

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

TENDER FORM

Tender # CW/14/24-25

Interior Civil Work in Accounting Lab at IBA Main Campus

Date of Issue : **November 25, 2024**
Last Date of Submission : **December 11, 2024 (3:00 pm)**
Date of Opening : **December 11, 2024 (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 electronic bids on EPADS from active taxpayers of manufacture / firm / companies / supplier registered with SPPRA EPADS and relevant tax authorities for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Interior Civil Work in Accounting Lab at IBA Main Campus (CW/14/24-25)	Single Stage One Envelope	2% of bid security
<ul style="list-style-type: none"> • Fee: Rs.1,000/- each • Issuance start date: November 25, 2024 at 9 AM • Issuance end date & time: December 11, 2024 at 3 PM • Submission date & time: November 25 to December 11, 2024 from 9 AM to 3 PM • Opening date & time: December 11, 2024 at 3:30 PM • Mandatory Site Visit: December 05, 2024 at 11 AM at IBA Main Campus 		

Tender Document containing detailed terms and conditions are available at Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). The tender document can also be downloaded from IBA and SPPRA EPADS system. 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. Bidders are required to submit their bids (duly signed and stamped) on the uploaded Tender Document (along with a copy of Earnest Money and all supporting documents) through SPPRA EPADS system (www.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 and will be opened on same date & venue in the presence of the bidders' representatives who may wish to attend. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi".

N.B.

(1) IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to 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, 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/>

SPPRA EPADS: <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 on IBA & SSPRA websites on November 25, 2024 to Interior Civil Work in Accounting Lab at IBA Main Campus.

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 Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- i) All works shall be measured by standard instruments according to the rules.
- ii) Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
- iii) Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
- iv) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
- v) Tender(s) without Bid Security of required amount and prescribed form shall be rejected.
- vi) Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
 - (a) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
 - (b) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- vii) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractor 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.
- ix) 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.

- x) Tender Document can be collected from the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from November 25, 2024 to December 11, 2024 during working 9:00 AM to 3:00 PM.
- xi) Last date for tender submission is December 11, 2024 up to 3:00 PM, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xii) Site visit will be held on December 05, 2024 at IBA Main Campus at 11am with Sr. Manager (Projects) for understanding the exact nature of the job.
- xiii) Tender will be opened on December 11, 2024 on 3:30 PM at the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xiv) Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.
- xv) 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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- xvi) Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Enclave, Karachi.

3. **BIDDING DATA**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Works:** Interior Civil Work in Accounting Lab at IBA Main Campus
- (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 after acceptance of the Work Order.
- (g) **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in December 11, 2024 by 3:00 PM in the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, 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 December 11, 2024 on 3:30 PM at IBA, Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:** 45 days
- (j) **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
_____, Amount Rs _____ Drawn on Bank _____ Dated _____

4. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Minimum 3 projects of relevant experience (interior decoration and finishing) worth minimum 2 million during the last five years.	
2	Last 3 years' average annual turnover minimum 2 million (per year) in terms of financial or bank statement.	
3	"Sales tax registration certificate both FBR and / or SRB" and NTN.	

5. Conditions of Contract

Clause - 1: Commencement & Completion Dates of work. The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Head of Procurement. However BoQ and execution of work shall be performed with due approval & supervision of Sr. Manager (Projects) or in subordinate-in-charge of the work. Failing such authorities the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

Clause - 2: Liquidated Damages. 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.

Clause-3: Termination of the Contract.

“IBA” may terminate this contract if the job is not executed according to the requirement at any time after issuing a 15 days’ notice. IBA reserve the right to accept or reject any or all contract(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified by SPPRA.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause –5: Extension of Intended Completion Date. The IBA, Karachi either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement. When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause –6: Specifications. The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Sr. Manager (Projects) and initialed by the parties, the said specification being a part of the contract.

Clause-7: Payments. Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance from Sr. Manager (Projects) is required before process of bill/invoice.

Clause-8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Sr. Manager (Projects) may make payment on account of such items at such reduced rates as may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause-9: Issuance of Variation and Repeat Orders. Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

(a) Identifying Defects: If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data the IBA authorities may instruct the contractor to uncover and test any part of the works which he consider may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(b) Correction of Defects: The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

Clause-11: Inspection of Operations. Sr. Manager (Projects) and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

Clause-12: Risks. The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense.

Clause-13: Measures for prevention of fire and safety measures. The contractor shall not set fire to any standing jungle, trees, bush-wood or grass. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him. All staff must have CNIC and clearly mentioned to discourage work through child labor. IBA is no smoking zone. Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap

Clause-14:Sub-contracting. The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Sr. Manager (Projects) . Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for

the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause–15: Disputes. 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 “THE CONTRACTOR” 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.

Clause–16: Site Clearance. On completion of the work, it will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Sr. Manager (Projects) .

Clause –17: Financial Assistance /Advance Payment.

(a) Mobilization advance is not allowed.

Clause–18: Performance Security. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.

Clause-19: Receiving/Acceptance of Work Order: The contractor will sign the copy of the Work Order as acknowledgement.

Clause–20: Place of Execution: As specified in the Work Order.

Clause–21: Quantity Delivered: Competent Authority reserves the right to remove any item or work as per rules.

Clause–22: Condition of Works: All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.

Clause-23: Delivery of Works: All the works must be executed to the specified site of the IBA.

Clause-24: Rejection of Works: IBA, Karachi reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.

Clause-25: Price / Rate/Charges/Cost: Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope. The quoted rate/charges/cost will be final and no change will be accepted after opening of tenders, unless or otherwise if change in specs occurred.

Clause-26: Bid Security: 2% Bid Security should be on Total Amount submitted/attached along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

Clause-27: Rules, Regulations & Policies: All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

Clause-28: 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. IBA, also reserve the right to issue Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

Clause-29: IBA, Priorities: IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.

Clause-30: 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 SRO and as per applicable rates / denomination of Purchase / Work Order.

Clause-31: Stamp Duty: Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.

Clause-32: Measurement Book: Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Sr. Manager (Projects) on each occurrence / daily basis.

Clause-33: Blacklisted: Contractor is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

Clause-34: Envelops: The contractor must submit Original copy of the complete bid document in separate envelops along with BoQ.

Clause-35: Defect Liability Period: All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period. Defect Liability Period at least 3 months after completion of the work.

Clause-36: Site Visit: The bidders are advised to visit and examine the Site of the works and its surroundings and obtain for themselves all information that maybe necessary for preparing the bid and entering into a contract for the Works.

Clause-37: Verbal Instruction(s): No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be consider if provided in writing by Sr. Manager (Projects) .

Clause-38: Limit of Retention Money: Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

Clause-39: Payment of Retention Money:

- a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
- b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.

Clause-40: Completion Time: 45 days from issuance of LoA.

Clause-41: Conditional /Optional / Alternate Bids: Such bids will not be accepted.

