

From: Secretary Procurement Committee @ IBA

Sent: Friday, October 21, 2016 5:46 PM

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

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

Subject: Item 4. Approval for tender ad & documents for Decoration & Catering Services for Convocation-2016

Item # 4: Approval for tender ad & documents for Decoration & Catering Services for Convocation-2016

Discussion: Purchase Executive briefed the committee for tender ad & documents for decoration & catering services for Convocation-2016. The tender will be Single Stage Two Envelop procedure. The committee reviewed the tender document, discussed about the BoQ and estimated cost. The committee suggested to arrange pre-bid meeting between admin & service provider to ensure maximum quality. The committee some changes that are to be incorporated in tender document.

Decision: The committee approved the tender ad & documents subject to incorporation of suggested changes for “Decoration & Catering Services for Convocation-2016” to be floated on IBA, SPPRA websites along with leading newspapers.

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

Attendance:

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

Muhammad Hanif,
Secretary Procurement Committee