

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

TENDER FORM

Overall Operation & Maintenance of HVAC,
Electrical and Allied System Facilities Installed at
Four Buildings at IBA Main Campus

Tender # MAINT/03/14-15

Date of Issue	:	February 17, 2015
Last Date of Submission	:	March 7, 2015 (3:00 pm)
Date of Technical Proposal Opening	:	March 7, 2015 (3:30 pm)
Date of Financial Proposal Opening	:	March 17, 2015 (11:30 am)

FINANCIAL PROPOSAL

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

Amount of Rs..... Dated.....

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1. Introduction

Dear Tenderer:

Thank you for the interest shown in response to the Tender advertisement display on IBA websites and published in leading newspapers on February 17, 2015 vide tender # Maint/03/14-15 for overall operation & maintenance of HVAC, electrical and allied system installed at Aman CED, Tabba Building, Student Center and Multi Purpose Building at IBA Main Campus.

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to avail best services from renewed and well established company / firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from February 17, 2015 to March 7, 2015 between 9:00 am to 3:00 pm.

The tender document should be submitted at Purchase Office between 9:00 am to 3:00 pm upto March 7, 2015 and will be opened on same date & venue at 3:30 pm in the presence of representatives who may care to attend. In case of any holiday the tender shall be opened on next working day at same place and time.

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.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi.

For more information, please contact Manager Purchase & Stores on 38104700 ext: 2151.

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that companies / firms / agencies licensed by the Pakistan Engineering Council in the appropriate category 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 Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from February 17, 2015 to March 7, 2015 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in March 7, 2015 by 3:00 pm in the Office of the Manager Purchase & Stores, 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 5% 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, Karachi.
- (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) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (h) At least 5 plus years experience required for this tender.
- (i) Please submit affidavit if company/firm/agency is not 'Black Listed' from any government/semi government/autonomous or private sector organization.
- (j) Please attach last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (k) Registration of PEC, Income Tax & GST (where applicable) is mandatory.
- (l) The contract period for overall operation and maintenance of HVAC, electrical & allied system is ONE (01) year effective from date of signing of agreement / LoI. The contract period may be extended for another ONE (01) year on satisfactory performance of the company / firm / agency with mutual consent.

Stamp & Signature

3. FINANCIAL PROPOSAL

Overall Operation & Maintenance of HVAC, electrical and allied system facilities installed at Aman CED Building, Tabba Building, Student Center and Multi Purpose Building at IBA Main Campus 2015

Item #	Description	Total Cost			
		No of Persons (Minimum)	Per Hour Cost Rs.	Total Monthly Cost Rs.	Total Annual Cost Rs.
1-	<p>Overall Operation and Maintenance Cost Of :</p> <p>a)HVAC and associated System</p> <p>b) Electrical and associated system</p> <p>c) Allied System</p> <p>- Elevators</p> <p>- PA System</p> <p>-Fire Detection System</p> <p>(Including of All Taxes)</p> <p><u>Note: Working Timing</u></p> <p>The current prevailing office time is as follows:</p> <p>1- 08.00 A.M to 08.00 P.M</p> <p>(7 days in a week / 365 days in year)</p> <p><i>Any extra hours shall be charge on same rate.</i></p>	<p>12 Person</p> <p>06 Person</p> <p>02 Person</p>			

Total Annual Cost Rupees (in words) _____

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4. Terms & Conditions:

The following terms of the works are agreed by the vendor / supplier:

- (i) **Signing of Contract Agreement:** The company / agency / firm will sign the contract agreement as acknowledgement.
- (ii) **Services Deliverable:** All services must be executed as specified in entitlement / authorization. Non-compliance with this condition renders the services liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for ONE year extendable for another ONE (01) year on mutual agreement and subject to satisfactory performance.
- (iv) **Place of Services:** As specified in the contract agreement unless otherwise informed accordingly.
- (v) **Poor Performance:** Penalty 2% of the total amount will be imposed per month for which the company/agency failed to deliver as per standard or in accordance to the entitlement / authorization.
- (vi) **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services without assigning any reason and the agency / company will abide the instruction(s).
- (vii) **Condition of Services:** The services in all respects with the requirement of the contract agreement and must be in acceptable format otherwise they will be liable to rejection.
- (viii) **Stamp Duty :** Stamp duty of 0.3% for Services against total value of Work will be levied accordingly.
- (ix) **Rejection of Services:** We reserve the right to cancel any or all the services if it is not in accordance with our specification or if the execution of services is delayed.
- (x) **Termination:** That upon termination of this agreement the agency shall be permitted to withdraw all its liabilities, liens, dues, devices, equipment and manpower which may have been placed at anywhere from the time to time.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xi) **Submission of Bills/Invoices:** Invoice / bill & Delivery Advice should be submitted to Finance Department.
- (xv) **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/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.
- (xvi) **Bid Security:** 5% 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.

Stamp & Signature

- (xvii) **Performance Security:** 5% Performance Security should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xviii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xix) **Price / Rate:** Price / rate must be quoted in Financial Proposal only and submitted in sealed envelope.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiii) **Rights:** 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.
- (xxiv) **Company Profile:** Company Profile be attached with this document.
- (xxv) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxvi) **Submission of Documents:** Last date for tender submission is March 7, 2015 upto 3:00pm
- (xxvii) **Opening of Tender:** Tender will be opened on March 7, 2015 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxviii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on March 17, 2015 at 11:30am.
- (xxix) **Minimum Qualifying Percentage:** is 78%
- (xxx) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps.
- (xxxi) **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.
- (xxxii) **Experience:** At least 5 plus years experience required for this tender
- (xxxiii) **Turn Over:** please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxiv) **Affidavit:** Please submit affidavit if company/firm/agency is not 'Black Listed' from any government/semi government/autonomous or private sector organization.
- (xxxv) **Registration:** Registration of PEC, Income Tax & GST is mandatory and supporting documents required.
- (xxxvi) **Material Supply:** Material / Parts required for operation and maintenance shall be supplied by contractor "only" after prior approval from IBA Maintenance Department. Cost of material shall be charge of prevailing market rate with 15% service charges.
- (xxxvii) **Work Awarded:** Work will be awarded on whole basis
- (xxxviii) **Rights to Remove:** IBA reserve the right to remove any area of service as per requirement

Note:

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

Stamp & Signature

5. **Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for overall operation & maintenance of HVAC, electrical and allied system facilities installed at Aman CED, Tabbu Building, Student Center and Multi Purpose Building at IBA Main Campus 2015;

M/s _____, 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 company/firm/agency 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 company/firm/agency/ 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, company/firm/agency 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 _____

Stamp & Signature