6. Bill of Quantity

Interior Civil Works of Accounting Lab at IBA Main Campus

Item #	Description	Unit	Quantity	Rate	Amount
1.	Paint Work:				
1.1	Matt Enamel Paint - Internal Surfaces. Provide and apply Matt Enamel paint (Jotun, ICI or Berger) minimum three coats of approved shade over a coat of primer to internal surfaces prepared smooth with carborandum stone, filling the depression with putty including scaffolding, etc. complete in all respect as per specifications and drawings.				
i)	Jotun.	SFT	600		
ii)	ICI or Berger.	SFT	Rate Only		
2.	Flooring & Skirting:				
2.1	Carpet Tile Flooring. Provide & lay in line and level imported carpet tiles in different areas with approved adhesive and minimum joint, including cutting, lifting, wastage, etc., complete in all respect as per drawing and instruction of the Architect. For payment net installed Carpeted floor area will be measured. Basic Price of Installed Carpet Tiles but on supply quantity shall be Rs. 650.00 Per SFT. Wastage factor should be added by contractor in his unit rate.	SFT	250		
2.2	Wooden Skirting Polish Finish. Provide and install in position Wooden Skirting, consisting of 3" x ½" thick Solid Oak wood for skirting with approved Polish Finish , including all hardwares, wastage, glues, lifting, etc., complete as per drawing & instruction of the Architect. For payment net running length of skirting will be measured.	RFT	40		
2.3	PVC Skirting. Provide and install in position 65mm high approved quality & sample heavy duty PVC skirting (Germany or approved equivalent)	RFT	Rate Only		

	fixed with approved adhesive, cutting, wastage, etc., complete in all respect. Basic Price shall be Rs. 290.00/ RFT. For payment net running length of skirting will be measured.				
3.	Claddings:				
3.1	Wooden Cladding MDF Laminated Board Finish (Behind Manager Table - Elevation 01). Provide and install in position Wooden Cladding, consisting of solignum treated partial wood internal framing of approved sections tie with walls, 20mm thick Laminated MDF board (Code as approved by the Architect) fixed on wooden frame with PVC / solid Oak wood polish finish lipping, including all hardwares, wastage, lifting, cutting, fixing etc., complete as per drawing & instruction of the Architect.	SFT	110		
3.2	Fluted Panel Cladding Paint Finish (Office Workstation Wall - Elevation 02). Provide and install in position Fluted Panel Cladding, consisting of solignum treated partial wood internal framing of approved sections tie with walls, Fluted Panels fixed on wooden frame with approved Paint Finish , including all hardwares, making of wooden pelmet polish finish, wastage, lifting, cutting, fixing etc., complete as per drawing & instruction of the Architect.	SFT	80		
3.3	Fabric Finish Cladding on Walls (Podcast Studio - Elevation 03). Provide and install in position Fabric Cladding, consisting of solignum treated partial wood internal framing of approved sections tie with walls, Fabric (Fabric Project or approved equivalent) wrapped on 10mm thick Acoustic Panels of approved sample fixed on 6mm thick commercial ply with solid Oak wood Polish Finish lipping on edges fixed on wooden frame with Head Less Nail, 2" thick Termolan - Rockwool Blankets Stitched to Glass Veil T/W 65kg/cm density of (Pakistan Insulations or approved equivalent) insulation in fill of approved quality, including all hardwares, wastage, lifting, cutting, making of openable panels etc., complete as per drawing & instruction of the Architect.	SFT	150		

	For Payment net exposed Fabric area will be measured.				
3.4	<p>Wooden Cladding with Wooden Strips Polish Finish (Podcast Studio - Elevation 04). Provide and install in position Wooden Cladding with Wooden Strips, consisting of Solignum treated partial wood internal framing of approved section, 12mm thick Commercial Ply (Patex or approved equivalent) fixed on wooden frame, ¾" x 1" Solid Oak wood for strips, 1¼" thick gap between 2 strips with approved Polish Finish, including all hardware, wastage, lifting, cutting, fixing etc. Complete in all respect as per drawings, details and Instructions of the Architect.</p>	SFT	86		
4	Suspended Ceiling Work:				
4.1	<p>Gypsum Board Ceiling Paint Finish. Provide and install in position Gypsum Board Ceiling, consisting of G.I. frame work of approved sections with G.I. Hangers and 16-18 swg. aluminum edgings as shown, 12mm thick Gypsum Board Sheet fixed on frame, 12mm thick MDF Board on vertical edges with approved Paint Finish, solignum treated partial wood reinforcement of approved sections, G.I. Angle, cutting of opening for light fixtures / diffusers with making of light pelmet, fiber tape on joints, metal tape on edges, including primer coat filling if required and all other hardwares, wastage, scaffolding, making access panel (where required), etc., complete in all respect. For payment exposed sheet surface area will be measured.</p>	SFT	250		
5	Miscellaneous Work:				
5.1	<p>Window Roller Blinds. Provide and install in position Roll-up Window Blinds of approved colour and specifications of Faber (Denmark) chain operated Roller blind (Thermec or approved equivalent) with approved Fabric screw with existing structure / pelmet, including all hardware, wastage, lifting, cutting, fixing, scaffolding etc., complete as per drawing & instruction of the Architect. For payment net installed Blind (including top & bottom channel) area will be measured.</p>	SFT	60		

6	Customized Furniture Works:				
6.1	Wooden Legde Polish Finish (Podcast Studio). Providing and install in position 8'-6" x 1'-0" x 2" thick Wooden Ledge, consisting of solignum treated partial wood internal framin of approved sections, 6mm thick Oak Veneer pasted with approved adhesive on 12mm thick MDF board fixed on wooden frame, 2" x ½" thick Solid Oak wood lipping on edhes with approved Polish Finish, including all hardware, wastage, lifting, cutting, fixing, etc., complete in all respect as per drawing and instruction of the Architect.	NOS	1		
7	Electrical Works:				
7.1	Procurement & Installation of Switches & Sockets etc., complete in all respect as per drawing and instruction of the Architect.	JOB	1		
7.2	Shifting of Existing Points as per Proposed Plan etc., complete in all respect as per drawing and instruction of the Architect.	JOB	1		
7.3	Ceiling Suspended 35w led linear (4') along with housing with color temp 4000k/5000k or as per architect, including necessary wiring etc., complete in all respect as per drawing and instruction of the Architect.	JOB	1		
7.4	4' long Track Lights including necessary wiring etc., complete in all respect as per drawing and instruction of the Architect.	Job	1		
7.5	Ceiling Mounted 25w led down light diffused glass with color temp 4000k/5000k or as per architect including necessary wiring etc., complete in all respect as per drawing and instruction of the Architect.	Job	5		
7.6	Customized Paper crete chandelier including necessary wiring etc., complete in all respect as per drawing and instruction of the Architect.	Job	1		
7.7	Strip lighting around ceiling and manager table wall including necessary wiring etc., complete in all respect as per drawing and instruction of the Architect.	Job	1		
TOTAL AMOUNT					
ADD SST 15%					
GRAND TOTAL AMOUNT INCLUDING TAX					

Grand Total Amount (in words) _____

General Notes:

General Note Applicable For All Relevant BOQ Items (Architectural Works):

1- In the event that the basic price (which is inclusive of all taxes such as GST, Income Tax, etc., but exclusive of cartage) of an item has been given in the Bill of Quantities and the actual cost of sample approved is higher or lower than the price stipulated, the net difference of price (based on finished quantity) shall be added to or deleted from the Contractor's rate at actual + 12%.

Same procedure will be followed in the case if the source of supply is given or type of material is given (e.g. PVC Skirting, etc.) or specific consumption of any material is given (e.g. concrete ratio, etc.), and they are changed.

2- In the event that the installed basic price (which is inclusive of all taxes such as GST, Income Tax, etc.) of an item has been given in the Bill of Quantities and the actual installed cost of sample approved is higher or lower than the price stipulated, the net difference of price (based on finished quantity) shall be added to or deleted from the Contractor's rate at actual + 12%.

Same procedure will be followed in the case if the source of supply is given or type of material is given and they are changed.

3- All Glass to be Clear Float Glass of approved quality (Ghani, Tariq Float Glass).

4- Gypsum board (Arish, United or approved equivalent).

5- MDF board (Lasani or approved equivalent).

6- Laminate board (Al-Nooor Lasani - Baluchistan Laminate or approved equivalent).

