unit Per Month | |
| 6 | DIOD-Direct Inward Outward Dialling | As per Actual | Per Unit Per Month | |
| 7 | On Net Charges (Outside Organization) | As per Actual | Per Minute | |
| 8 | On Net Charges (Within Organization InterCity) | As per Actual | Per Minute | |
| 9 | On Net Charges (Within Organization Within City) | As per Actual | Per Minute | |
| 10 | Call Charges-International | As per Actual | Per Minute | |
| Total Amount of Services without Tax in PKR | | | | |
| FED Charges/Sales Tax (_____ %) | | | | |
| Total Amount of Job/Services without Tax in PKR | | | | |
| 15% SST | | | | |
| Grand Total Amount with All Taxes in PKR | | | | |

Grand Total Rupees (in words) _____

Stamp & Signature

Page 13 | 20

8. Bidder Qualification Criteria

| Sr. 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 4 million (per year) on average | | 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 | License for all over Pakistan to Provide Internet Bandwidth at least from last 3 years | | Copy of Valid PTA License |
| 6 | Last three (03) years satisfactory Service Provider licensing history with the concerned regulatory authority/(ies) | | Copy of Valid License and related affidavits |
| 7 | Own Fiber Optic Cable source | | Certificate / Letter or relevant document |
| 8 | The ISP/Firm must have a valid LDI License (Long Distance & International) from PTA for carrying national and international traffic. | | Certificate / Letter or relevant document |

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 _____

9. General Conditions of Agreement

Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract)

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

BETWEEN

The **Institute of Business Administration, Karachi** having its office at Main Campus, University Enclave, University Road, Karachi, through its **Registrar**, hereinafter referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors, and assigns) of the FIRST PART.

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, successors, and assigns), through its proprietor, Mr./Ms. _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "IBA" intends to obtain 'Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract)' vide Tender # IT/09/25-26 (IBA requirement) 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 supplier for the specific purpose of "Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract)". "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 SERVICES AND AGREEMENT

1.1 "THE SERVICE PROVIDER" agrees to provide Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract) Services to "IBA" whenever and wherever form is required as per the terms & conditions of this Agreement.

- 1.2 "THE SERVICE PROVIDER" will coordinate their work with Manager IT, of the "IBA" who will assist "THE SERVICE PROVIDER" in supervision of proposed Providing Annual Support of Voice Over IP and SIP Trunk Solution (Framework Contract) Services.
- 1.3 This Agreement shall be in effect from XXXX XX, 2026, for one year and will renew on mutual consent.
- 1.4 "THE SERVICE PROVIDER" will visit the Purchase Offices located at Main Campus, University Road, Karachi as & when required with prior appointment.
- 1.5 All logistic charges will be borne by "THE SERVICE PROVIDER".

Article II
SCOPE OF PROFESSIONAL SERVICES

- 2.1 "THE SERVICE PROVIDER" hereby agree and acknowledge for the periodic supervision of the supplies and to check the execution of Providing ANNUAL SUPPORT OF VOICE OVER IP AND SIP TRUNK SOLUTION (FRAMEWORK CONTRACT) Services in accordance with the Description & Specification.
- 2.2 "THE SERVICE PROVIDER" hereby agree and acknowledge the acceptance of attending the meetings with the Head of Procurement & Stores "IBA" as & when required.
- 2.3 "THE SERVICE PROVIDER" must have valid licenses to do this project, as per PTA, Government rules & regulations.
- 2.4 "THE SERVICE PROVIDER", will provide the Providing ANNUAL SUPPORT OF VOICE OVER IP AND SIP TRUNK SOLUTION (FRAMEWORK CONTRACT) Services directly on official address of IBA Karachi to Muhammad Danish Khan at his email address mdanish@iba.edu.pk
- 2.5 "THE SERVICE PROVIDER" 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.
- 2.6 No pirated / forged / tampered material would be accepted. In later stage/ period, if found, the supplier would be penalized according to the prevailing rules of the country.
- 2.7 THE SERVICE PROVIDER will be responsible for the smooth functioning of already installed Hardware as per BOQ.

Article III
REMUNERATION

- 3.1 The cost offered by the SERVICE PROVIDER is Rs. _____ (inclusive of all taxes) SLA for Providing ANNUAL SUPPORT OF VOICE OVER IP AND SIP TRUNK SOLUTION (FRAMEWORK CONTRACT) Services vide Tender # IT/09/25-26 variation may occurred. The cost is inclusive of labor /transportation /supplies /etc.

- 3.2 A liquidity damages at the rate of 2% per month, of the total agreed payment as per Work Order, of the total cost will be imposed in case of delayed delivery services. Services will be deemed completed in finished form as per specification and “THE SERVICE PROVIDER” have to deliver the required number of Providing ANNUAL SUPPORT OF VOICE OVER IP AND SIP TRUNK SOLUTION (FRAMEWORK CONTRACT) Services to IBA.
- 3.3 Performance Security 5% of total amount of Work Order will be provided by “THE SERVICE PROVIDER”.
- 3.4 Stamp Duty @ 0.35% of the cost of transaction / work order will be deposited in Government treasury by the SERVICE PROVIDER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 3.5 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by THE SERVICE PROVIDER as per SRO/Notification.

Article IV
ARBITRATION

- 4.1 In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered in accordance with the rules and procedures of the Alternative Dispute Resolution International Center (ADRIC) at the Institute of Business Administration (IBA), Karachi.
- 4.2 The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules of the ADRIC. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

Article V
TERMINATION

- 5.1 “IBA” may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day’s notice.

Article VI
INDEMNITY

6.1 "THE SERVICE PROVIDER" 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 SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII
NOTICE

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

Article VIII
RENEWAL

8.1 This Agreement shall be renewed with mutual consent & satisfactory performance upon completion of six months, if the IBA, Karachi and the SERVICE PROVIDER agree so.

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
MISCELLANEOUS

10.1 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.

10.2 The validity of the contract will be effective from XXXX XX, 2026 to XXXX XX, 2027.

10.3 All terms and conditions of tender vide # IT/09/25-26 will be the integral part of this agreement and can't be revoked.

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

“IBA”
NAME:
CNIC # _____
Address:
Registrar
Institute of Business
Administration, Main Campus,
University Road, Karachi

M/s
NAME:
CNIC # _____
Address:

WITNESS:

1. _____

CNIC # _____
Address:
Associate Registrar
Institute of Business
Administration, Main Campus
University Road, Karachi

2. _____
M/s
NAME:
CNIC # _____
Address:

Focal Person IBA