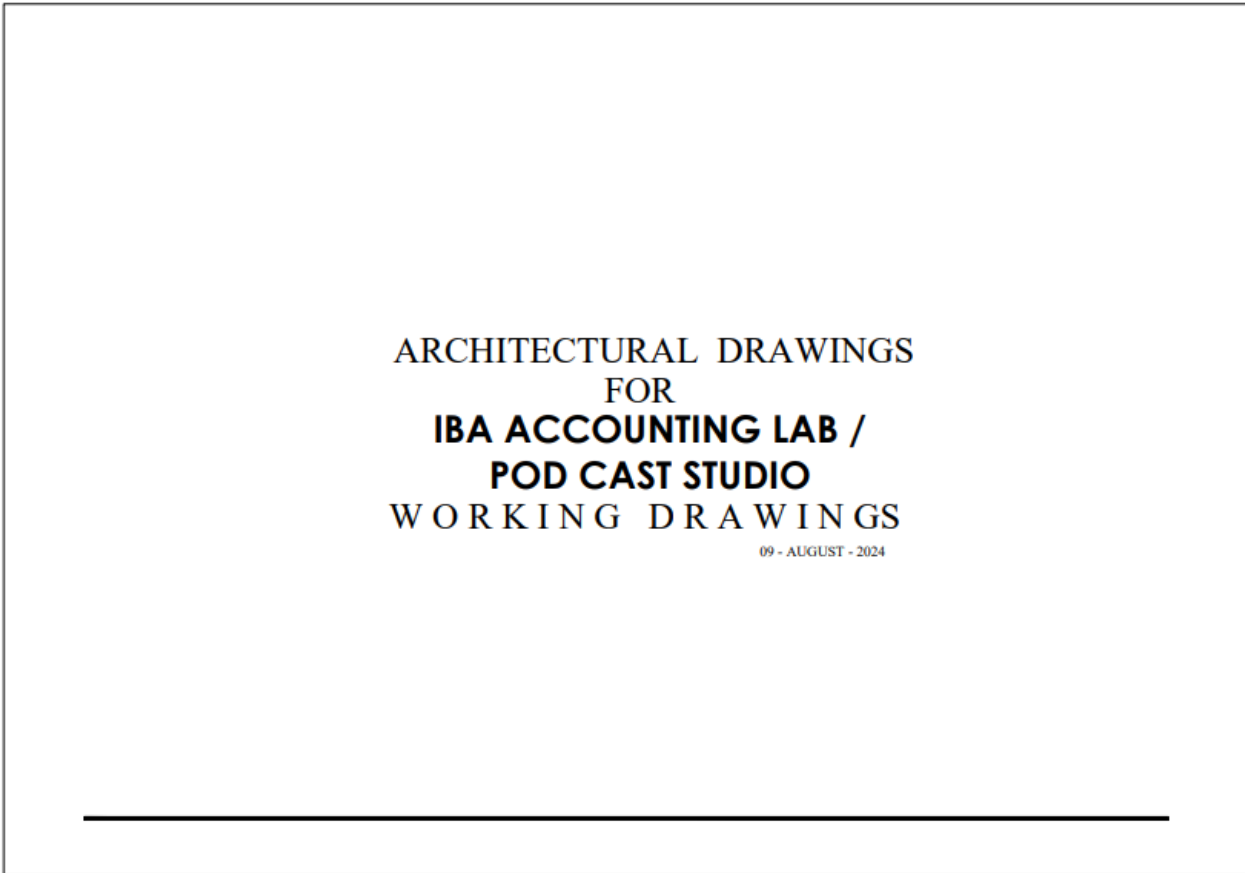
7- Paint Work: 3 coats of matt enamel paint finish (Jotun, ICI or Berger) of approved shade.

8- Paint on all M.S. Work where shown: anti rust epoxy coating of approved manufacturer.

9- Expansion Bolts to be Fischer or approved equivalent.

10- Where basic price of marble / granite is given, it is for pre-polished granite with 6 sides chemical treatment (finish as approved) but excluding at edges & without rounding / beveling of edges. The cost of edge finishing, if required and rounding / beveling of edges, if required, is to be included in respective items of BOQ.

DRAWING



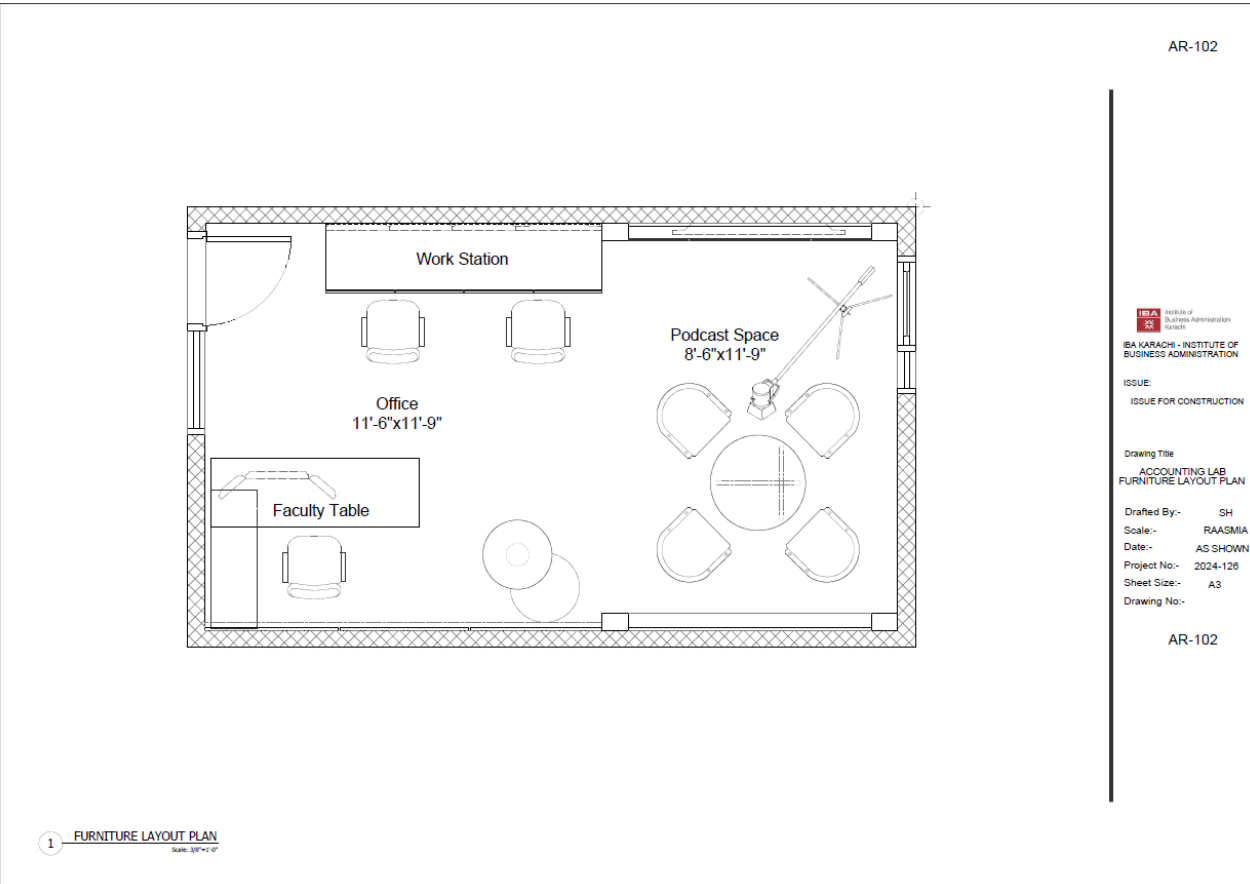
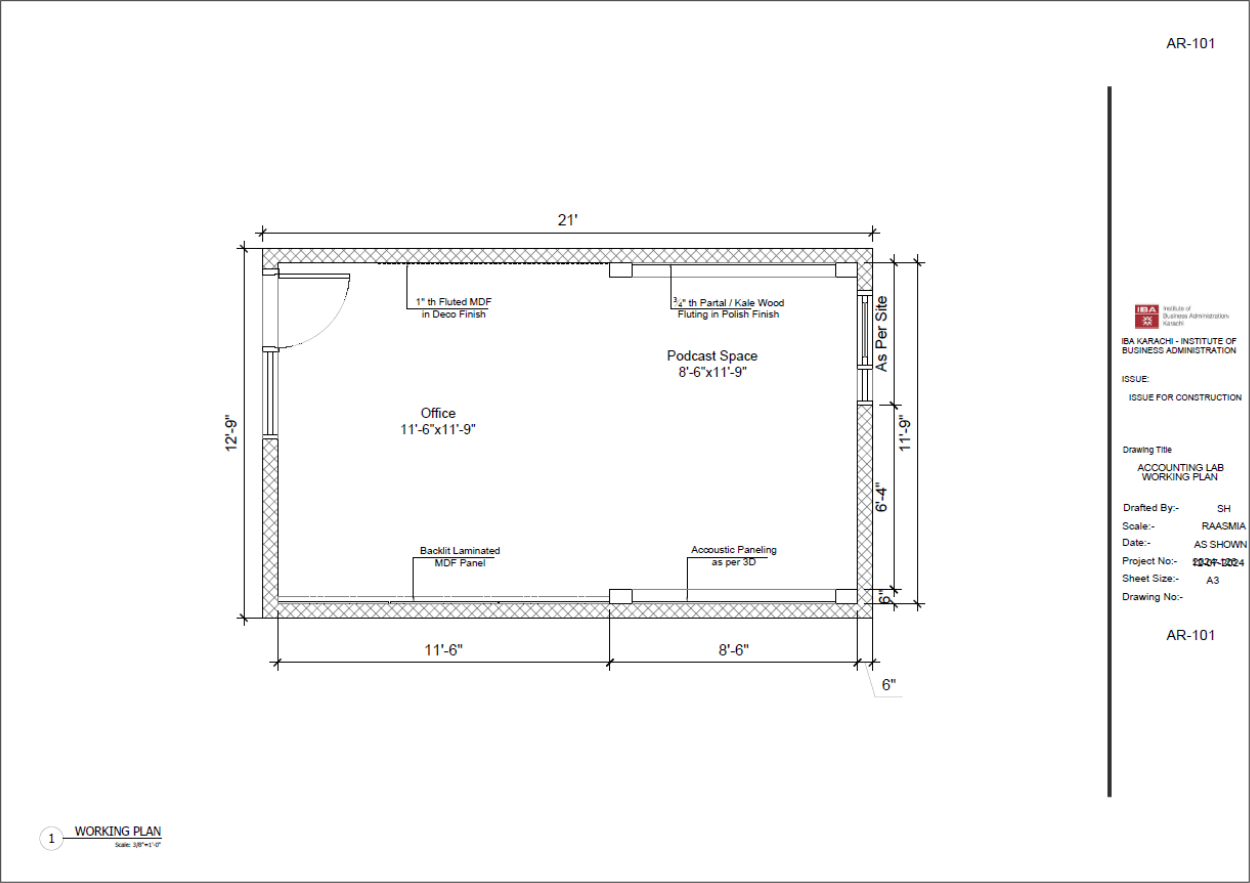
ARCHITECTURAL DRAWINGS
FOR
**IBA ACCOUNTING LAB /
POD CAST STUDIO**
WORKING DRAWINGS

09 - AUGUST - 2024

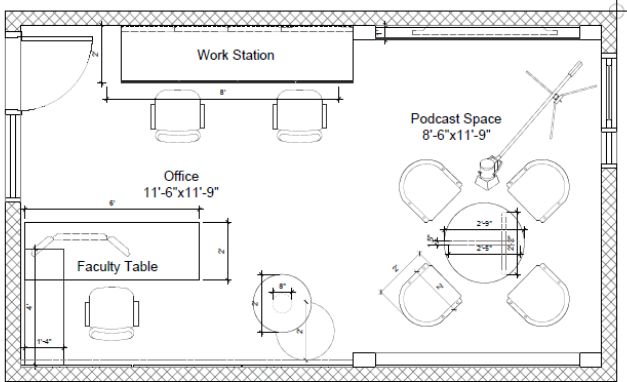
General Notes:

- All dimensions are in feet and inches, unless mentioned otherwise please do not scale the drawings, and use the specified dimensions.
- Dimensions are for guidance purpose only and may have slight variations.
- Contractors are requested to verify measurements on site at actual
- These drawings are the sole property of Lakeer Design Studio and may not be replicated or used elsewhere without the architects written permission.
- Any material or items depicted in 3d renders are subject to market availability.

ARCHITECTURAL LIST OF DRAWING		
S.NO	TITLE	SHEET NO
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AR-103



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ISSUE:
 ISSUE FOR CONSTRUCTION

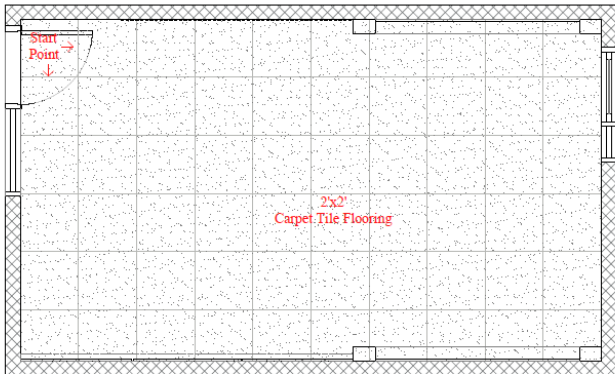
Drawing Title
 ACCOUNTING LAB
 FURNITURE WORKING

Drafted By:- SH
 Scale:- RAASMA
 Date:- AS SHOWN
 Project No:- 2024-126
 Sheet Size:- A3
 Drawing No:-

AR-103

1 FURNITURE WORKING
 Scale: 1/8"=1'-0"

AR-104



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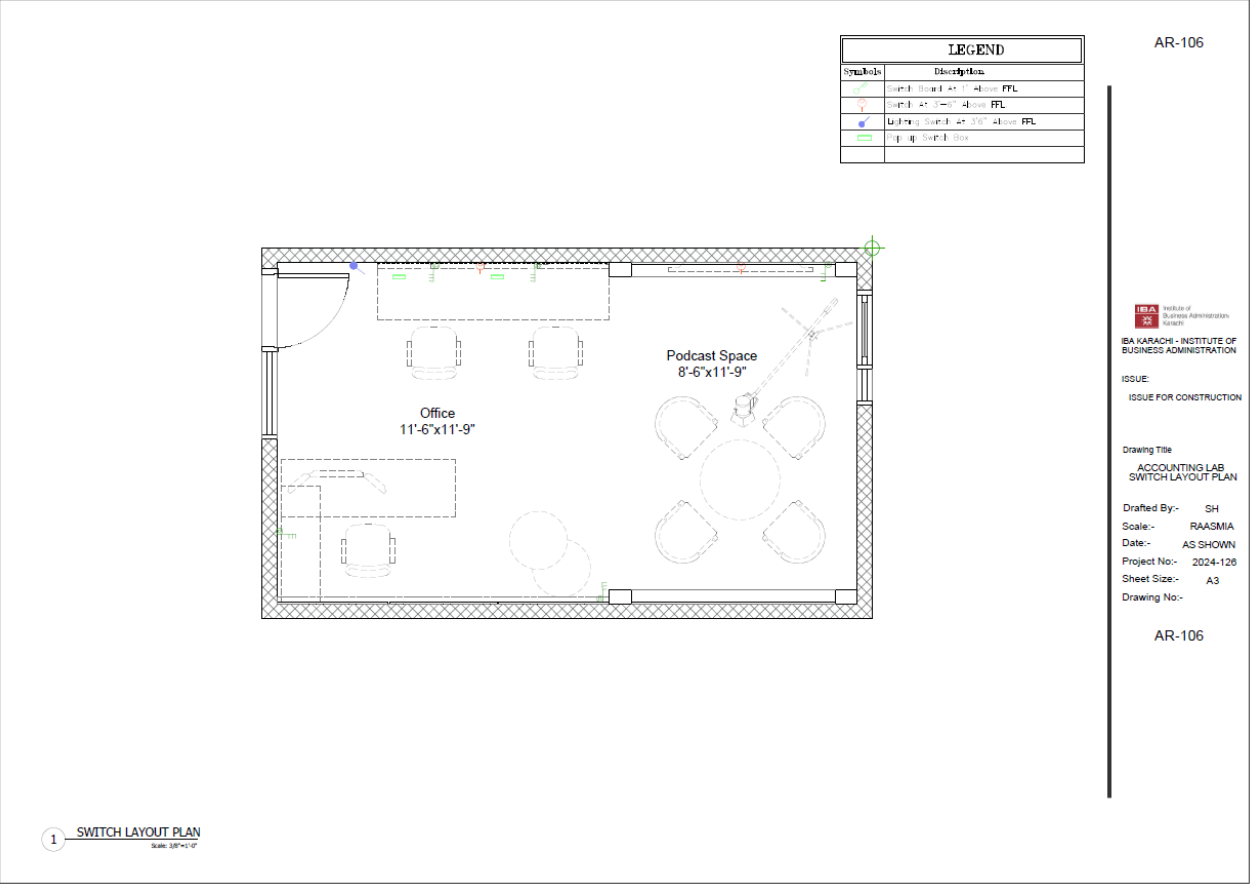
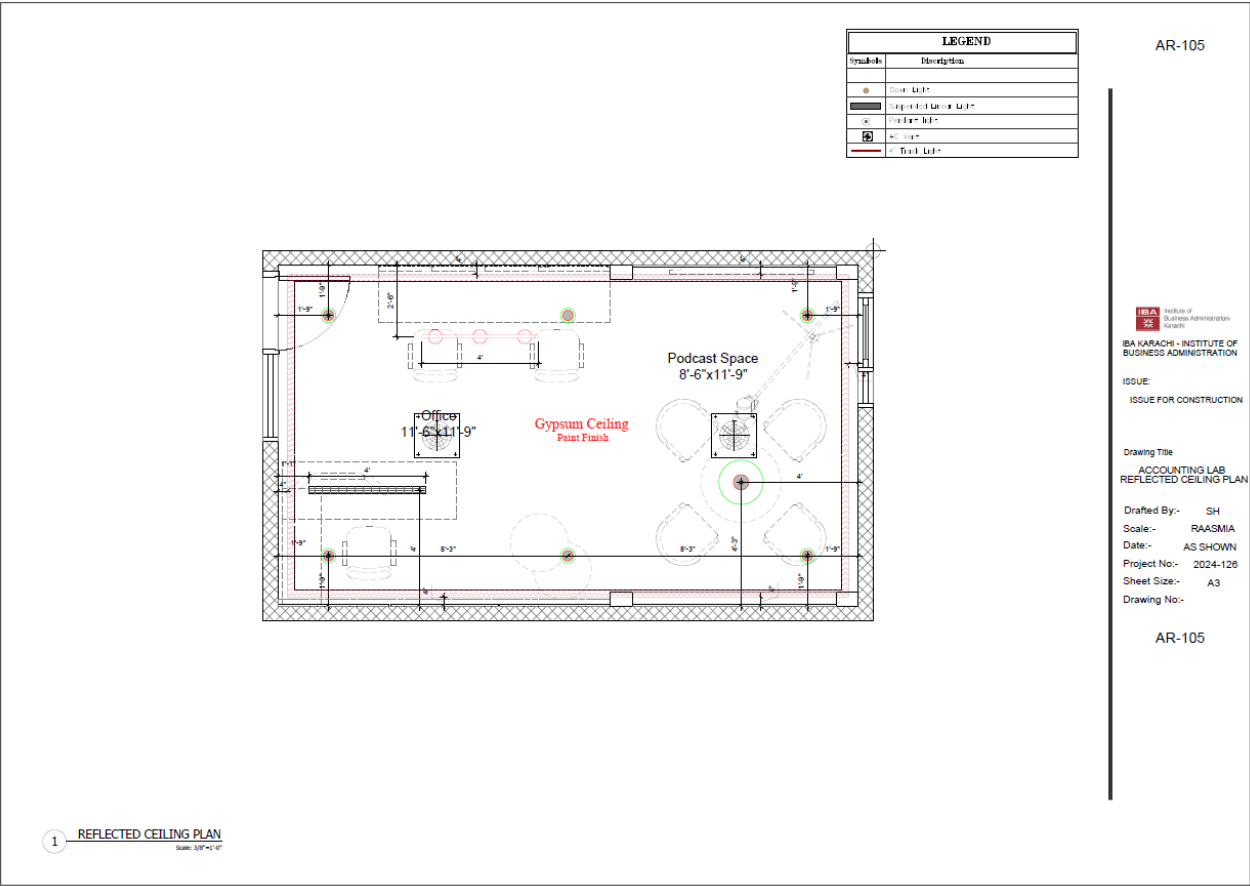
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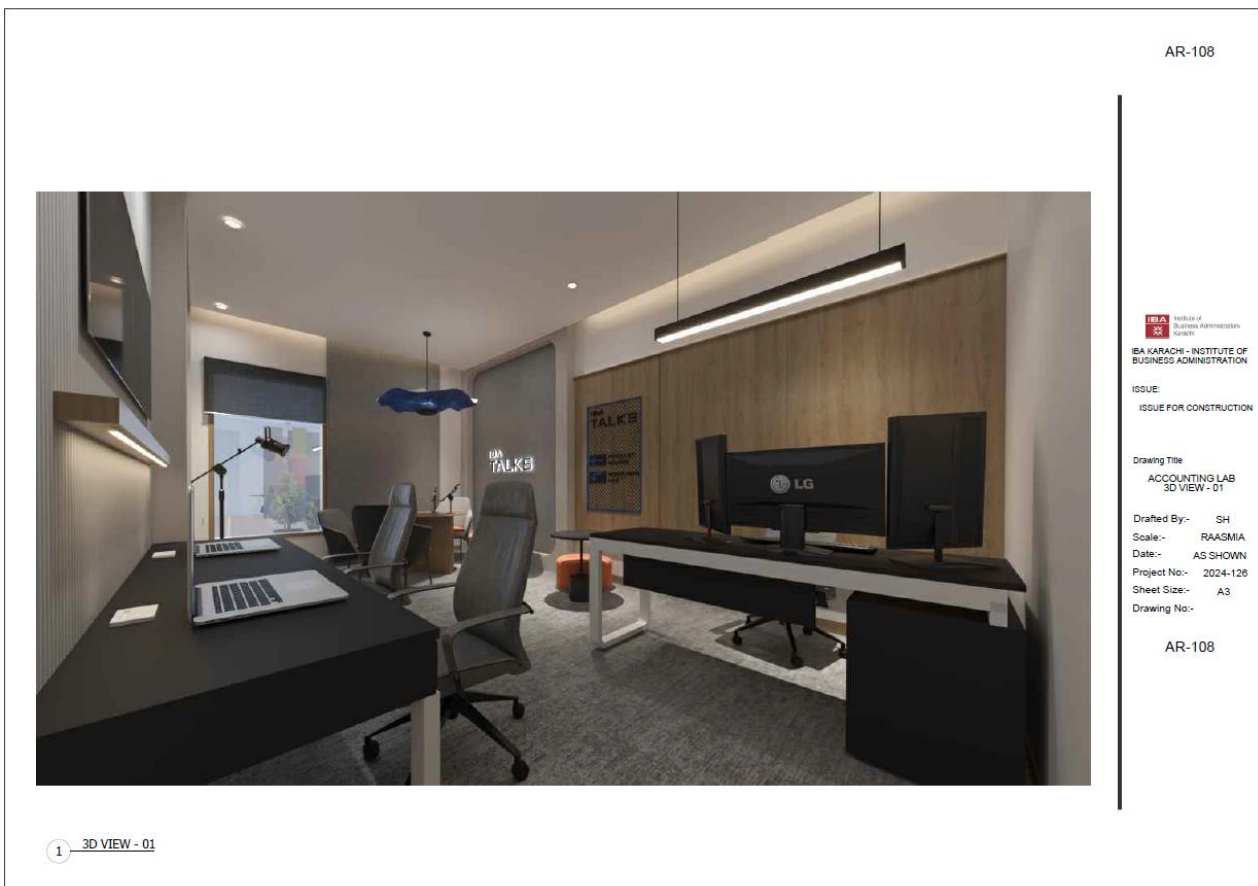
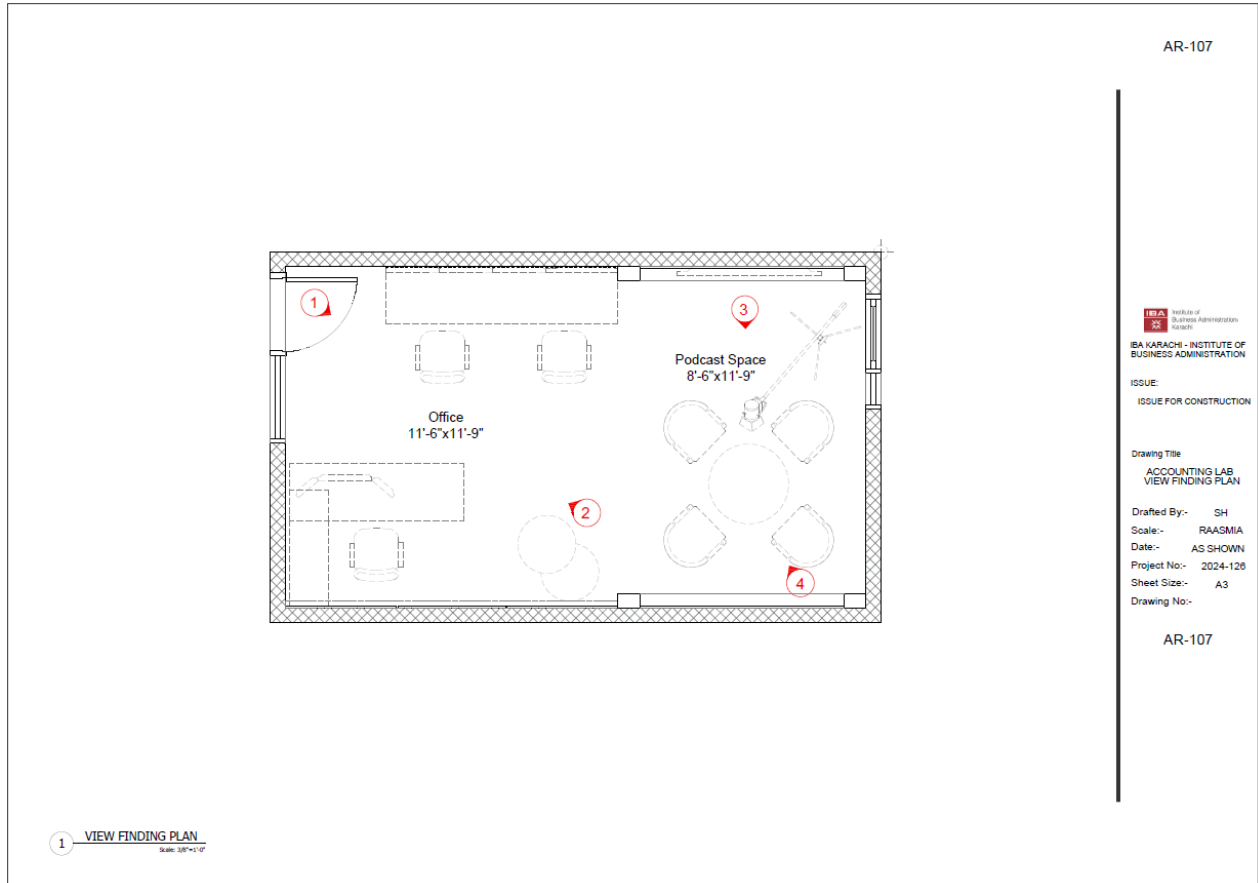
Drawing Title
 ACCOUNTING LAB
 FLOORING PLAN

Drafted By:- SH
 Scale:- RAASMA
 Date:- AS SHOWN
 Project No:- 2024-126
 Sheet Size:- A3
 Drawing No:-

AR-104

1 FLOORING PLAN
 Scale: 1/8"=1'-0"





AR-109



ISSUE:
ISSUE FOR CONSTRUCTION

Drawing Title
ACCOUNTING LAB
3D VIEW - 02

Drafted By:- SH
Scale:- RAASMA
Date:- AS SHOWN
Project No:- 2024-126
Sheet Size:- A3
Drawing No:-

AR-109

1 3D VIEW - 02

AR-110



ISSUE:
ISSUE FOR CONSTRUCTION

Drawing Title
ACCOUNTING LAB
3D VIEW - 03

Drafted By:- SH
Scale:- RAASMA
Date:- AS SHOWN
Project No:- 2024-126
Sheet Size:- A3
Drawing No:-

AR-110

1 3D VIEW - 03

AR-111



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 ISSUE:
 ISSUE FOR CONSTRUCTION
 Drawing Title
ACCOUNTING LAB
 3D VIEW - 04
 Drafted By:- SH
 Scale:- RAASMIA
 Date:- AS SHOWN
 Project No:- 2024-126
 Sheet Size:- A3
 Drawing No:-
AR-111

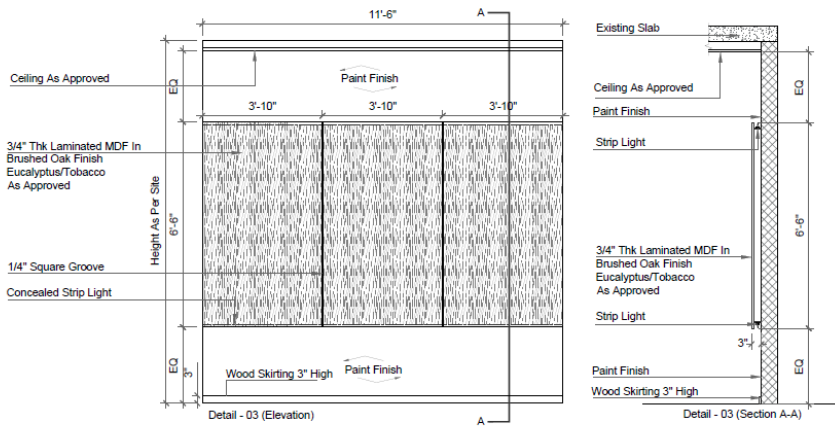
1 3D VIEW - 04

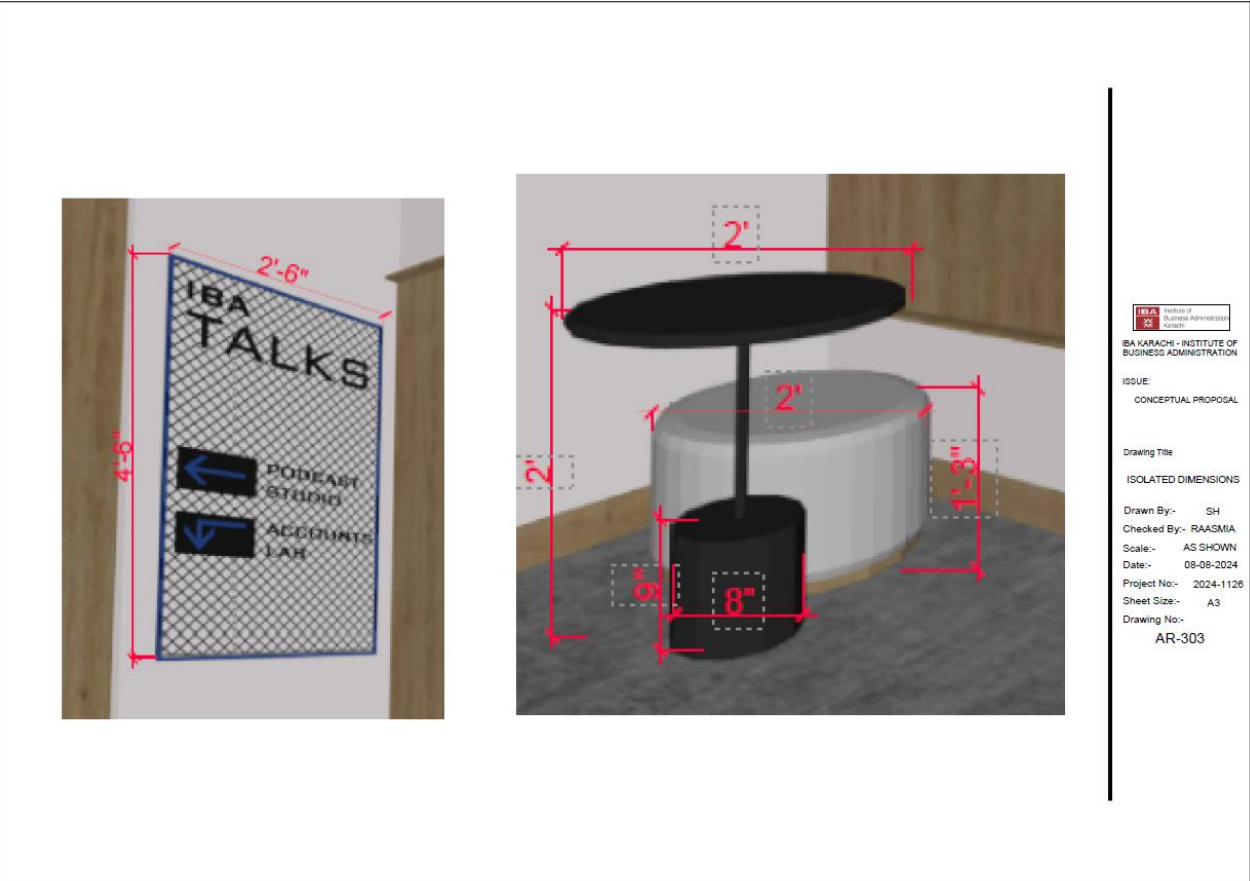
AR-202

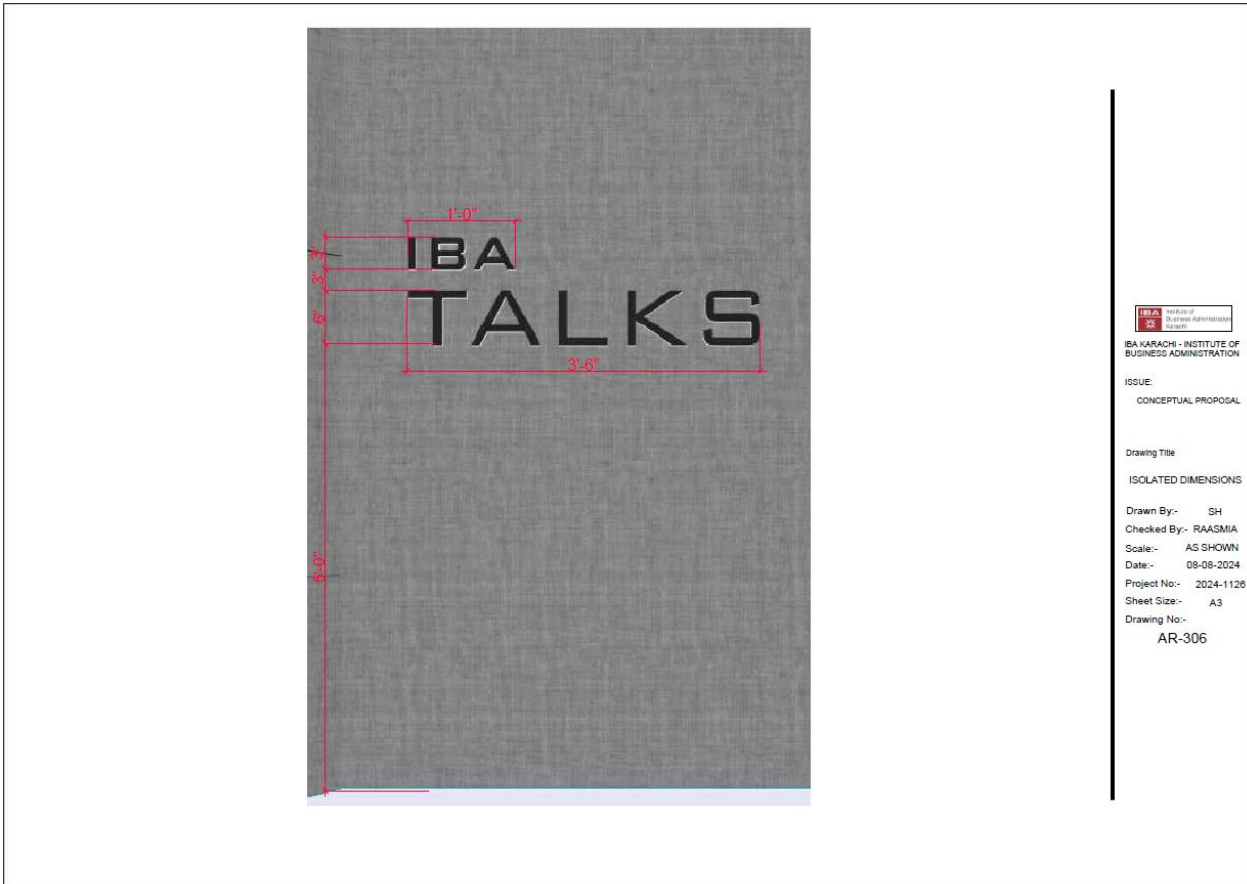
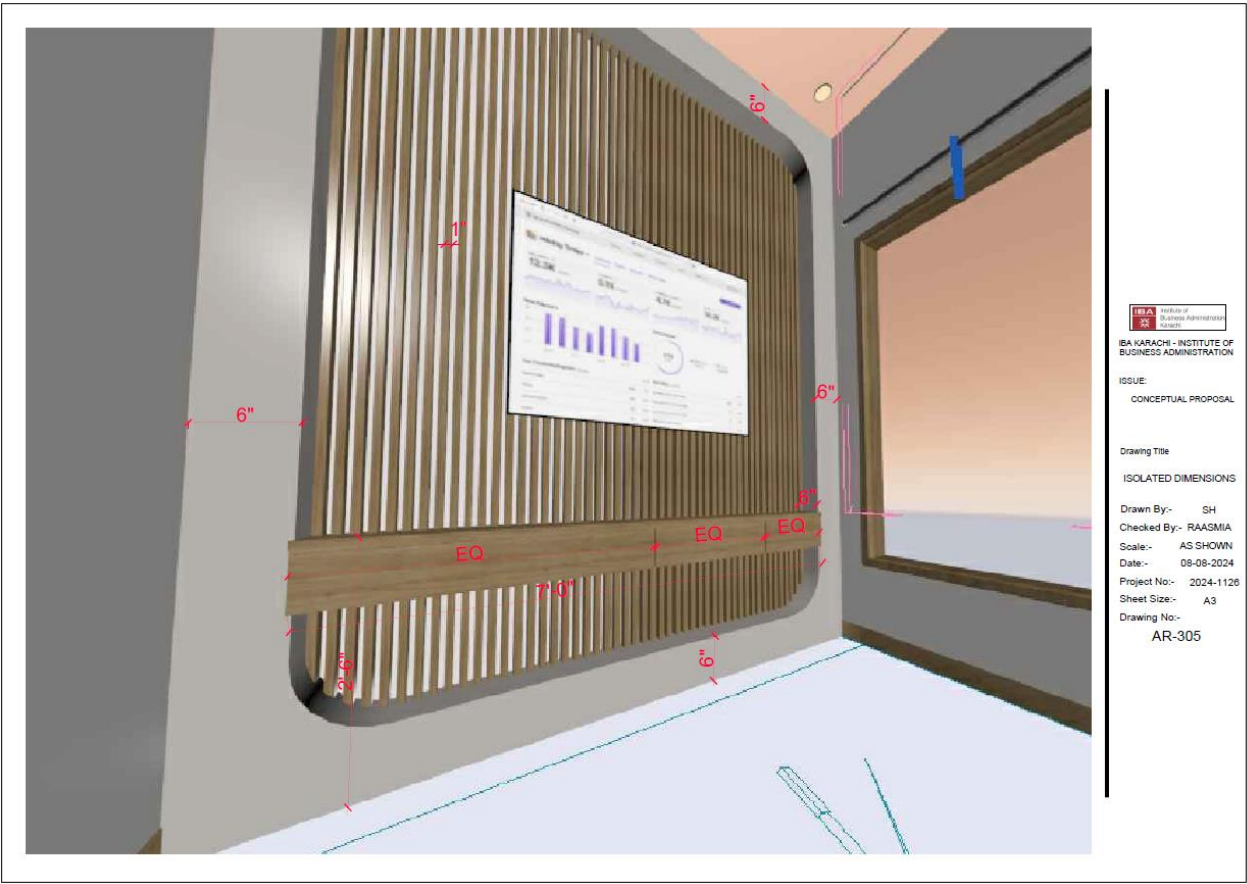


3D VIEW

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 ISSUE:
 ISSUE FOR CONSTRUCTION
 Drawing Title
DETAIL - 03
 Drafted By:- SH
 Scale:- RAASMIA
 Date:- AS SHOWN
 Project No:- 2024-126
 Sheet Size:- A3
 Drawing No:-
AR-202







Additional Note:

- I. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department.
- II. IBA reserve the right to cancel any or all the above items if work / material is not
- III. in accordance with our specifications or if the delivery is delayed / job is not completed.
- IV. Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity.
- V. No subletting in any case / items / form will be allowed.
- VI. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- VII. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the vendors.
- VIII. The vendor will be responsible for taking all safety measures during working of his staff at any height / surfaces.
- IX. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.

7. Integrity Pact

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

M/s _____, the contract 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 contractor 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 contractor 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, contractor 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 contractor 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.

GENERAL CONDITION OF CONTRACT

THIS AGREEMENT is executed at KARACHI, on this day _____ of 2024.

BETWEEN

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Enclave, 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) of the FIRST PART.

AND

M/s _____, having its office at _____, hereinafter referred to as "THE CONTRACTOR" (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 Interior Civil Work in Accounting Lab at IBA Main Campus related jobs/works as assigned in accordance to the tender vide # CW/14/24-25 at IBA Main Campus at the cost of Rs. _____ **Inclusive all taxes.** The basis with the works/jobs of items as per tender vide # CW/14/24-25 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Sr. Manager (Projects) and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project 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 CONTRACTOR" as their official work executor for the specific purpose of "Interior Civil Work in Accounting Lab at IBA Main Campus" in respect of the same with "IBA" as per the determination of scope of works/jobs on suitable scale with any/all other relevant details for Interior Civil Work in Accounting Lab at IBA Main Campus. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # CW/14/24-25 would be integral part of this agreement.

Article I

DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the “services & works”, discussions with “IBA” as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to “IBA”.
- 1.2 “THE CONTRACTOR” agrees to provide any/all kind of services related to execution of work/job to “IBA” whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 “THE CONTRACTOR” will coordinate for required/assigned works/jobs/project with Sr. Manager (Projects) , of the “IBA” who will advise “THE CONTRACTOR” in supervision of proposed works/jobs related.
- 1.4 “THE CONTRACTOR” is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance Note / Certificate will be required from Sr. Manager (Projects) .
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 1.7 Interior Civil Work in Accounting Lab at IBA Main Campus, as assigned in accordance to the tender vide # CW/14/24-25.
- 1.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.
- 1.9 The Contract will require to obtain Entry Pass of their employee/labour/manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be consider if provided in writing by Sr. Manager (Projects) . No verbal instruction(s) / order(s) will consider valid.

Article II

SCOPE OF PROFESSIONAL SERVICES & WORKS

- 2.1 “THE CONTRACTOR” hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/14/24-25.
- 2.2 “THE CONTRACTOR” hereby agree and acknowledge the acceptance of attending the meetings with the Sr. Manager (Projects) “IBA” as & when required.
- 2.3 Date of Completion of work/job/project is__, 2024.

- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

Article III
REMUNERATION

- 3.1 The cost offered by the Contractor is Rs. _____ (inclusive of all taxes) vide tender # CW/14/24-25.
- 3.2 This Agreement includes, the “Interior Civil Work in Accounting Lab at IBA Main Campus”, as per “IBA” requirement mentioned in Tender BoQ.
- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Sr. Manager (Projects) is required before process of bill/invoice.
- 3.4 Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order.
- 3.5 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.6 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.7 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by Contractor as per SRO/Notification.
- 3.9 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- 3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.

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 and CEO of the “THE CONTRACTOR” 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 anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified framed by SPPRA.

Article VI
INDEMNITY

- 6.1 "THE CONTRACTOR" 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 CONTRACTOR", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE CONTRACTOR" which disturbs or damage the reputation, quality or the standard of services & works 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
INTEGRITY PACT

- 8.1 Its intention not to obtain the 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).
- 8.2 Without limiting the generality of the forgoing the contractor/ 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.

- 8.3 The contractor/ 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.
- 8.4 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 contractor / 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.

Article IX
MISCELLANEOUS

- 8.1 Works/job/project will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 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.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # CW/14/24-25 will be the integral part of this agreement and can't be revoked.
- 8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ CNIC # _____

E-mail: _____